ASSOCIATE OF APPLIED SCIENCE DEGREE IN
RADIOLOGIC TECHNOLOGY

STUDENT HANDBOOK

REGIONAL COLLEGE
DIVISION OF HEALTH PROFESSIONS

CLASS: 2016-2018

June 2016

- It is the student’s responsibility to read the student handbook.
- The student will be held responsible for policies in this handbook.
- Rules and policies are subject to change. Students will receive written notice of any major changes.
- Disputes over interpretation should be brought to the attention of the Program Director who will seek the advice of the faculty of the program and/or the Radiologic Technology Advisory Committee for a final decision.

Entire document reviewed in 2015, revised 2016
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Notes:

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Entire document reviewed in 2015, 2016
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Entire document reviewed in 2015, 2016
On behalf of the faculty and staff of Kent State University Ashtabula, I welcome you to the Radiologic Technology program. I believe you will find the program to be both challenging and rewarding.

This handbook will acquaint you with the Radiologic Technology program policies. The information contained in the handbook is subject to change: the policies may be modified, superseded, or eliminated. You will be notified of such changes by the Program Director. I also want to call your attention to the KSU Student Conduct Regulations and Academic policies:

http://www.kent.edu/emsa/studentconduct/index.cfm

http://www.kent.edu/policyreg

Congratulations on choosing a career in Radiologic Technology and best wishes for your continued personal and professional growth.

Sincerely,

Susan J. Stocker

Dean
Administration

Kent State University Ashtabula Campus

Susan J. Stocker, Ph.D.
Dean and Chief Administrative Officer
Kent State University at Ashtabula

Kevin Deemer,
Assistant Dean
Kent State University Ashtabula Campus

Kent State University - Regional College

Susan J. Stocker, Ph.D.
Regional College Dean
Administrative Offices
2nd Floor, Library

Kent State University - Administration

Beverly J. Warren, Ph.D.
President
Kent State University
Administrative Offices
2nd Floor, Library

Todd A. Diacon, Ph.D.
Senior Vice President for Academic Affairs and Provost
Kent State University
Administrative Offices
2nd Floor, Library

Revised 2015

Entire document reviewed in 2015, 2016
Radiologic Technology Administration and Faculty

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Office 117

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Jennifer Ulam, BRIT, R.T. (R) (MR)

julam1@kent.edu

Revised 2015

Entire document reviewed in 2015, 2016
Clinical Education Settings

Clinical Instructors

**Ashtabula County Medical Center**
2420 Lake Ave.
Ashtabula, OH 44004
Phone: 440-997-6686

Clinical Instructor: Tito Hernandez RT (R), Jennifer Huffman RT (R), Jessica Baldwin RT (R)
Clinical Hours: 8:00 am - 4:00 pm

**Mercy - St. Joseph - Andover**
476 S. Main St.
Andover, OH 44003
Phone: 440-293-6111

Clinical Instructor: Wendy Byard RT (R) (CT)
Clinical Hours: 8:00am – 4:00pm

**Lake Health Madison Medical Campus**
6270 N. Ridge Road
Madison, Ohio 44057
Phone: 440-428-6800

Clinical Instructor: Wendy Gluvna RT (R) (M)
Clinical Hours: 8:30am – 4:30pm

**Lake Health Mentor Medical Campus**
9485 Mentor Ave.
Mentor, Ohio 44060
Phone: 440-974-6800

Clinical Instructor: Karen Abb (R) (M)
Clinical Hours: 8:00am – 4:00pm

**Lake Health West Hospital**
36000 Euclid Ave.
Willoughby, Ohio 44094
Phone: 440-953-6041

Clinical Instructor: Melanie Robertson RT (R) (BD), Julie Molinyaew RT (R) (M)
Clinical Hours: 8:00am – 4:00pm

Entire document reviewed 2015, 2016
Clinical Education Settings
Clinical Instructors

Rainbow Babies & Children Hospital (Basement Room B-36-A)
11100 Euclid Ave.
Cleveland, Ohio 44106
Phone: 216-844-3061

Clinical Instructor: Mike Morley BA RT (R)
Clinical Hours: 8:00am – 4:30pm*Observation Only in 2nd yr. Diversified Emp. Course

St. Vincent Charity Hospital
2351 E. 22nd Street
Cleveland, OH 44115
Phone: 216-363-2592

Clinical Instructors: Dave Przybysz RT (R), Edith Ryan RT (R) (CT), Janelle Swann RT (R)
Clinical Hours: 8:00 am – 4:00 pm

UH Ahuja Medical Center
3999 Richmond Ave.
Beachwood, Ohio 44122
Phone: 216-593-5500

Clinical Instructors: Vince Galippo RT (R), Timothy Volk RT (R)
Clinical Hours: 8:00 am – 4:00 pm

UH Conneaut Medical Center
158 W. Main St.
Conneaut, OH 44030
Phone: 440-593-4269

Clinical Instructor: Tiffany Ferl RT (R) (M) (CT)
Clinical Hours: 8:00am – 4:00pm

UH Euclid Health Center
18599 Lakeshore Blvd. Suite 700
Euclid, Ohio 44119
Phone: 216-383-5992

Clinical Instructor: Elizabeth Pinto RT (R)
Clinical Hours: 8:00am – 4:00pm

Entire document reviewed 2015, 2016
Clinical Education Settings

Clinical Instructors

UH Geauga Medical Center
13207 Ravenna Rd.
Chardon, OH 44024
Phone: 440-285-6386
Clinical Instructor: DeAnn Rowbotham RT (R), Tiffany Booth RT (R)
Clinical Hours: 8:00am – 4:00am

UH Geneva Medical Center
870 W. Main St.
Geneva, OH 44041
Phone: 440-415-0165
Clinical Instructor: Dan Luoma RT (R) (CT), Jamie Katzmann RT (R) (CT) (MR) (BD)
Clinical Hours: 8:00am – 4:00pm

UH Landerbrook (Mayfield Hts.) Health Center
5850 Landerbrook Dr.
Mayfield Hts., OH 4412
Phone: 440-646-2324
Clinical Instructor: Robert Manley RT (R)
Clinical Hours: 8:30am -4:30pm

UH Madison Health Center
701 N. Lake St.
Madison, Ohio 44057
Phone: 440-428-5593
Clinical Instructor: Barbara Lynn Williams RT (R)
Clinical Hours: 8:30am – 4:30pm

UH Painesville Health Center
470 Bacon Rd.
Painesville, Ohio 44077
Phone:
Clinical Instructor: Melody Leasko RT (R)
Clinical Hours: 8:00am – 4:00pm

Entire document reviewed 2015, 2016
Clinical Education Settings
Clinical Instructors

**UH Richmond Medical Center**
27100 Chardon Rd.
Richmond Hts., OH 44143
Phone: 440-585-6414

Clinical Instructors: Kelly Klein RT (R) (CT)
Clinical Hours: 8:00am – 4:00pm

**UH Twinsburg Health Center**
8819 Commons Blvd.
Suite 101
Twinsburg, OH 44087
Phone: 330-486-9600

Clinical Instructor: Lindsey Coppock RT (R) (CT)
Clinical Hours: 8:00am -4:00pm

**UH Westlake Health Center**
960 Clague Rd.
Suite 1100B
Westlake, OH 44115
Phone: 440-250-2100

Clinical Instructor: Heather Miller RT (R) (CT)
Clinical Hours: 8:00am – 4:00pm

Entire document reviewed in 2015, 2016
Mission of the Radiologic Technology Program

The mission of Kent State University Ashtabula Campus is to educate radiologic technology students in the knowledge, skills and attitudes to become qualified, professional practitioners who provide quality service and care to the community and to prepare students for the changing needs of the profession. Kent State University fosters ethical and humanitarian values and educates students to think critically and to expand their intellectual horizons while attaining the knowledge and skills necessary for responsible citizenship and productive careers.
Goals and Learning Outcomes of the Radiologic Technology Program

Goal
1. Students will successfully perform radiographic procedures consistent with entry-level requirements of a registered radiologic technologist

Outcome
1. Students will apply positioning skills accurately.
2. Students will select appropriate technical factors.
3. Students will accurately utilize radiation protection.
4. Students will demonstrate proficiency in performing radiographic exams.

Goal
2. Students will communicate effectively in oral and written form with patients and members of the health care team.

Outcome
1. Students will demonstrate oral communication skills.
2. Students will demonstrate written communication skills.
3. Students will display interpersonal skills with patients and staff.

Goal
3. Students will effectively utilize critical thinking and problem solving skills in the practice of radiologic technology.

Outcome
1. Students will critique images for radiographic quality.
2. Students will identify the best method of treatment for a given case.
3. Students will adapt positioning for trauma patients.

Goal
4. Students will determine the value of professional growth and development and conduct themselves in a professional manner.

Outcome
1. Students will determine the importance of continued professional development.
2. Students will analyze ethical dilemmas concerning professional behavior.
3. Students will identify professional conduct as seen in the clinical setting.

Goal
5. Students will successfully complete all academic requirements for the Associate Degree in Radiologic Technology toward the practice of radiologic technology

Outcome
1. Students will successfully complete assessment exams on the first attempt

 Entire document reviewed in 2015, 2016
## Radiologic Technology Two Year Sequence of Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Sem.</th>
<th>Days of the Week for 7.5 hrs/day</th>
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<td>First Year</td>
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<tr>
<td>Summer I</td>
<td>*HED 14020</td>
<td>*Medical Terminology</td>
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<tr>
<td>Semester</td>
<td>*US 10097</td>
<td>*Destination Kent State 1st year experience</td>
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<td>RADT 14003</td>
<td>Introduction to Radiologic Tech.</td>
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<td>Clinical Education I (begins 3rd week)</td>
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<td>3</td>
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<td>RADT 14015</td>
<td>Clinical Education II</td>
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<td>Patient Care Management</td>
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<td>RADT 14018</td>
<td>Radiographic Exposures &amp; Imaging I</td>
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<td>Radiologic Physics</td>
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<td>RATS 24048</td>
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<td></td>
<td>RATS 24058</td>
<td>Elective: Diversified Employment Skills</td>
<td>3</td>
<td>W, F</td>
</tr>
</tbody>
</table>

* Courses marked with an * may be taken prior to entry or during the Radiologic Technology program. Students should seek advisement on these courses. All other courses that include all RADT and BSCI 11010 and 11020 require admittance to the program and must follow the sequence.

^Students who have previously completed BSCI 20020, Structure & Function, are exempt from BSCI 11010, 11020.

+ Orientation is held during the program’s first two weeks with students on campus Tuesday-Friday.

**Students pursuing radiation therapy should take MATH 11010, Algebra for Calculus

Note: Students will be assigned clinical rotations for some weekend, afternoon and midnight shifts throughout the program.

Revised 6/2016
Entire document reviewed in 2015, 2016
Course Descriptions for Radiologic Technology Curriculum

RADT 14003 Introduction to Radiologic Technology (2 credit hours) Summer I
Introduction to radiologic technology program, general anatomy, radiographic procedures, imaging equipment and techniques, radiation protection, professional organizations and clinical education. Prerequisite: Radiologic Technology (RADT) major and admission to technical study.

RADT 14005 Clinical Education I (1 credit hour) Summer I/III
Supervised observation and experience at the clinical site with emphasis on clinical practice of basic skills of radiologic technology and the exams covered in Radiographic Procedures I (chest and abdomen). Prerequisite: Radiologic Technology (RADT) major. Corequisite: RADT 14003 and 14006 with a minimum grade of C (2.00).

RADT 14006 Radiographic Procedures I (1 credit hours) Summer III
Introduction to radiographic procedures and positioning of the chest and abdomen. Prerequisites: Radiologic Technology (RADT) major and admission to technical study. Corequisite: RADT 14003 and RADT 14005.

RADT 14015 Clinical Education II (3 credit hours) Fall
Continuation of Clinical Education I with emphasis on skeletal radiography that includes upper and lower extremities, shoulder and pelvic girdles, vertebral spine and bony thorax. Student is assigned to the clinical site 22.5 hours per week. Prerequisites: RADT 14005 with a minimum grade of C (2.00); and RADT 14006 with a minimum grade of C (2.00).

RADT 14016 Patient Care Management (3 credit hours) Fall
Patient interactions and communication, human diversity, patient histories, medical legal issues, patient safety and transfer, vital signs and oxygen administration, infection control and sterile techniques, contrast media, tubes and lines, medical emergencies and pharmacology are topics covered. Prerequisite: RADT 14003 with a minimum grade of C (2.00).

RADT 14018 Radiographic Exposure and Imaging I (2 credit hours) Fall
Equipment used in medical imaging, including radiographic x-ray tubes, filtration, beam restrictors, grids, image receptors, radiographic film and automatic processing. Prerequisites: RADT 14003 with a minimum grade of C (2.00). Corequisite: RADT 14015 with a minimum grade of C (2.00).

Revised 2014
 Entire document reviewed in 2015, 2016
Course Descriptions for Radiologic Technology Curriculum

RADT 14021 Radiographic Procedures II (4 credit hours) Fall
Radiographic anatomy, positioning and image evaluation of the upper extremities, shoulder girdle, lower extremities, pelvic girdle, vertebral spine and bony thorax. Prerequisite: RADT 14006 with a minimum grade of C (2.00). Corequisite RADT 14015.

RADT 14022 Radiographic Exposure and Imaging II (3 credit hours) Spring
Study of the radiographic technical factors, radiographic density, contrast, detail and distortion and the factors that influence them as seen on radiographic images. Prerequisite: RADT 14018 with a minimum grade of C (2.00). Corequisite: RADT 14025 with a minimum grade of C (2.00).

RADT 14024 Radiographic Procedures III (4 credit hours) Spring
Radiographic anatomy, positioning, procedures and image evaluation of the gastrointestinal, biliary, and urinary systems, and skull and facial bones positioning. Prerequisite: BSCI 11010 or ATTR 25057 or EXSC 25057 or BSCI 20020; and RADT 14021 with a minimum grade of C (2.00). Corequisite: RADT 14025 with a minimum grade of C (2.00).

RADT 14025 Clinical Education III (3 credit hours) Spring
Continuation of Clinical Education II with emphasis on clinical practice of previous course content plus digestive, biliary and urinary procedures, as well as skull and facial bones positioning. Students assigned to clinical education setting 22.5 hours per week. Prerequisites: RADT 14015 with a minimum grade of C (2.00). Corequisite: RADT 14024 with a minimum grade of C (2.00).

RADT 14075 Clinical Education IV (3 credit hours) Summer II
Continuation of Clinical Education III with continued emphasis on clinical practice of content in previous clinical courses. More emphasis on independent clinical practice of procedures previously mastered. Students assigned to clinical education site 30 hours per week for 8 weeks. Prerequisites: RADT 14025 with a minimum grade of C (2.00).

RADT 24006 Radiologic Physics (4 credit hours) Fall
Introduction to general physics, units and measurement, atomic structure, electromagnetic spectrum, x-ray production, electricity, magnetism, electromagnetism, x-ray tube, x-ray circuitry and fluoroscopic equipment are covered. Prerequisites: RADT 14018 with a minimum grade of C (2.00).

RADT 24008 Radiobiology and Radiation Protection (3 credit hours) Fall
Describes the risk versus benefit approach, sources of radiation, interactions of radiation with matter, cell structure and function and effects of radiation on them, acute and chronic effects, somatic and genetic effects, radiation quantities and units, radiation protection organizations and regulations, stochastic and non stochastic effects, limits of exposure, methods of protecting patients, public and workers, shielding and Dosimetry methods and dose reduction in imaging modalities. Prerequisites: BSCI 11010 and 11020 or BSCI 20020, or ATTR 25057 and 25058, or EXSC 25057 and 25058; and RADT 14003 with a minimum grade of C (2.00). Corequisite: RADT 24015 with a minimum grade of C (2.00).
Course Descriptions for Radiologic Technology Curriculum

RADT 24014 Advanced Imaging  
(3 credit hours)  
Fall

Procedures and equipment used in advanced medical imaging including fluoroscopy, mammography, CT, MRI, interventional imaging, nuclear medicine, PET imaging, diagnostic medical Sonography, radiation therapy and fusion studies as well as quality assurance. Prerequisites: RADT 14075 with a minimum grade of C (2.00). Corequisite: RADT 24015 with a minimum grade of C (2.00).

RADT 24015 Clinical Education V  
(3 credit hours)  
Fall

Continuation of Clinical Education IV with emphasis on clinical practice of content of previous courses. More emphasis on independent clinical practice previously mastered. Students assigned to clinical education setting 22.5 hours per week and rotate to special medical imaging areas. Prerequisites: RADT 14075 with a minimum grade of C (2.00). Corequisite: RADT 24014 with a minimum grade of C (2.00).

RADT 24025 Clinical Education VI  
(3 credit hours)  
Spring

Continuation of Clinical Education V with emphasis on mastery of clinical procedures. Students assigned to clinical education site 22.5 hours per week. Prerequisites: RADT 24015 with a minimum grade of C (2.00).

RADT 24028 Radiologic Pathology  
(3 credit hours)  
Spring

Disease process and the pathologies associated with each anatomical system are described and their application to all modalities in the radiologic and imaging sciences. Prerequisites: radiologic technology (RADT) major; and admission to technical study; and HED 14020; and (BSCI 11010 and BSCI 11020) or BSCI 20020 all with a minimum grade of C (2.00). Corequisite: RADT 24025 with a minimum grade of C (2.00).

**ELECTIVE COURSES in Radiologic Technology:**

RADT 14096 Individual Investigation: Directed Readings:  
(3 credit hours)  
Spring 1st & 2nd Year

Unit examines current Radiologic Technology information by reviewing Radiologic Technology journals.

RADT 24048 Radiographic Techniques:  
(3 credit hours)  
Spring 2nd Year

Reviews the content specifications of the ARRT exam.

RADT 24058 Diversified Employment Skills:  
(3 credit hours)  
Spring 2nd Year

Develops skills needed to be a multi-skilled technologist. Includes patient relations, job searches and employment options, resume writing, interviewing, and overcoming communication issues.

Entire document reviewed in 2015, 2016
SPECIAL TOPICS COURSES in Radiologic Technology:

RADT 21095  Introduction to Mammography: Instrumentation, Quality Assurance, Diagnostic Procedures and Treatments. WEB BASED (3 credit hours) Fall Semester

Course provides the student with foundational concepts of mammographic equipment; types and functions, factors that govern and influence image production and recording. It includes foundational concepts of mammographic quality assurance testing and factors that govern and influence quality control equipment. Students will gain an understanding of various preoperative procedures such as a routine localization, specimen radiography, ultrasound of the breast, cyst aspiration, ductography, fine needle aspiration cytology, and breast MR. Minimally invasive needle breast biopsy procedures, core biopsy, stereotactic procedures, and interventional procedures used in breast cancer diagnosis are included as well.

RADT 21095  Introduction to Mammography: Anatomy and Physiology, Pathology, Positioning and Practical Applications in Problem Solving. WEB BASED (3 credit hours) Spring Semester

Course provides the fundamentals of mammography positioning. It includes breast anatomy and physiology, pathologic changes, and the relevance of these to mammographic appearance and positioning including correlation to the radiographic appearance of normal anatomy and benign and malignant findings. Course provides the basic concepts in patient assessment and evaluation in mammography. It includes effective communication, patient safety/comfort, patient preparation, professionalism, ethics and critical thinking. It emphasizes the importance of establishing a positive relationship with the patient, addressing their psychological needs and providing patient information related to the procedure.

RADT 21095  Clinical Mammography WEB BASED (2 credit hours) Spring, Summer or Fall Semester

Provides the student with the clinical experience required to become competent in performing mammographic procedures, mammographic image critique and time to perform required quality control testing. The course provides an opportunity to obtain documentation of clinical competence as required by the ARRT for eligibility to take the advanced level examination in mammography.

Entire document reviewed in 2015, 2016
Course Descriptions for Radiologic Technology Curriculum

OTHER COURSES REQUIRED BY RADIOLOGIC TECHNOLOGY STUDENTS:

(All courses may be taken prior to admission into the program)

BSCI 11010  Anatomy & Physiology for Allied Health I  (3 credit hours)  Fall
Anatomy and physiology to include organization of the human body, cells, tissues, organs and systems, integumentary, skeletal, muscular, circulatory and respiratory systems.

BSCI 11020  Anatomy & Physiology for Allied Health II  (3 credit hours)  Spring
Anatomy and physiology of the digestive, urinary, nervous, endocrine and reproductive systems.

CHEM 10050  Fundamentals of Chemistry  (3 credit hours)  Spring
Basic concepts of chemistry (including atomic structure, chemical bonding, and reactions) necessary for courses in elementary organic chemistry and physiologic chemistry. Prerequisite: High school algebra or equivalent.

OR

CHEM 10055  Molecules of Life  (3 credit hours)  Spring
An integrated introduction to molecular systems and their participation in the processes of life.

ENG 11011  College Writing I  (3 credit hours)  Fall
Basic expository essay: emphasis on selection and organization of material, rhetorical patterns, clear and effective expression. Grammar and mechanics needed. Prerequisite: Successful completion of ENG 11001 or test score.

HED 14020  Medical Terminology  (3 credit hours)  Summer I
Identification of the meaning of various roots and terms and combining forms that are components of medical words, including anatomical, physiological, and pathological terminology. Prerequisite: none

Entire document reviewed in 2015, 2016
Course Descriptions for Radiologic Technology Curriculum

OTHER COURSES REQUIRED BY RADIOLOGIC TECHNOLOGY STUDENTS:

Humanities or Fine Art: see Kent Core list in undergraduate catalog (3 credit hours)

MATH 11009 Modeling Algebra (4 credit hours) Spring
Study of algebra arising in the context of real-world applications, including linear, polynomial, exponential and logarithmic functions. Intended for students not planning to take calculus.

OR

MATH 11010 Algebra for Calculus (3 credit hours) Spring
Study of elementary functions and graphs, including polynomial, exponential and logarithmic functions; complex numbers; binomial theorem.

PSYC 11762 General Psychology (3 credit hours) Spring
Introduction to the behavioral science approach to an understanding of human performance and potentials. Prerequisite: none.

US 10097 Destination Kent: First Year Experience (1 credit hour) Summer I
Assists student in making the transition to the university, improving and refining academic skill, participating in the advising system and selecting or confirming a major. Required of all entering freshman. S/U grading. Prerequisite: none.

Revised 2014; 2016

Entire document reviewed in 2015, 2016

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### Teaching Assignments for Radiologic Technology Courses

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<th>Semester</th>
<th>Course Number</th>
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<td>Summer I</td>
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<td>Gail Schroeder</td>
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<td>Jennifer Ulam</td>
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Revised 2015
Entire document reviewed in 2015, 2016
American Registry of Radiologic Technologists

Code of Ethics for the Profession of Radiologic Technology

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists, Registered Radiologist Assistant, and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

Principle 1
The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Principle 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.

Principle 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 on the basis of sex, race, creed, religion, or socio-economic status.

Principle 4
The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

Principle 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.

Principle 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.

Principle 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 healthcare team.

Principle 8
The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

Principle 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.

Principle 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.

Revised 2011 ARRT Rules of Ethics: see ARRT Exam Book Last Revised and Published: July 1, 2011

Entire document reviewed in 2015, 2016
Radiologic Technology Program
Advisory Committee Members: 2016-2018

Radiologic Technology: Gail Schroeder, Program Director
Faculty:
Barbara Larson, Full-time Clinical Coordinator
Stacy Beck, Full-time faculty
Nancy Shaw-Hertzog, Adjunct faculty

Radiologic Technology: First Year Student:  
Radiologic Technology: Second Year Student: Miranda Gibson

Community of Interest Member: Michael Brennen, Professor, Biological Sciences

Clinical Members:

<table>
<thead>
<tr>
<th>Clinical Education Site</th>
<th>Radiology Directors</th>
<th>Clinical Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashtabula County Medical Center</td>
<td>Nancy Shaw-Hertzog, MPA, RT (R)(M)</td>
<td>Tito Hernandez, RT (R)</td>
</tr>
<tr>
<td>2420 Lake Ave.</td>
<td></td>
<td>Jessica Huffman, RT (R)</td>
</tr>
<tr>
<td>Ashtabula, Ohio 44004</td>
<td></td>
<td>Jessica Baldwin, RT (R)</td>
</tr>
<tr>
<td>Mercy - St. Joseph Andover Emergency Care</td>
<td>Kathy Alexander</td>
<td>Wendy Byard, RT (R) (CT)</td>
</tr>
<tr>
<td>476 S. Main St.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andover, Ohio 44004</td>
<td></td>
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<tr>
<td>Lake Health Madison Medical Campus</td>
<td>Rick Knodas</td>
<td>Wendy Gluvna, RT (R) (M)</td>
</tr>
<tr>
<td>6270 N. Ridge Rd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madison, Ohio 44057</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lake Health Mentor Medical Campus</td>
<td>Diane Weber</td>
<td>Karen Abbey, RT (R) (M)</td>
</tr>
<tr>
<td>9485 Mentor Ave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentor, Ohio 44060</td>
<td></td>
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<tr>
<td>Lake Health West Medical Campus</td>
<td>Diane Weber</td>
<td>Melanie Robertson, RT (R) (BD)</td>
</tr>
<tr>
<td>36000 Euclid Ave.</td>
<td></td>
<td>Julie Molinyawe, RT (R) (M)</td>
</tr>
<tr>
<td>Willoughby, Ohio 44094</td>
<td></td>
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<tr>
<td>Rainbow Babies and Children’s Hospital</td>
<td>Mike Morley, RT (R)</td>
<td></td>
</tr>
<tr>
<td>11100 Euclid Ave.</td>
<td></td>
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<tr>
<td>Cleveland, Ohio 44106</td>
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Revised 2015
Entire document reviewed in 2015, 2016
Radiologic Technology Program
Advisory Committee Members: 2016-2018

Clinical Members:

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<th>Clinical Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Vincent Charity Hospital</td>
<td>John Vizzuso</td>
<td>Dave Przybysz, RT (R) Edith Ryan, RT (R) (CT) Janelle Swann, RT (R)</td>
</tr>
<tr>
<td>2351 E. 22nd Street Cleveland, Ohio 44115</td>
<td></td>
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<tr>
<td>UH Conneaut Medical Center</td>
<td>Bonnie Blood, RT (R)</td>
<td>Tiffany Ferl, RT (R) (M) (CT)</td>
</tr>
<tr>
<td>158 W. Main Street Conneaut, Ohio 44030</td>
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<tr>
<td>UH Geauga Medical Center</td>
<td>Maria Schmidt, MPA, RT (R)</td>
<td>DeAnn Rowbotham, RT (R) Tiffany Booth, RT (R)</td>
</tr>
<tr>
<td>13207 Ravenna Rd. Chardon, Ohio 44024</td>
<td></td>
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</tr>
<tr>
<td>UH Geneva Medical Center</td>
<td>Krissy Stich, RT (R)</td>
<td>Dan Luoma, RT (R) (CT) Jamie Katzmann, RT (R) (CT)(MR)(BD)</td>
</tr>
<tr>
<td>870 W. Main St. Geneva, Ohio 44041</td>
<td></td>
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<tr>
<td>UH Euclid Health Center</td>
<td>Paul Benjamin, RT (R)</td>
<td>Betty Pinto, RT (R)</td>
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<tr>
<td>18599 Lakeshore Blvd. Euclid, Ohio 44119</td>
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<tr>
<td>UH Landerbrook Health Center</td>
<td>Ron Callister, RT (R)</td>
<td>Robert Manley, RT (R)</td>
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<tr>
<td>5850 Landerbrook Dr. Mayfield Hts., Ohio 44112</td>
<td></td>
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<tr>
<td>UH Madison Health Center</td>
<td>Krissy Stich, RT (R)</td>
<td>Barbara Lynn Williams, RT (R)</td>
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<tr>
<td>701 N. Lake St. Madison, Ohio 44057</td>
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<tr>
<td>UH Painesville Health Center</td>
<td>Krissy Stich, RT (R)</td>
<td>Melody Leasko, RT (R)</td>
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<tr>
<td>470 Bacon Rd. Painesville, Ohio 44077</td>
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<tr>
<td>UH Richmond Medical Center</td>
<td>Kelly Klein, RT (R) (CT)</td>
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<tr>
<td>271000 Chardon Rd. Richmond Hts., Ohio 44143</td>
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<tr>
<td>UH Twinsburg Health Center</td>
<td>Ron Collister, RT (R)</td>
<td>Lindsey Coppock, RT (R) (CT)</td>
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<tr>
<td>8819 Commons Blvd. Suite 101 Twinsburg, Ohio 44087</td>
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<tr>
<td>UH Westlake Health Center</td>
<td>Ron Collister, RT (R)</td>
<td>Heather Miller, RT (R) (CT)</td>
</tr>
<tr>
<td>960 Clague Rd. Suite 1100B Westlake, Ohio 44115</td>
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Revised 2014
Entire document reviewed in 2015, 2016
Introduction to the Radiologic Technology Program

Welcome to the Radiologic Technology profession and to Kent State University Radiologic Technology program. Students enrolled in the program will be responsible for observing all University rules and regulations. Both student life policies (Chapter 4) and procedures and material specifically related to the Regional Campuses (Chapter 8) are found in the University Policy Register (http://www.kent.edu/policyreg) which contains a complete list of all the University’s policies, rules, and regulations.

Students will also be responsible for observing all rules and regulations of the assigned Clinical Education Settings and all policies and procedures listed in this handbook. In the event the Clinical Education Settings and the Student Handbook policies and procedures differ, bring the matter to the attention of the Program Director of Radiologic Technology so that the matter can be presented to the Radiologic Technology Advisory Committee for a decision.

The Radiologic Technology Program offers an Associate Degree in Applied Science with a major in Radiologic Technology. The program commences in Summer I semester and is completed at graduation at the end of Spring Semester of the second year of the program. Courses are in sequential order and build on each other with a correlation of didactic and clinical education courses.

Graduates sit for the American Registry of Radiologic Technology certification examination in radiography following graduation with the final authorization from the program director that the student has completed all academic and clinical requirements of the program.

History of the Program

Roy Bell, R.T., began a hospital based certificate program in Radiologic Technology at Salem Community Hospital in 1967. In 1985, he transferred the program into the Associate of Applied Science in Radiologic Technology at Kent State University. Roy served as the program director from 1986 to 1991. He passed away in 1997. Roy was president of the OSRT, made a fellow in the OSRT and ASRT and was a life member of the OSRT. He was an author of many radiologic technology review books.

In 1991, Greg Bradley became the next program director and was followed by Shirlee Bell who served in that position from 1994-1995. Jan Gibson became director in 1995 and started the Bachelor of Technology degree in Radiologic and Imaging Sciences in 2001 with concentrations in CT, MRI, Diagnostic Medical Sonography and Nuclear Medicine. Radiation Therapy was added in 2006.

A Radiologic Technology program was added at Kent State University Ashtabula under the direction of Jackie Hammonds in 2007. In 2008, Gail Schroeder became the next program director. It is under her direction that the Radiologic Technology Program became accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). In 2011, elective courses in the Mammography modality were introduced.

Entire document reviewed in 2015, 2016
Academic Standards Policy

1. Students are required to achieve a grade of at least a "C" or better in each "RADT" core course and in BSCI 11010 and 11020 (Anatomy and Physiology for Allied Health I and II) or BSCI 20020, within the program's curriculum.

2. Remedial work may be required when a student earns a score of 79% (benchmark may be higher depending on instructor and course) or lower on an exam. It is up to the Radiologic Technology instructor to determine the type of remedial work required as designated in the course syllabus. Students who score 79% or lower may not be as well prepared for the ARRT exam.

3. Students are required to maintain a cumulative grade point average of at least a 2.00 for the RADT core courses in order to meet graduation requirements. See KSU catalog for information on student probation and dismissal.

4. If a final grade lower than "C" (2.0) is earned in any "RADT" course or the "BSCI 11010 and 11020 or BSCI 20020" courses, the student will be dismissed from the program.

5. Students who are dismissed for unsuccessfully completing RADT courses in a given semester can request to re-enter the program the next time that course is offered (usually the next year since courses are offered only once a year).

6. Students who request re-entry should refer to the policy on re-entry into the program. Re-entry is not assured.

7. Students who are dismissed from the program will be assisted through referral for advising in redirecting their program of study if necessary.

8. Grading Scale for RADT courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-94%</td>
</tr>
<tr>
<td>A-</td>
<td>93</td>
</tr>
<tr>
<td>B+</td>
<td>92</td>
</tr>
<tr>
<td>B</td>
<td>91-86</td>
</tr>
<tr>
<td>B-</td>
<td>85</td>
</tr>
<tr>
<td>C+</td>
<td>84</td>
</tr>
<tr>
<td>C</td>
<td>83-78</td>
</tr>
<tr>
<td>C-</td>
<td>77</td>
</tr>
<tr>
<td>D+</td>
<td>76</td>
</tr>
<tr>
<td>D</td>
<td>75-69</td>
</tr>
<tr>
<td>F</td>
<td>68 and below</td>
</tr>
</tbody>
</table>

\[\text{Grading Scale for RADT courses:} \]

Rev. 6/13, Last revision: 2014

Entire document reviewed in 2015, 2016
Accidents and Injuries Occurring at the Clinical Education Setting

1. All accidents that occur while at the Clinical Education Setting resulting in personal injury, and/or patient injury, and/or hospital personnel injury, and/or damage to equipment must be reported immediately to the Clinical Instructor and the Clinical Coordinator.

2. The Clinical Coordinator will then report the incident to the Program Director.

3. Students will be required to follow the proper procedure for documenting accidents in the Clinical Education Setting where the incident occurred. (Students should see the Clinical Instructor or supervisor for the proper procedure.)

4. Kent State University and their affiliated clinical education settings are not responsible for any medical expenses related to disease or injury incurred during the program. In such cases, students are responsible for their own health insurance to cover any medical expenses that may occur unless otherwise stated in policies of an affiliated clinical education setting.

5. While students are attending the clinical education settings, they are not considered KSU or clinical education setting employees and as such are not covered under worker’s compensation.

Policy: 2007

Last revision: 2014

Entire document reviewed in 2015, 2016
Accreditation of the Radiologic Technology Program
National Accreditation: JRCERT

1. The Kent State University Ashtabula Radiologic Technology Program received its accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT) on December 9, 2010. Inspection of accreditation documents is available through the Program Director.

2. “The JRCERT affirms that the accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement.

3. The JRCERT Standards for an Accredited Educational Program in Radiologic Sciences require a program to demonstrate the clarity and appropriateness of its purposes as a post-secondary educational program; to in accomplishing all of its purposes; and to provide assurance that it can continue to be a program that meets accreditation standards. A variety of assessment approaches in its evaluation processes strengthens the program’s ability to document its effectiveness.

4. The JRCERT may be notified as follows:

   JRCERT
   20 N. Wacker Drive, Suite 900
   Chicago, IL  60606-2901
   Phone (312) 704-5300
   Fax     (312) 704-5304

   The website may be accessed at www.jrcert.org.

ARRT

The ARRT (American Registry of Radiologic Technologists) recognizes the Kent State Ashtabula Radiologic Technology Program as an approved program. The website may be accessed at www.ARRT.org.

State Accreditation: ODH

1. The Radiologic Technology program at Kent State University Ashtabula is also accredited by the Ohio Department of Health.

rev. 6/13

Entire document reviewed in 2015, 2016
Attendance Policy for Radiologic Technology Courses at Ashtabula

In addition to the rules and regulations stated in the KSU undergraduate catalog (University Policy 3-01.2) the following will be enforced:

1. Regular and prompt attendance for Radiologic Technology courses is essential for students to meet the educational challenges and accomplish the learning outcomes of the Radiologic Technology program. The following rules apply unless special circumstances exist as reviewed by program faculty.

First Year Allowed Class Absences
2a. Summer I & Summer III Semesters: a student can miss no more than 1 lecture class in the Intro to Radiologic Technology lecture course and 1 lecture class in the Radiographic Procedures I lecture course and no lab classes for Radiographic Procedures I. If makeup time is required, the student will schedule the time missed with the clinical coordinator and clinical instructor.

2b. Fall and Spring Semesters: a student can miss no more than 3 classes in any RADT lecture course and no more than 1 lab class for Procedures II (Fall) and III (Spring).

Second Year Allowed Class Absences
3a. Summer semester: a student can miss no class in the summer review and enrichment classes. Students who miss 1 or more Thursday classes will have their clinical education grade lowered one letter grade for each absence.

3b. Fall & Spring Semesters: a student can miss no more than 3 classes in any RADT lecture course. All second year Fall Semester courses are only permitted 2 absences.

Grade Drop for Excessive Absences
4a. Each absence after the allotted time will drop the final grade by one letter for each absence unless an extended illness is involved or special circumstance exists or the student brings in an excuse (examples of an excuse include a physician’s excuse or court date excuse).

4b. An excuse must be turned in to an instructor within 1 week of the date the student returns to class. If the student fails to do this, the absence will be counted as an unexcused absence. Excuses in excess of three during a semester will be evaluated by the program faculty and subject to review.

Missed and Made up Exams
5a. Any exam missed will have to be made up by the student. Failure to make up the exam will result in a 0 for that exam.

5b. It is the STUDENT’S responsibility to contact the instructor concerning the appropriate time period to make up an exam. A student will not be permitted to make up an exam during any class time. The exam may have to be made up in the academic center, following their hours of make-up exams. An exam is to be made up within a week preferably the next class day that the student attends unless special circumstances exist and the student has made special arrangements with the instructor. The student may be given an alternate exam as the make-up exam. If the student fails to make special arrangements with the instructor on the returning class day, the student will receive a grade of "0" for that exam. The instructor reserves the right to limit the number of make-up exams in a semester.

Reporting Absences from Radiologic Technology Courses:
6. When a student is absent from the first class of the day, the student is requested to phone or e-mail that first radiologic technology instructor prior to class to report the absence. That instructor will then inform all other radiologic technology instructors concerning the absence. Refer to the faculty phone/e-mail list or your course syllabus for notification.

Entire document reviewed in 2015, 2016
COURSE ABSENCE ACTION FORM

Student’s Name: _______________________________ Date: _______________________

Course: _______________________________ Class of: _______________________________

Date of Unexcused Absence: _______________ Instructor Signature: _______________________

Date of Unexcused Absence: _______________ Instructor Signature: _______________________

Date of Unexcused Absence: _______________ Instructor Signature: _______________________

Course Policy: ATTENDANCE POLICY

In addition to the rules and regulations stated in the KSU “catalog” the following will be enforced:

1. Regular and prompt attendance for Radiologic Technology courses is essential to meet the educational challenges and accomplish the objectives of the Radiologic Technology program.

2. A student can miss no more than 3 classes for this course. Each absence after that will drop the final grade by one letter grade unless an extended illness is involved or special circumstances exist or the student brings in an excuse (examples of an excuse include a physician’s excuse or court date excuse).

This form is being completed to inform you that on your next unexcused absence to the above listed class, your final grade will be lowered one letter grade.

Student Signature: _______________________________ Date: _______________________

Instructor Signature: _______________________________ Date: _______________________

Director Signature: _______________________________ Date: _______________________


Entire document reviewed in 2015, 2016
Attendance Policy for Clinical Education Courses

Attendance of Clinical Education courses is vital to the success of the student in the radiologic technology program. Clinical time permits the student to meet program learning outcomes and to become competent and proficient in the cognitive, affective, and psychomotor domains of learning. The clinical site provides the experience necessary to become a professional in medical imaging.

A. Clinical Education Course Attendance Requirements (subject to change)

Clinical education requires approximately 215 clinical days (1612.5 hours)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SEMESTER</th>
<th>WEEKS</th>
<th>DAYS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>Summer I</td>
<td>3</td>
<td>6</td>
<td>45 hours</td>
</tr>
<tr>
<td></td>
<td>Summer III</td>
<td>5</td>
<td>10</td>
<td>75 hours</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>15</td>
<td>41</td>
<td>307.5 hours</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>15</td>
<td>43</td>
<td>322.5 hours</td>
</tr>
<tr>
<td>Second Year</td>
<td>Summer II</td>
<td>8</td>
<td>31</td>
<td>232.5 hours</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>15</td>
<td>42</td>
<td>315 hours</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>15</td>
<td>43</td>
<td>322.5 hours</td>
</tr>
</tbody>
</table>

(216 days (approx.) 1620 hours (approx.))

B. Course Requirements

A student must complete all hours mandated in the clinical course requirements. If a student is deficient in completing course requirements, time must be made up to meet those clinical requirements. Course requirements also dictate that a student rotate through all clinical areas as assigned. Any student who has missed a rotation must make up the hours required in that area. Examples: Evening shifts, CT, etc.

Course assignments, including both on campus classes and clinical courses, should not exceed Forty (40) hours/week or 7.5 hours/day. The student can request to exceed this time limit in order to complete course requirements for the semester. The student must complete the Clinical Course Requirements Form (Form F-22).

All make up days must be approved and scheduled with the clinical coordinator in agreement with the clinical instructor. No make-up days are permitted when the University is closed. This applies to all holidays and during the Christmas to New Year’s Day break. See the Inclement Weather Policy concerning make up days.

Revised 2014

Entire document reviewed in 2015, 2016
Attendance Policy for Clinical Education Courses

C. First Year: Absences, Make up Time and Grade Drop

1. **Summer Semester:** Students are not allotted any days off during the summer semester. Students who do not achieve perfect attendance in the clinical setting during the summer semester must make up the days missed on Saturdays as needed. This will be scheduled with the clinical coordinator and clinical instructor. A student’s grade will drop on the 3rd absent day, unless there are extenuating circumstances.

2. **Fall and Spring Semesters:** Students who achieve perfect attendance in the clinical setting will be awarded 3 additional days off during finals week. If a student is absent, days missed in a semester will be made up in agreement with the clinical instructor. Additional time missed beyond the 3 days will be made up during finals week. If absences are excessive or cannot be made up within the semester, the student will make up the requirements immediately after finals week. A student’s grade will drop one letter grade for each additional absent day starting on the 4th absence of that semester.

D. Second Year Absences, Make up Time and Grade Drop

1. **Summer II Semester:** If the student misses one day, the student will be required to make up the day on that Wednesday. If a student is absent, days missed in a semester will be made up in agreement with the clinical instructor. If absences are excessive or cannot be made up within the semester, the student will make up the requirements immediately after finals week. A student’s grade will drop on the 3rd absent day. Class and clinical absences are counted independently of each other.

2. **Fall and Spring Semesters:** Students who achieve perfect attendance in the clinical setting will be awarded 3 additional days off during finals week. If a student is absent, days missed in a semester will be made up in agreement with the clinical instructor. Additional time missed beyond the 3 days will be made up during finals week. If absences are excessive or cannot be made up within the semester, the student will make up the requirements immediately after finals week. A student’s grade will drop one letter grade for each additional absent day starting on the 4th absence of that semester.

3. **Interview Days in the Spring Semester of the Second Year:** One (1) additional day is permitted for interviews, physicals and/or orientation for advanced imaging schools or radiologic technology jobs during the last semester in the program with permission and scheduling by the clinical coordinator before the date. Documentation of the visit (signed statement on school or hospital letterhead or the interviewer’s business card) is required. The days may be taken as 1 eight-hour day or 2 four-hour days. No other time increments will be accepted.

4. **Graduation Day:** Students will be given off Graduation Day unless clinical time must be made up.

rev. 6/13, Revised 2014
Entire document reviewed in 2015, 2016
Attendance Policy for Clinical Education Courses

E. Attendance Chart

The following chart lists the specific days that clinical time must be made up for each semester of the program and when a grade drop occurs.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Number of weeks in the semester</th>
<th>Number of Award Days</th>
<th>Time to Complete Course Requirements During Finals Week</th>
<th>Clinical Grade Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Summer Semester</td>
<td>8 weeks</td>
<td>No days</td>
<td>None</td>
<td>On the 3rd absence</td>
</tr>
<tr>
<td>First Year Fall Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Monday, Wednesday and/or Friday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>First Year Spring Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Monday, Wednesday and/or Friday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>Second Year Summer Semester</td>
<td>8 weeks</td>
<td>0 days</td>
<td>Wednesday and/or Saturday of finals week</td>
<td>On the 3rd absence</td>
</tr>
<tr>
<td>Second Year Fall Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Monday, Tuesday and/or Thursday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>Second Year Spring Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Monday, Tuesday and/or Thursday of finals week</td>
<td>On the 4th absence</td>
</tr>
</tbody>
</table>

F. Absent Time Missed Less than Eight Hours:

1. If a student misses a four hour (1/2 day) or 7.5 hour (full day) block of time, it must be rescheduled in increments of a four or eight hour time block with no exceptions.

2. In the event a student has absent time that is less than four hours for a specific need, (medical appointment, etc.), said time will be made up within one week of the occurrence. The student must document the absence with a written excuse. The student is allotted 3 occurrences of missed time less than four hours. On the fourth occurrence, the student must have a conference with the clinical coordinator. Additional absent time may result in disciplinary action.

3. Any time missed between 4 and 7.5 hours will be made up during finals week in consecutive hours and not broken up into hourly units. Time will be rounded up in 30 minute increments. For example, a student who missed 4 hours and 15 minutes will make up 4 hours and 30 minutes. A meal break will be required for time over 5 hours.

4. Students are not permitted to miss lunch or breaks in order to shorten the clinical day or to complete clinical education requirements.

G. Lunch Times

1. Students are allotted a set time for lunch breaks. Clinical sites will vary on lunch and break time policy. Students must follow the allotted time of their designated clinical site with no alterations. Students are to take no more than the allotted time for lunch (or breaks) or else he/she will be considered tardy. Repeated tardiness will lead to a grade drop (see tardy section).

Revised 2014
 Attendance Policy for Clinical Education Courses

H. Bonus Day

1. A bonus day is one that a student may use for personal time, sick time, or physician’s appointment. The bonus day is granted in addition to the award days granted in a semester.

2. All bonus days must be approved by the clinical coordinator prior to the occurrence.

3. Each student is granted one additional bonus day for each of the following semesters: first year fall semester, first year spring semester, second year fall semester and second year spring semester.

4. There are two occasions when the bonus days may not be taken: the day that is designated as National Radiologic Technology Day on campus and the Capstone Presentation Day.

5. The student may take a bonus day in conjunction with an observed holiday once during the first year and once during the second year of the program. This situation must be pre-approved by the clinical coordinator only. If one or more class days are missed as well, the student’s final class grade will be dropped by one letter grade for each class day missed.

6. The student may designate a bonus day prior to the date or on the specific date but may not be designated after the absence. The bonus day must be listed as a BD on the attendance form.

7. The bonus day may not be used as a makeup day.

8. If a student fails to follow this policy, the student’s clinical grade will drop by one letter grade.

I. Bereavement

1. A student will be granted up to 3 consecutive days off (class and/or clinical days) for bereavement if the days taken are on a scheduled class or clinical day. One of those days is designated for the day of the service. Clinical days will not have to be made up.

2. The policy applies to the following family members: spouse, parent, stepparent, in-laws, grandparent, sibling, child, or stepchild.

3. Students must bring in an official notice (newspaper, online announcement) to the program director within one week of the absence. Failure to do so may result in a make-up day.

4. Any additional clinical time missed must be made up following the clinical course requirements.

Revised 2014

Entire document reviewed in 2015, 2016
Attendance Policy for Clinical Education Courses

J. Authorization of Make-Up Time

1. Students must obtain the authorization from their clinical instructor prior to making up any absence. The clinical coordinator must also be notified of scheduled make up dates.

K. Absence of Scheduled Make-Up Time

1. If a student misses scheduled make up time, the student will be required to reschedule make-up time with the clinical instructor.

L. Make up Time and Clinical Grades

1. A student will have until Monday after finals week to make up time in order to receive an “A”, “B”, “C”, “D” or “F” grade in clinical education. If absent time is not made up by that Monday, the student will receive a grade of Incomplete (IN) for the course. However, a grade of incomplete will only be given in extreme circumstances per University policy.

M. Reporting Absences from the Clinical Education Setting:

1. Students who are unable, for any reason, to report for Clinical Education courses as assigned are required to contact the Clinical Instructor and/or the Clinical Education Setting at least one hour prior to their scheduled assignment. The student must speak to the Clinical Instructor when reporting off clinical time. If the clinical instructor is not available at that time, the student should report off to a radiology department supervisor. If a supervisor is not available, students must note the time and person they are reporting off to. The Clinical Instructor must, however, be notified of the absence by the student within one hour. If the clinical instructor is off, the student is to speak with a supervisor and notify the clinical coordinator or program director about that day's absence. The student must report to whom they spoke and the time of call off.

2. Failure to follow this procedure will result in disciplinary action and a student conference report.

Entire document reviewed in 2015, 2016
Attendance Policy for Clinical Education Courses

N. Scheduling of Afternoon Evening and Weekend Clinical Hours

The student must submit to the Clinical Coordinator and the Clinical Instructor their requested dates for afternoon and evening clinical hour rotations within 2 weeks of the beginning of each semester. Upon approval of request by the CC and CI, the student will be held accountable for those clinical hours. If clinical hours are not completed as previously approved, student will be given an unexcused absence for each occurrence. Students who do not submit their requested dates by the designated date will be assigned their afternoon and evening hours. Students must submit requests on form provided.

Policy: 2010 rev. 5/12, 6/13, 5/15

Cardiopulmonary Resuscitation

Students enrolled in RADT courses are required to hold a current certification in cardiopulmonary resuscitation from the American Heart Association or the American Red Cross. This certification must be completed by the first clinical education day and kept current for the duration of the program.

The level of certification must include adult (one rescuer and two rescuer), child, and baby CPR and obstructed airway for the adult, child, and baby. One of the following certifications must be obtained.

American Heart Association: Healthcare Provider BLS

American Red Cross: CPR for the Professional Rescuer

Students must provide documentation to the program director by the start of Summer I semester of the first year of the program. Students without the appropriate certification will not be able to complete requirements for Radiologic Technology courses.

Policy: 2007 rev. 5/12, 6/13
 Entire document reviewed in 2015, 2016
Cheating and Plagiarism

Kent State University Administrative Policy 3 -01.8

(A) Purpose. Students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.

(B) Definitions. As used in this rule:

(1) "Cheat" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:

(a) Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;

(b) Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;

(c) Obtaining confidential information about examinations tests or quizzes other than that released by the instructor;

(d) Securing, giving or exchanging information during examinations;

(e) Presenting data or other material gathered by another person or group as one's own;

(f) Falsifying experimental data or information;

(g) Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;

(h) Cooperating with another to do one or more of the above; and

(i) Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(j) Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.

Entire document reviewed in 2015, 2016
Cheating and Plagiarism

Kent State University Administrative Policy 3 -01.8

(2) “Plagiarize” means to take and present as one’s own a material portion of the ideas or words of another or to present as one’s own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarize includes, but is not limited to:

(a) The copying of words, sentences and paragraphs directly from the work of another without proper credit;

(b) The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and

(c) The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.

Please review the remainder of the KSU Administrative Policy intent, sanctions, procedures and appeals on the website at:

http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037779

 Entire document reviewed in 2015, 2016
Clinical Education

1. Students enrolled in Clinical Education courses of the Radiologic Technology program are assigned to area hospitals that serve as Clinical Education Settings. Clinical assignments are made by the Program Officials. On-campus Radiologic Technology courses are scheduled each semester.

2. Students will be rotated to other clinical education settings to enhance their education in order to meet program outcomes. Students may also be rotated to other sites in case of strikes by clinical personnel.

3. Clinical Hours are as follows:

   **First Year:**
   - Summer I: 15 hours/week Thursday and Friday: 7.5 hours each day
   - Summer III: 15 hours/week Thursday and Friday: 7.5 hours each day
   - Fall Semester: 22.5 hours/week Monday, Wednesday, and Friday: 7.5 hours each day
   - Spring Semester: 22.5 hours/week Monday, Wednesday, and Friday: 7.5 hours each day

   **Second Year:**
   - Summer II: 30 hours/week 7.5 hours each day except Thursdays (Class on campus on Thursdays)
   - Fall Semester: 22.5 hours/week Monday, Tuesday, and Thursday: 7.5 hours each day
   - Spring Semester: 22.5 hours/week Monday, Tuesday, and Thursday: 7.5 hours each day

   *Days assigned subject to change

4. While assigned to Clinical Education Setting, student will be rotated through various areas of the Radiology Department. The student will rotate through MRI, Special Procedures, Digital or Computed Radiography, Nuclear Medicine, Ultrasound and Radiation Therapy. Mammography is an elective.

5. Clinical rotation assignments take place during daytime hours however there are some weekend, afternoon and midnight rotations scheduled.

6. Clinical rotation assignments are given to each student at the beginning of the semester/summer session and posted at each of the Clinical Education Settings.

7. There will be no change in the clinical rotation assignments without the permission of the Clinical Coordinator.

8. If the student is not actively engaged in performing procedures in their assigned area, they will assist technologists & students in other areas. When performing procedures in areas other than area assigned, student must inform Clinical Instructor and/or the supervising technologist of their location.

9. At the close of each clinical rotation, the technologist will complete an evaluation of the student.

10. Students are required to complete clinical objectives for each rotation at the clinical education setting.

11. The student will evaluate two technologists they were assigned to, semi-annually.

12. Students are encouraged to coordinate their RADT course objectives with their clinical assignments.

Policy: 2007 rev. 5/12, Revised 2014, 5/15
Entire document reviewed in 2015, 2016
Clinical Education Course Objectives

In each semester of the Radiologic Technology program at Kent State University, the student will be enrolled in clinical education that requires attendance in an assigned clinical education setting in order to:

1. Acquire competency and proficiency in radiologic diagnostic procedures.
2. Observe other imaging and therapeutic modalities such as CT, Ultrasound, Mammography, MRI, Nuclear Medicine, Cardiovascular Procedures, and Radiation Therapy.
3. Rotate to other KSU clinical education settings as scheduled to observe procedures or equipment at other sites not seen in a student’s assigned clinical site.
4. Rotate to a physician’s office (orthopedic) or other health care facility to observe procedures at a small practice.
5. Complete objectives for each clinical education course, which can be found in the course syllabi distributed at the beginning of each semester.
6. Develop and practice safe habits associated with equipment and accessories in accordance with accepted equipment use.
7. Employ techniques and procedures in accordance with standards in radiation protection practices to minimize exposure to patient, selves and others.
8. Develop and practice appropriate interpersonal relationships with patients, other members of the health care team, families of patients, and others offering or requesting services of the facility, without discrimination.
9. Acquire professional values and develop appreciation for life-long learning.
10. Develop critical thinking and problem solving skills.
11. Practice ethical conduct and professional behavior at all times.
12. Respect patient, department, and facility confidentiality in all areas.
13. Be evaluated in the following areas by technologists and clinical instructors reflecting assessment of the affective, cognitive and psychomotor domains:

   A. Observe and absorb information given
   B. Accurately prepare for procedures
   C. Correctly follow directions
   D. Organize duties efficiently
   E. Apply knowledge correctly
   F. Practice quality patient care
   G. Communicate effectively
   H. Accurately perform exams & correct errors
   I. Perform in a timely and efficient manner
   J. Demonstrate dependability
   K. Conduct oneself in a professional manner
   L. Use self-direction within capabilities
   M. Demonstrate logic and good judgment
   N. Consistently cooperate with others
   O. Demonstrate self-confidence in abilities
   P. Adjusts and handles stressful situations
   Q. Accept suggestions & constructive criticism

rev. 6/13

Entire document reviewed in 2015, 2016
Clinical Experience Records

Students are required to maintain a daily/monthly and yearly record of his/her clinical experience. This form is part of the student's clinical radiography course folder. The clinical coordinator will distribute this form at the beginning of the semester. The student will be responsible for the completion of the forms at the appropriate time intervals. The collection of these records is part of the clinical education grade. Incomplete or missing records will result in a lowering of the clinical education grade as stated in the clinical education syllabus.


Clinical Experience Site Assignments

Clinical site assignments are at the discretion of the Clinical Coordinator and the Program Director. Students are expected to adjust their personal and work schedules to accommodate their clinical placement.

Clinical Conduct Policy

The following is a list of reasons why a student may be subject to advisement, probation, suspension, or dismissal. The severity of the incident will determine the consequence, and the student has the right to appeal and due process. Students must abide by all rules and regulations of the clinical education setting to which they are assigned.

ALL STUDENTS:

1. Will report to the clinical assignment in the proper uniform, presenting a professional appearance.
2. Will report to the clinical assignment in an alert and rested condition.
3. Will be free of any possessions of drugs or alcohol while at the clinical site.
4. Will not engage in immoral conduct.
5. Will not divulge any confidential information concerning the clinical site or patients.
6. Will not engage in theft of any articles from the Clinical Education Setting.
7. Will not show gross neglect of duty, including negligence or willful inattention or unkind manner toward a patient.
8. Will not accept any type of gratuity or "tip" from a patient or a patient's family.
9. Will not clock in or otherwise fill in attendance record of another student or staff member.
10. Will not study for other courses while on clinical assignments.
11. Will not smoke in areas where it is prohibited while on clinical assignments or will not smoke if restricted by the clinical site.
12. Will not leave the assigned areas unless instructed to do so.
13. Will not falsify records, reports, and/or information.
14. Will not fight or instigate a fight at the clinical site.
15. Will not use profane or abusive language toward anyone.
16. Will not willfully violate any safety regulations.
17. Will not create malicious mischief resulting in injury or destruction of property.
18. Will not walk off their clinical education site for any reason without permission from clinical instructor.

Policy: 2007  rev. 5/12, 6/13, 5/15
Entire document reviewed in 2015, 2016
Clinical Placement of Students Policy

Students may not be placed in a facility due to the following circumstances:

- Facility where a relative is employed in the same department or unit.
- Facility where a student has worked or is working in that clinical department or unit (i.e. secretary/unit clerk, patient transporter)

Students are to complete the Clinical Registration Form indicating any facilities which may be a conflict based on the above criteria.

The clinical education experience should be free of any bias to the student or the clinical facility.

Feb. 8, 2016
## CLINICAL REGISTRATION FORM

### Student Information

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>MI:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>County:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cell Phone #: (   )
Other Phone #: (   )
Emergency Contact: Phone #:
Emergency Contact Address:
Favorite Color: Mother’s Maiden Name: Birth City:

### Vehicle Information

<table>
<thead>
<tr>
<th>Vehicle Make:</th>
<th>Model:</th>
<th>Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

License Plate #: Driver’s License #:

### Student Work Information

*(Complete this section if you are currently working in a healthcare facility)*

<table>
<thead>
<tr>
<th>Student’s Current Place of Healthcare Employment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Student’s job/floor/unit:

### Family Work Information

<table>
<thead>
<tr>
<th>Family Members Working in Healthcare (Where):</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Do not list family members by name)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship to student:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Shift of Family Member:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department/Unit/Floor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

****INFORMATION NEEDS TO BE UPDATED EACH SEMESTER*****

****OR IMMEDIATELY AFTER A CHANGE IN INFORMATION OCCURS *****
Clinical Supervision of Students Policy

During the clinical education courses of the program, all students are under direct supervision until a student achieves and documents competency of a given procedure.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology. The JRCERT guidelines state that:

1. Students must perform medical imaging procedures under the direct supervision of a qualified radiographer until a student achieves competency. The JRCERT defines direct supervision by a qualified radiographer* who:
   - reviews the procedure in relation to the student’s achievement,
   - evaluates the condition of the patient in relation to the student’s knowledge
   - is physically present during the conduct of the procedure, and
   - reviews and approves the procedure and/or image

2. Students must perform medical imaging procedures under the indirect supervision of a qualified radiographer after a student achieves competency. The JRCERT defines indirect supervision 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 physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

Students are not to be scheduled with, supervised by, or have competencies completed by a General X-ray Machine Operator or other limited licensure operators.

*Qualified Radiographer - A radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

Policy: 2007, Revised 2014

Entire document reviewed in 2015, 2016
Communicable Disease Policy

I. Students who are exposed to a communicable disease

Students who are notified of an exposure to a communicable disease while attending clinical education courses must do the following:

A. Notify the clinical instructor as soon as possible.

B. Notify the clinical coordinator as soon as possible who will then notify the program director of the radiologic technology program.

C. Follow the guidelines and protocols set up by the Clinical Education Setting they are attending.

D. Complete a communicable disease form that will be placed in the student's file in the program director's office.

E. A student, who is then diagnosed with the communicable disease, must follow part II, as seen below.

II. Students who are diagnosed with a communicable disease

A. Students enrolled in the Radiologic Technology program are required to notify the program director if they are diagnosed with a communicable disease. The student must complete a communicable disease form that will be placed in the student's file in the program director's office.

B. The student's confidentiality will be protected to a certain degree, mainly to those on a need to know basis. This will depend on what the communicable disease is and if it will affect the health and welfare of others.

C. The Program Director will in turn notify the Clinical Instructor and they will counsel with the infection control department of the Clinical Education Setting. When necessary the student will attend a counseling session with the infection control department.

D. Depending on the severity of the disease and the student's physician, the student may be required to withdraw from the clinical education course and/or the radiologic technology program.

E. Failure to report a communicable disease to the program director may result in dismissal from the radiologic technology program, depending on the nature of the communicable disease.

Policy: 2007 rev. 5/12, 6/13
Entire document reviewed in 2015, 2016
Student Conduct Regulations for Student Behavior at Kent State University

Kent State University Administrative Policy Regarding Regulations 3342-4 -02.1

(A) Purpose. The university attempts to provide for all students a university environment that is conducive to scholarship, social growth and individual self-discipline.

(B) Jurisdiction. The code of student conduct shall apply to conduct occurring on university premises, at university-sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The code of student conduct shall apply to a student's conduct even if the student withdraws from the university while a disciplinary matter is pending. The vice president for enrollment management & student affairs maintains discretion to decide, on a case by case basis, whether the code of student conduct shall be applied to conduct occurring off campus.

(C) Scope. In pursuit of this goal, students are expected to abide by local, state, and federal laws, as well as to adhere to all university rules and regulations contained in the university register. Any student found to have committed or to have attempted to commit the following misconduct is subject to sanctions outlined in this document. Conduct violations include, but are not limited to:

1. Academic misconduct.
   (a) Cheating by using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
   (b) Facilitating academic misconduct – intentionally or knowingly helping or attempting to help another to violate any provision of this policy.
   (c) Plagiarism by intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

2. Alcohol.
   (a) Use or possession of alcoholic beverages except as expressly permitted by law, university regulations; and/or public intoxication.
   (b) Distribution of alcoholic beverages except as expressly permitted by law and university regulations.
   (c) Residence hall polices pertaining to empty alcohol containers.

3. Animals. Possession or accompaniment of animals in any university building at any time. Exceptions include laboratory animals or animals trained to assist persons with disabilities, and the residence services guidelines for pets.

4. Arson. Causing a fire or explosion, or unauthorized use of any potential incendiary device / equipment

5. Complicity. Presence during any violation of University policies or rules in such a way as to condone support, or encourage that (attempted or carried out) violation

Entire document reviewed in 2015, 2016
Student Conduct Regulations for Student Behavior at Kent State University

Conduct or Behavior

(6) Computer misuse. Including but not limited to electronic materials, equipment, technological resources, and e-mail.

(a) Unauthorized access into a file including but not limited to: using, reading, transferring, or changing the contents.

(b) Use of another individual's identification and/or password.

(c) Use of computing facilities to interfere with the work of another student, faculty member or University official.

(d) Use of computing facilities and/or e-mail to send obscene or abusive messages.

(e) Use of computing facilities and/or e-mail to send unsolicited or unauthorized messages with the intention of reaching a mass of users.

(f) Violation of the Digital Millennium Copyright Act.

(7) Controlled substances. Use, possession or distribution of narcotics, controlled substances, and/or related paraphernalia except as expressly permitted by law.

(8) Destruction/misuse of property.

(a) Destroying, defacing, tampering with, materially altering or otherwise damaging property not his or her own. This includes, but is not limited to, doors, windows, swipe card mechanisms, restroom equipment, vending machine equipment, University transportation equipment, etc.

(b) Creating a condition which endangers or threatens property not his or her own.

(9) Discrimination. Discrimination of a person or group based on race, color, religion, gender, age, sexual orientation, national origin, disability or veteran status.

(10) Disorderly conduct. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace or obstruct teaching, research, administration, or University activities or functions.

(a) Creating a risk of bodily harm to self/others.

(11) Gambling. Gambling for money or other possessions on University property or in any University operated or managed facility.

(12) General safety.

(a) Failure to conform to University safety regulations, including, but not limited to residence halls policies outlined in the Hallways Handbook and campus laboratory guidelines.

(b) Tampering with, or misuse of, fire alarms and firefighting equipment, including but not limited to fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, or other safety devices.

(c) Possession of flammable items, including, but not limited to, candles, incense, or other items which maintain a purpose of being used in a flammable way.

Entire document reviewed in 2015, 2016
Confidential Information

1. All facility, personnel and patient records are confidential in nature. This includes all medical images, reports, spoken, paper and electronic information. Students shall comply with all federal and state rules and regulations regarding such information, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

2. Requests for information concerning a patient, personnel or the facility should be referred to the Supervising Technologist or the Clinical Instructor.

3. Students are expected to maintain the confidentiality in a professional manner.

4. Student files at the clinical education setting are confidential and will be kept in a locked file cabinet. Only the clinical instructor and clinical coordinators have access to these files. A student will be able to view only his/her own file. This will be done under the supervision of the clinical instructor or clinical coordinator.

5. Any proven break in confidentiality by a student will cause immediate dismissal from the program.

Policy: 2007 rev. 5/12, 6/13

Entire document reviewed in 2015, 2016
Disciplinary Action

Any violation of policy warrants disciplinary action. A written summary of the violation will be placed in the student’s file. The written summary of the violation must be signed and dated by all parties involved. The action to be taken will be determined by the Program in accordance with the Due Process Policy of this Handbook, and/or the Student Conduct Policy of the University Life: Rules and Regulations (www.kent.edu)

Note: Before disciplinary action is taken by the Program Director, the Program Director will meet with the Clinical Coordinator and Radiologic Technology Faculty for the purpose of reviewing the circumstances leading to possible disciplinary action. The final decision will be based on this review. However, the Program Director will be responsible for the act of dismissal and proper documentation of the action.

ACTIONS:

Stage I: Written Conference Report

A written conference report will be completed for any student who is experiencing a problem in the program that needs to be addressed. A radiologic technology faculty member will speak to the student and record the information on the conference form that will be placed in the student’s file on campus.

Stage II: Probation:

When a written conference has proven to be an inadequate solution to the problem, a student may be placed on probation. How long the probation will last depends on how severe the disciplinary problem.

When put on probation, the Program Director must write a conference report stating the reasons for probation and how long it will last. Also the report will include the behavior or performance that is expected from the student during that time with the consequence for not fulfilling those expectations. This report will be signed and dated by the student and Program Director.

During the probationary period, the appropriate authority will monitor the behavior or performance.

Stage III: Suspension:

When an offense is serious or previous disciplinary actions have not improved the behavior or performance of the student, the student will be suspended for three days from the clinical site. The student must still complete all clinical course requirements.

Entire document reviewed in 2015, 2016
Disciplinary Action

Stage IV: Dismissal:

After repeated disciplinary actions for the same violation, the student will be dismissed from the program by the Program Director.

A student will be immediately dismissed without going through any previous steps for any of the following items:

1. breach of confidentiality,
2. falsifying information,
3. attending the Clinical Education Setting under the influence of alcohol or illegal drugs, or having either on Clinical Education Setting property,
4. fighting or attempting to injure others on Clinical Education Setting property, including the use of a weapon with the intent to cause harm,
5. gambling or immoral behavior on Clinical Education Setting property,
6. stealing property,
7. deliberately destroying property,
8. abusing a patient, fellow student, employee or anyone at the Clinical Education Setting, physically or verbally,
9. cheating on any examination or through plagiarism,
10. not meeting the academic standards at the close of a semester,
11. leaving the clinical education setting (walking off their assigned clinical rotation),
11. violation of a Clinical Education Setting policy which requires the CES to terminate services, and/or
12. any violation of policy requiring immediate dismissal as stated in the "Student Handbook," "University Catalog," and/or the "University Life: Digest of Rules and Regulations."

Policy: 2007 rev. 5/12, 6/13

Entire document reviewed in 2015, 2016
Dress Code and Professional Appearance at the Clinical Sites

The student uniform is to be worn by all students in the Radiologic Technology program while in attendance at the Clinical Education setting, unless the assigned area (i.e., surgery) requires something different. Street clothes are not to be worn at the Clinical Education Setting.

Required attire:

1. Clean and well-pressed uniforms or scrubs at all times. No jeans, stretch pants, or uniforms made of tee-shirt material. Fabric for all uniforms should be of weight and weave so that undergarments are not visible. No tee-shirts with writing on them (except white T-shirts under uniforms where permitted). Slacks cannot be rolled or pegged and must be of proper length (not touching the floor). No sweaters, sweatshirts, hooded sweatshirts or jackets -- only warm-up jackets or lab coats are acceptable. Plain white turtlenecks may be worn under the standard Kent uniform.

2. Clean and polished shoes. Shoes for all clinical education sites are to be white athletic tennis shoes (with minimal color or markings). No sling back or open-toed shoes. No canvas tennis shoes or open-toed shoes.

3. Hair clean, neat, and pulled out of the way and under control; No unusual or unnatural colors allowed such as purple, orange, or blue. Males: beards and mustaches are permitted if neatly trimmed.

4. Nails must be kept short and clean. Long and artificial nails and nail tips are not permitted because they may injure patients and are unclean because they may harbor bacteria and spread staph infections.

5. Make-up must be in moderation.

6. Fragrance – No fragrances may be used since it may be unpleasant to very ill patients. An effective deodorant is required.

7. Identification badges and radiation dosimetry badges must be worn (these will be provided by the University).

8. Jewelry:
   a. Wrist watch with a second hand is recommended.
   b. Body Piercing
      Earrings: One pair of small metal or white posts for pierced ears to be worn in earlobe only.
      Any other areas of the body that are pierced must not have pierced jewelry that is visible. A pierced tongue or nose is not permitted at the clinical site.
   c. Only 1 necklace is permitted and should be thin and short in length but not choker style
   d. Wedding band and/or engagement ring or other rings but no more than 2 rings per hand
   e. Holiday pins are allowed.
      Anything other than a, b, c and/or d is considered excessive jewelry.

9. Tattoos must be covered.

10. All students will be required to follow the dress code: any student with inappropriate appearance will be asked to leave the Clinical Education Setting. The student must still meet clinical course requirements. Repeated violations of the dress code will warrant appropriate disciplinary action.

Entire document reviewed in 2015, 2016
Due Process Procedure

1. Since policies regarding warning, probation, and dismissal are clearly spelled out in the student handbook, and since student-adviser conferences are held on a regular basis, problems concerning these policies should occur infrequently, if at all.

2. If questions/problems do arise concerning implementation of clinical education policies, the due process procedure is as follows:
   a. The student discusses the matter in question with the Program Director within 10 days of the occurrence of the problem in question, explaining the nature of the problem and proposing a suggested solution.

      The Program Director will investigate the problem and confer with the faculty of the program and, if needed, with the radiologic technology advisory committee. A solution will be provided to the student within 10 days. In the event the Program Director fails to respond to the grievance within 10 days or if the student is not satisfied with the response, the student may proceed to the next step in the due process procedure.

   b. If the student is not satisfied with the ruling, the student may proceed with the Kent State University "Student Complaint Process" found in the University Life: Digest of Rules and Regulations: http://www.kent.edu/regional/Students/index.cfm

   c. Students may appeal to the JRCERT for an external appeal if the problem is concerned with the program not meeting the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences.

3. The due process is non-retaliating, meaning the student will not be harassed, reprimanded, or punished by anyone for using the Due Process Procedure.

Policy: 2007  rev. 5/12, 6/13

Entire document reviewed in 2015, 2016
Joint Review Committee on Education in Radiologic Technology (JRCERT)

Process for Reporting Allegations

Important Notes

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student.

2. The investigation process may take several months.

3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard Two, Objective 2.4)

2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

   Chief Executive Officer
   Joint Review Committee on Education in Radiologic Technology
   20 North Wacker Drive, Suite 2830
   Chicago, IL 60606-3182
   Ph: (312) 704-5300
   Fax: (312) 704-5304
   e-mail: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.

4. Forms submitted without a signature or the required supporting material will not be considered.

5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Federal Higher Education Act of 1965, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

03/09
Joint Review Committee on Education in Radiologic Technology (JRCERT)

Allegations Reporting Form

Please print or type all information.

Name of Complainant: ____________________________________________________________

Address: ______________________________________________________________________

______________________________________________________________________________

City: ___________________________ State: _____________ Zip Code: ______________

Signature: ___________________________ Date: ________________________________

Institution sponsoring the program:

Name: ______________________________________________________________________

City: ______________________________________________________________________

State: ___________________________

Type of Program (Check one):

☐ Radiography  ☐ Radiation Therapy  ☐ Magnetic Resonance  ☐ Medical Dosimetry

The following materials must be submitted:

1. Attach a copy of the program’s publication that includes the due process or grievance procedure.

2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure and copies of materials you submitted as part of your appeal and copies of correspondence you received in response to your appeal.

3. List the specific objective(s) from the accreditation standards (available at www.jrcert.org/ace_standards.html) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

Example

<table>
<thead>
<tr>
<th>Objective</th>
<th>Allegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.4 direct supervision pre-competency</td>
<td>Students often do patient exams without supervision before they have completed a competency check-off.</td>
</tr>
</tbody>
</table>

03/09
Early Release from a Clinical Education Course

1. The clinical education courses of the Radiologic Technology Program sponsored by Kent State University are completed upon documented achievement of defined objectives and competencies for each clinical education course.

2. A student may request early release of a clinical education course.

3. The student must have completed all competency/proficiency evaluation requirements for the Radiologic Technology program to make such a request.

4. The request for early release from a clinical education course must be made in writing to the Program Director no later than midterm of the semester involved.

5. Early release is only applicable to the clinical education courses; no other Radiologic Technology course is eligible for early release.

6. In addition to completion of the competency/proficiency requirements, the student must complete the following:

   **Exit proficiency:** This entails proficiency testing on all exams listed on the Student Record of Competencies and Proficiencies, including the graduate proficiencies. The testing will follow the same rules and regulations as competency testing. The examination may be simulated if a real patient is not available but this is at the discretion of the clinical instructor. Also for exit proficiency testing there will be only one attempt for each examination. After the student unsuccessfully attempts one examination, this will mean an unsatisfactory exit proficiency and the student will not be permitted an early release from the clinical education course. A student may attempt the exit proficiency only one time;

   **Unit testing:** All unit tests for the clinical education course must be completed with a grade of "C" or better. The student who requests early release from a clinical education course will automatically be given any unit tests which they have not completed after successful exit proficiency testing;

   **Specialized objectives (specialty areas):** All performance evaluations from the specialty areas must be completed. After a successful exit proficiency testing session, the student may challenge rotating through a specialty area by successfully completing a performance evaluation of the specialty area;

   **Course objectives:** The student will be responsible for successfully demonstrating the entire individual course objectives stated in the course syllabus. Which objectives the student will physically be asked to demonstrate will be at the discretion of the evaluator.
Equal Opportunity Policy

Unlawful Discrimination and Harassment

This policy sets forth the expectations and responsibilities for maintaining an educational environment free of unlawful discrimination and harassment. This policy is in accordance with rule 3342-6-01 of the Administrative Code, which prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, national origin, disability, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, or other protected veteran. This policy also prohibits unlawful sexual harassment as defined by the Equal Employment Opportunity Commission.

It is the policy of the university to:

- Apply the federal and state definitions of unlawful discrimination and harassment in implementing this policy.
- Communicate that unlawful discrimination and harassment are unacceptable and will not be tolerated.
- Educate the university community regarding individual rights with regard to unlawful discrimination and harassment.
- Investigate alleged incidents that are reported in the appropriate manner.

This policy is intended to promote the university’s commitment to equal opportunity and diversity. It is not intended to censor first amendment right to express ideas and opinions on any topic provided that expression is not in the form of unlawful discrimination or harassment.

The program’s Technical Standards are essential requirements of the program for certification and licensure and are not an area of discrimination.


Entire document reviewed in 2015, 2016
Evaluations by Students

Evaluations to be completed by students

A. STUDENT SELF-EVALUATION
Students will complete a self-evaluation each semester that will be reviewed by the clinical instructor and clinical coordinator. The purpose of this self-evaluation is for the student to assess his/her own strengths and areas needing improvement.

B. TECHNOLOGIST EVALUATION by the STUDENT (F-6)
The technologist evaluations by the student will be completed at the completion of each fall, spring and summer semesters each year. Each student will evaluate two technologists whom they have been assigned with.

C. CLINICAL EDUCATION SETTING EVALUATION by the STUDENT
Students will evaluate the Clinical Education Setting to which they are assigned at the completion of fall and spring semester each year.

D. CLINICAL INSTRUCTOR EVALUATION by the STUDENT (F-8)
Students will evaluate the Clinical Instructor(s) each fall, spring & summer semester.

E. CLINICAL COORDINATOR EVALUATION by the STUDENT
Students will evaluate the Clinical Coordinators each fall and spring semester.

F. PROGRAM DIRECTOR EVALUATION by the STUDENT
Students will evaluate the Program Director once each year in the spring semester.

G. INSTRUCTOR and COURSE EVALUATIONS by the STUDENT
Students will evaluate the instructor and course at the course completion.

Evaluation of the program at completion by students:

A. EXIT EVALUATION by the STUDENT
Students will evaluate the program at the completion of the program.

B. GRADUATE SATISFACTION SURVEY
Approximately 6-9 months after graduation, Kent State University will send the student a Graduate Satisfaction Survey. The purpose is for the graduate to evaluate the radiologic technology program after the student has graduated and gone on the employment or additional schooling. The survey is used to assess outcomes of the program in determining its effectiveness and to search for information that could lead to programmatic improvement.

Entire document reviewed in 2015, 2016
Evaluation of Students

A. STUDENT EVALUATION by the CLINICAL INSTRUCTOR (F-12)
The Clinical Instructor will evaluate all students each semester to check on the student's progress in the program. This grade is part of the clinical education course grade.

B. STUDENT EVALUATION BY THE CLINICAL COORDINATOR (F-13)
The Clinical Coordinator will evaluate each student every semester to check on the student's progress in the program. This grade is part of the clinical education course grade.

C. STUDENT EVALUATION by the TECHNOLOGIST (F-1)
Technologists will evaluate students at the end of each rotation, provided they have spent enough time with that student. The Clinical Instructor will distribute the evaluation form to the proper technologist. The evaluation is not given a grade but it is closely examined and reviewed by the Clinical Instructor and the Clinical Coordinator to check student progress. The student's signature on the form only indicates that the student has read the evaluation.

D. COMPETENCY EVALUATION (F-15)
To evaluate the student's performance of a specific radiologic examination (Chest, Abdomen, etc.), it is the responsibility of the student to select the competency evaluations required for each semester according to the list on the back of the Competency/Proficiency Summary Sheet.

The Clinical Instructor or appropriate radiographer will complete this evaluation while observing the student's performance and after reviewing the resulting images. Exams on real patients should be performed whenever possible. Students may simulate some exams (designated on the Student Record of Competencies/Proficiencies) but the decision is up to the clinical instructor. The competency evaluations are graded and are part of the clinical education course grade.

At the successful completion of the program, the Program Director will sign a form from the ARRT stating that the student has successfully completed all required competencies as specified by the program and the ARRT. A student may be ineligible to take the exam if all competencies are not completed successfully.

E. PROFICIENCY EVALUATION (F-15)
The Clinical Instructor or appropriate radiographer will complete a proficiency evaluation in order to evaluate the student's performance on a previously completed competency examination. Students must complete the required proficiencies each semester as specified on the back of the Student Record of Competencies/Proficiencies Form. The proficiency evaluations are graded and are part of the clinical education course each semester.

F. PROGRESS CHART (F-21)
A progress chart will be kept at the clinical education centers so that all technologists are aware of the competencies that each student has achieved in order to determine the level of supervision required.

G. EMPLOYER SATISFACTION SURVEY
The employer satisfaction survey is sent at the same time of the graduate satisfaction survey. The graduate can indicate their employment status and employer information. The survey by the employer will evaluate the graduate's skills six-nine months after employment. The purpose of this survey to the employer is to help the program determine its effectiveness from the employer's perspective. Again, this information could lead to programmatic improvement.

Policy: 2007 rev. 5/12, 6/13, 5/15

Entire document reviewed in 2015, 2016
Students are expected to complete examinations at the scheduled time indicated in the course syllabus. If a student must miss an examination, it is the student’s responsibility to comply with the policy as indicated below:

- The make-up examination must be completed within forty-eight (48) hours of the original examination time.
- Call the Office of Academic Services/Student Accessibility Services located in the Kent State University at Ashtabula Library, (440) 964-4255, to schedule a specific time to complete the examination. Student Accessibility Services requires a 24-hour notification to schedule an appointment.
- A student will not be permitted to take an examination without a scheduled appointment.
- In the event this is not possible, permission for an extension may be granted by the Course Instructor after consultation with the Program Director and/or faculty members.
- An alternative examination will be given for all make-up examinations.
- If the student does not make-up the examination according to this policy, the student will earn a score of zero for the missed examination.

1. Students are to come to tests/exams prepared (pencils, calculators, etc.) Unprepared students will not be given test/exam until they have appropriate materials. **Students receive only remaining time to complete exam.**
2. Students are to sit in assigned areas as indicated by the course instructor.
3. There is to be no talking once examinations are being distributed.
4. Examinations are to remain face down until directed otherwise.
5. Answer sheets are to be completed when directed to do so. Further instructions are to be followed.
6. There are to be no papers, books, cell phones, etc. within sight or reach. Cell phones, electronic devices, and pagers are to be turned off.
7. If classroom lecture is to follow examination, its starting time will be announced or posted at the start of the examination.
8. Students too ill to take an examination are not to attend that day’s lecture.
9. Questions are to be asked only of the examination instructor, and students are to raise their hand for assistance.
10. Students are to turn in their examinations before leaving the room. They may not return to finish or change anything on their examinations once they have turned them in.
11. Students are not to return to their seats after turning in their examinations. They are to leave the room and the immediate hallway area.
12. Students are not to congregate outside the door to the examination site.
13. Examination results will be announced when and how the test instructor deems most appropriate.

**PROCEDURE FOR EXAMINATION REVIEW**

- Examination reviews will occur only after all students have taken the examination.
- **During the review, taping, note writing, and discussion is prohibited.**
- Inquiries or comments about an examination question should be written on the answer sheet and signed by the student.
- A contested question requires documentation which includes assigned textbook and page number for the course. Contested questions will be reviewed by faculty.
- If a student has several questions or concerns, an appointment should be made with the instructor administering the examination.
- Examinations will be available for review by appointment for one week only.
- Please note: No information regarding grades will be given over the telephone or by email.
- The final examination review is at the discretion of faculty.

Dated: 2/3/2016
Extension of a Clinical Education Course

A. Required Extension of a Clinical Education Course

1. The radiologic technology program is based on a competency-based system whereby a student must achieve a set number of competencies and proficiencies prior to the completion of the program.

2. Students achieve these in different time frames, depending on their progress, initiative and what they have been able to observe and perform at the clinical education center. Some students may require additional time in a clinical education course due to:
   a. Inability to complete the required competencies or proficiencies by the end of a semester.
   b. Documentation by program officials that shows evidence that the student is not ready to complete the clinical education course due to poor performance or insufficient knowledge of radiologic procedures.

3. The faculty of the program will decide the length of time for the required extension after consulting with the student’s clinical instructor.

4. The student would have to prove competency at the end of the extended time period before the extension was terminated.

B. Student request for an extension of a clinical education course

1. A student may request an extension of a clinical education course.

2. The purpose may be that the student wishes to enhance their clinical education skills.

3. The student must have successfully completed all previous clinical education courses to make such a request.

4. The request must be made in writing to the Program Director no later than twenty (20) days before the close of the semester involved.

5. This extension is only applicable to clinical education courses; no other Radiologic Technology course is eligible for extension.

6. The request for extension will be reviewed by the faculty of the program, in consultation with the student’s clinical instructor. The decision of approval or rejection will be given to the student one (1) week from the date of the request.

All requests for extension will be considered on an individual basis. The maximum extension considered is four (4) weeks of additional clinical education. Students will receive a grade of “In Progress (IP)” until course requirements are met. An IP grade is given only under extreme conditions. The instructor will change the grade to a letter grade when requirements are met.
First Year Assessment Test

A first year assessment test will be given Summer II semester to the second year students on the last Thursday of the semester. The student will be given three attempts to pass the test with a 78% or above. If the student is unsuccessful after the third attempt, the student will be dismissed from the program.

Policy: 2008 rev. 5/12, 6/13, 6/16

Fluoroscopic Procedures

A. Students must successfully complete and pass the fluoroscopy room/equipment checklist, fluoroscopy room competency sheet and the fluoroscopy procedure competency form.

B. Kent State University students may do selected fluoroscopic procedures in keeping with the policy of the Clinical Education Setting if the student has previously demonstrated competency in the procedure and is under the direct supervision of the Clinical Instructor or supervising technologist or physician.

C. In Ohio, the clinical instructor and all technologists must have a Radiographer License from the Ohio Department of Health that allows them to perform fluoroscopy. A General X-ray Machine Operator license forbids fluoroscopy and mobile radiography.


Entire document reviewed in 2015, 2016
Graduation Requirements for the Associate of Applied Science Degree in Radiologic Technology

1. A student must successfully complete all radiologic technology core courses (RADT courses and BSCI 11010 and 11020) with a grade of at least a “C” or better. A student must have a cumulative grade point average of at least 2.00 in the RADT core courses in order to graduate from the program.

2. A student must successfully complete all other course requirements that make up the Associate in Applied Science degree in Radiologic Technology.

3. A student must successfully complete all developmental courses prescribed as a result of COMPASS placement testing in reading, writing, and mathematics.

4. A student must successfully complete all required competencies and proficiencies as part of the clinical education courses.

5. A student must successfully complete all rotations assigned in the clinical education setting.

6. A student must successfully complete the Graduation Assessment Examination in the Clinical Education VI course prior to the ARRT examination. If a student does not pass the exam on the first attempt, the student will be required to do remedial coursework as deemed by the radiologic technology faculty. The student will be required to take up to two additional exams until successful completion. If the student is still unsuccessful, additional coursework may be necessary. This may delay the eligibility of the student to take the ARRT examination.

The student must complete all requirements of Kent State University prior to graduation.

Entire document reviewed in 2015, 2016
Guidance Policy

Kent State University provides academic advising to prospective students and enrolled students. In the event that a service required by the student is beyond the scope or ability of Radiologic Technology faculty, referral services may be recommended for professional counseling.

Community Counseling Center of Ashtabula County

2801 “C” Court
Ashtabula, Ohio 44004
1-800-998-4210

North Coast Center

4200 Park Avenue.
Ashtabula, Ohio 44004
440-992-8552

Kent Campus Counseling

The Counseling and Human Development Center, located at 325 White Hall, provides a variety of counseling services to students, faculty, and staff free of charge and to community residents for a small fee. Counseling services address many issues that students face including, but not limited to, depression, anxiety, relationship issues, roommate issues, suicidality, career concerns, stress, study skills, sexual concerns, gender identity concerns, and substance use. Additionally, they provide couples and family counseling on a limited basis. As stated, this is free for students. If interested, students may contact the office at 330-672-2208 to set up an appointment. A staff member will gather some basic information from the student and schedule for the first appointment. In most cases individuals can get an appointment the same day, if not immediately.

For more information visit the website at http://chdc.educ.kent.edu

Revised 2014

 Entire document reviewed in 2015, 2016
Health Policy and Background Check

1. Students must comply with the required health program of Kent State University and their assigned Clinical Education Setting. Failure to comply with the health program of the Clinical Education Setting is cause for dismissal from the program.

   a. New students are required to have a negative drug screen report and physical completed prior to entry into the program. Students with a positive or inconclusive drug screen cannot be assigned to a Kent State University at Ashtabula clinical education site.

   b. New students are required to submit TB testing and immunization records prior to entry into the program.

2. Students are not employees of the Clinical Education Setting, and are not covered by worker's compensation.

3. Students are urged to provide their own health insurance coverage. The University does not assume or provide free medical insurance coverage for students in the clinical areas or on campus. Students may purchase health insurance coverage by contacting University Health Services at the Kent Campus. Students are responsible for the payment of all bills incurred if an accident should happen at the campus or clinical site.

4. Any illness, communicable disease, or other condition that might affect the health of the student, patients, or staff should be reported immediately to the program faculty and clinical instructor. The student may be asked to leave the campus or clinical site if the health condition may harm others.

5. Due to the physical nature of the profession of Radiography, student may not be allowed to attend clinic if an injury requires them to have a cast, sling, crutches or any other apparatus that may interfere with the student's ability to perform procedures or puts a patient at risk. Students will be allowed to attend clinic if they provide a full medical release and are able to meet ALL clinical objectives. All absent time will need to be completed as stated in the attendance policy.

6. Background checks are required.

7. A clinical education site may request a drug screen at any time during clinical rotations. Positive drug screen will result in immediate dismissal from the program.

8. All pertinent health information (background checks, drug testing, physical and immunization tracking) will be managed by Certified Background.


Entire document reviewed in 2015, 2016
Hepatitis "B" Immunization

The Occupational Safety and Health Administration (OSHA) have published standards addressing occupational exposure to blood-borne pathogens. The standards state there is an occupational hazard for health care workers -- especially when dealing with blood-borne pathogens such as the Hepatitis B Virus (HBV). The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in health care settings.

Students enrolled in the Radiologic Technology program may come in contact with blood and infectious material while attending Clinical Education Courses and laboratory courses at an assigned Clinical Education Setting (CES). The students must be aware that they are at risk of coming in contact with the HBV while obtaining clinical experience. The Clinical Education Setting is complying with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this means of protection.

The Radiologic Technology program recommends (but does not require) that you take part in a Hepatitis B immunization program prior to starting the program this June. You may check with your health department, local hospital or physician to inquire about the immunization. You may also check with the Clinical Instructor at your assigned Clinical Education Setting to see if the CES is going to provide the immunization. The immunization will include three injections and a blood antibody test. If you choose to participate you will be responsible for payment and submitting documentation of participation to the Director of Radiologic Technology by the end of Summer III semester. If you do not choose to participate with the immunization you must sign a waiver (F-16) indicating such and submit the waiver to the Director of Radiologic Technology by the end of Summer I of the first year in the program. All students must comply with the requirements of their clinical education setting.


Entire document reviewed in 2015, 2016
Inclement Weather/Emergencies/Disasters

If Kent State University Ashtabula Campus closes due to inclement weather or due to an emergency or a disaster, an announcement will be made as early as possible on area radio and/or television stations (as listed in the Kent Ashtabula Schedule of Classes) and/or on the Kent State Ashtabula web site (www.ashtabula.kent.edu). The number for the Class Cancellation Hotline is 440-964-4395. This recording is updated immediately upon cancellation of classes.

Please note that radio and television announcements will specifically state Kent State Ashtabula Campus. The following stations will be notified and will broadcast the notice:

<table>
<thead>
<tr>
<th>Television</th>
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<th>Radio</th>
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<tr>
<td>Cleveland</td>
<td>Ashtabula</td>
<td>Conneaut</td>
<td>Painesville</td>
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<tr>
<td>WKYC-TV3</td>
<td>WFUN/970 AM</td>
<td>WWOW/1360 AM</td>
<td>WBKC/1460 AM</td>
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<tr>
<td>WEWS-TV 5</td>
<td>WFXJ/107.5 FM</td>
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<tr>
<td>WJW-TV 8</td>
<td>WZOO/102.5 FM</td>
<td>Geneva</td>
<td>Youngstown</td>
</tr>
<tr>
<td>Erie – WICU-TV 12</td>
<td>WREO/97.1 FM</td>
<td>WKKY/104.7 FM</td>
<td>WHOT/101.1 FM</td>
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In the case of inclement weather, we will make every attempt to make class cancellations by 5:45 a.m. for morning classes, 10 a.m. for afternoon classes and 3 p.m. for evening classes. If no announcement is made, classes will be held as usual.

1. When Kent Ashtabula classes are canceled, clinical education is also canceled and radiology program officials will notify the Clinical Education Settings.

2. During times of inclement weather, emergencies or disasters, (as declared by a government official, campus dean, university official, and/or the Clinical Education Settings CEO) the student will not be charged for an absence and will not have to make up the clinical day. Any scheduled class exams would be postponed.

3. If an announcement concerning campus closing is not made before a student must leave for the Kent Ashtabula Campus or their Clinical Education Setting, then the student must use sound judgment in making a decision as to whether or not to attend.

4. If the student does not attend clinical education due to weather when the Kent Ashtabula Campus is open and operating normally, then the clinical day is counted as an unexcused absence and the student must make up that day to meet course requirements.

5. If the student does not attend class when Kent State Ashtabula Campus is open and operating normally, then the class day is counted as an unexcused absence and the student is responsible for obtaining any notes missed that day and/or make up any exams that are missed.

6. It is the student’s responsibility to notify his/her clinical education setting to inform the clinical instructor if he/she will not be attending clinical that day.

7. If a student is at the clinical setting when the announcement is made to close the campus, the student may opt to stay at the clinical setting. Hours past campus closing will be credited to the student.


Entire document reviewed in 2015, 2016
Malpractice Insurance

Each student is covered under the University’s malpractice insurance coverage plan. This blanket coverage insures the student throughout their clinical education rotations.

Students may choose to devote additional time at the clinical education site they are assigned to during the breaks between semesters, according to the company providing professional liability insurance for our students. Here are the parameters of this policy:

- This time is extra time and is not part of the assigned clinical education hours required during each semester. This means students cannot use this as make up time for previous absences nor for future assigned clinical time.
- Students must still follow all of the policies within this handbook including the direct and indirect supervision.
- Students will wear their radiation detection badge during the scheduled time.
- Students may perform competencies and proficiencies with registered radiologic technologists as needed.
- Students must stay within the scope of practice of a student in the KSU Radiologic Technology program.
- Students must provide a schedule of time to be spent at the clinical education site to the clinical instructor and the clinical coordinator one week prior to the time scheduled.
- Students must attend as indicated in their schedule to the clinical coordinator. Failure to attend a scheduled time will result in disciplinary action. This includes tardiness and absent policies.
- Students will coordinate the area of rotation with the clinical coordinator and clinical instructor (i.e., radiology, surgery, CT, etc.).


Entire document reviewed in 2015, 2016
Mobile Radiography Procedure Policy

Because of the supervision policy, students are NOT to do portable procedures ALONE. The reason is that a qualified radiographer would not be in the immediate area for assistance.

Students may perform portable exams but must be under the supervision of a qualified radiographer*.

* A qualified radiographer: one which is credentialed and in good standing in radiography by the American Registry of Radiologic Technologists (ARRT).

Students must wear radiation protection apparel and radiation monitoring device when performing all mobile radiography examinations.

This policy is enforced throughout the entire length of the program, whether the student has or has not yet performed a portable competency.
National Certification (ARRT) Examination in Radiography

1. The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers that is recognized by the American Society of Radiologic Technologists (ASRT), the American College of Radiography (ACR), and the American Medical Association (AMA).

2. To become a Registered Technologist in Radiography, R.T. (R), a student must graduate with the Associate of Applied Science in Radiologic Technology degree from KSU. This requires the successful completion of all program requirements including clinical competencies.

3. As a Kent State University Radiologic Technology graduate, students may take the ARRT examination after graduation. Applicants should allow up to four weeks from the date the application is received at the ARRT for the processing of the application. Students have a 90-day window in which to take the exam at a Pearson VUE test center. The test is given as a computerized examination. The cost of the examination is $200. The re-examination fee is $175. Candidates who are eligible for the exam in radiography are allowed three attempts to pass the exam. Candidates must complete the three attempts in a three-year period, which begins with the initial exam window start date. After 3 unsuccessful attempts or three years have expired, the individual is no longer eligible. See the ARRT examinee handbook for further details.

4. The exam follows the content specifications as specified by the ARRT.

5. Any student who has a previous misdemeanor or felony conviction must submit the following to the ARRT:
   a. Court records and subsequent recommendations of the court (fines, classes, etc.)
   b. Proof that all fines or actions were carried out
   c. A letter from the student that explains the conviction
   d. A $100.00 fee (non-refundable)
      1) If submitted in the first year, the fee does not go toward the certification exam fee.
      2) If submitted in the second year, the fee does go toward the certification exam fee.
   e. There is a special application form for this situation. Any student should contact the program director at the beginning of the program to obtain this form and send it in immediately so that the ARRT can determine exam eligibility.

6. The program director must sign a verification form from the ARRT that states that the student has successfully completed specified clinical and didactic competency requirements, before examination results can be released. The program director reserves the right to not sign the verification form if the student has not completed all requirements or has not properly prepared for the exam. Successful passing of the Graduate Assessment Exam given by the program director at the completion of the final semester will determine preparation. A student will be given three attempts to successfully pass the Graduate Assessment Exam prior to the ARRT exam. Failure to successfully complete the exam will result in remedial work as deemed by the radiologic technology faculty and retesting. This may delay the eligibility of the student to take the ARRT exam.
Phones, Beepers, or Pagers

CELL PHONE POLICY

During all lectures, activities, guest lectures, field trips and labs, student cell phones are to be stowed away and have the audible ringer shut off. Phones may be kept on vibrate, if necessary. If a student needs to make a call, answer a call or use their phone in any way they are required to leave the classroom or teaching situation. If a student need to shut off the ringer during class time, the student will either excuse themselves from class to do so, or raise their hand and ask permission to have their phone out. Otherwise, it will be assumed that inappropriate use is occurring. Students will receive one warning for the semester for the audible ringer before they will be asked to leave the class for the rest of the class time and it will count as an unexcused absence.

There is absolutely NO reading or sending text messages during lectures, activities, guest lectures, on field trips or during labs. If texting is necessary the student is to leave the classroom or teaching situation. After testing, if other students are still taking an exam this is still considered class time and no texting is permitted in the classroom. This is a one strike and you’re out policy. If a student ignores this policy the student will be asked to leave the class for the rest of the class time and it will count as an unexcused absence. No exceptions.

Classroom

Students are not allowed to turn on or use cellular phones, pagers, PDA’s, and/or beepers within the classroom setting. Use of these devices during the classroom time or clinical rotations will be considered a violation of the student conduct code as it relates to disruptive behavior.

An exception will be made if a student has a family member who is ill and the student needs to be notified immediately. The phone must be put in the vibrate mode. The instructor must be notified prior to the class. Students may also tell family members to call the campus at 440-964-4252 in cases of emergency and a message will be given to the instructor.

Cell phones are not allowed on the desktop at any time during class.

A student will go through disciplinary action, the second time that a cell phone, pager or beeper activates in class.

Clinical Site

Cell phones are not permitted at the clinical site. Students may not use hospital phones for personal use. Students may use a pay phone inside the hospital or step outside to use their cell phone.

rev. 6/13, 5/15

Entire document reviewed in 2015, 2016
Phones, Beepers, or Pagers

CELL PHONE POLICY

CLINICAL EDUCATION SITES

During all clinical education rotations, student’s cell phones are to be kept in their locker or in their car. There will be Absolutely NO cell phone usage (including text messaging) except during an assigned break or lunch. Under no circumstances will cell phone usage be allowed in any patient area.

If a student is in violation of the clinical education cell phone policy, the Clinical Instructor or the Radiology Department Director will dismiss the student from the clinical education site. In this event, the student will be required to complete eight (8) hours of additional clinical education time as assigned by the Clinical Education Coordinator.

If there is a pending family emergency, the student is to discuss this with their clinical instructor at the beginning of their assigned clinical time. The instructor will direct the student accordingly.

This is a one strike and you’re out policy. NO exceptions.


Entire document reviewed in 2015, 2016
Pregnant Patient Procedure Policy

In reference to the policy on student supervision, students are prohibited from performing radiographic procedures on pregnant patients ALONE. A qualified radiographer must be present in the radiographic room for assistance should an emergency occur.

This policy is enforced throughout the entire length of the program.

Policy: 2007 rev. 5/12, 6/13, 5/15

Entire document reviewed in 2015, 2016
Pregnancy Policy

For Applicants and Students Enrolled in the Radiologic Technology Program

If a student does suspect she is pregnant prior to entering or while enrolled in the program and chooses to declare her pregnancy, she is allowed to make an informed decision based on her individual needs and preferences. The University offers the following options:

Written notice of voluntary declaration: the female student would provide written notification of the pregnancy to the program director. It would indicate the expected due date. If the student chooses to disclose her pregnancy, she must immediately notify the Clinical Coordinator and the Program Director. The student will be provided with Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure with its appendix of the United States Nuclear Regulatory Commission. The student must then sign a witnessed "Attest" form that was read and discussed. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. 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 occupational exposed women, which is no more than 0.5 rem during the entire gestational period 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.

Voluntary declaration has the following options:

a. Continuing the educational program with modification in clinical assignments. The program would offer clinical component options such as clinical reassignments from areas such as fluoroscopy, mobile procedures and nuclear medicine.
   1) 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.
   2) Any time missed from clinical education must be made up per the attendance policy. Graduation depends on the student meeting all didactic and clinical requirements.

b. Continuing the educational program without modification in clinical assignment or interruption. The clinical coordinator would maintain the standard clinical rotations through all areas.

c. Leave of Absence from the program: If the student takes a leave of absence from the program, the place of re-entry would depend on many factors. Students may be placed at the beginning of the program or somewhere within the program based on their academic and clinical status and standing when leaving.

Option for written withdrawal of declaration: A student may withdraw declaration of pregnancy at any time during the pregnancy. The revocation of pregnancy declaration notifies the program of the student’s choice to revoke her previous election to apply federal and/or state radiation dose limits to an embryo/fetus as a condition of her radiation related clinical experiences in the program.

Neither Kent State University Ashtabula Campus 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.

Revised 2014

 Entire document reviewed in 2015, 2016
FOR 2014

NRC Website: http://www.stanford.edu/dept/EHS/prod/researchlab/radlaser/regulatoryguide.pdf

PREGNANCY DECLARATION & AGREEMENT

1. In accordance with the NRC’s regulations at 10 CFR 20.1208, “Dose to an Embryo/Fetus,” I am declaring that I am pregnant. I believe that I became pregnant in (only month and year need be provided). I understand that the radiation dose to my embryo/fetus during my pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this agreement). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

2. I have read the U.S Nuclear Regulatory Commission Appendix Guideline 8:13 http://www.stanford.edu/dept/EHS/prod/researchlab/radlaser/regulatoryguide.pdf and fully understand the possible risks to unborn children who are occupationally exposed to radiation during pregnancy. Therefore, I have made the following decision:

Check One:

1. As an applicant to the Radiologic Technology Program, I wish to postpone entrance into the program until the following year.

2. As an applicant, I wish to enroll in the radiologic technology program for the duration of my pregnancy and continue in the normal clinical rotations with my class. I realize that I may receive an incomplete in my courses if not completed due to the pregnancy and delivery. I will be required to successfully complete all program and course requirements to receive grades for the semester and to graduate.

3. _______ As a student enrolled in the program, I wish to take a leave of absence until the pregnancy is complete and return at a later date. I realize that graduation and the ARRT exam may be delayed due to the leave of absence from the program. The program director and the faculty of the radiologic technology program will determine placement back into the program. Upon re-entering the program, all program and course requirements will need to be successfully completed to receive grades for the semester and to graduate.

4. As a student enrolled in the radiologic technology program, I wish to continue in the program for the duration of my pregnancy and continue in the normal clinical rotations with my class. I realize that I may receive an incomplete in my courses if not completed due to the pregnancy and delivery. All program and course requirements will need to be successfully completed to receive grades for the semester and to graduate.

5. _______ As an applicant/student enrolled in the radiologic technology program, I wish to exercise my right to withdrawal my declaration of pregnancy at this time.

Student Signature ___________________________________________ Date: ___________
Program Director’s Signature __________________________________ Date: ___________
Clinical Coordinator’s Signature ________________________________ Date: ___________

6/07, 4/11, 5/12, Revised 2014
Entire document reviewed in 2015, 2016
Professional Conduct Policy

The student is expected to act in a professional manner at all times in the clinical setting, the classroom setting, the laboratory setting, and throughout the entire University. Students who fail to meet the professional conduct code may be dismissed from the program. ALL students must sign a professional conduct contract on admission to the Radiologic Technology program.

Policy: 2008  rev. 5/12, 6/13
Professional Societies in Radiologic Technology

1. The state professional society is the Ohio Society of Radiologic Technologists (OSRT). The dues are $30 for the two-year period that a student is enrolled in a program. There is an annual meeting held in April each year. The location varies. Membership includes the Cardinal Rays newsletter.

   **Essay Competition:** The essay competition is opened to student and registered technologists. View the OSRT website to access the OSRT Essay Rules and Judging Criteria. All applicants must electronically submit the application form to participate in the Essay Competition. Deadline is February 1st of each year. In 2011, Kent State University Ashtabula won 1st place in the essay competition.

   **Poster Competition:** The poster competition is opened to student and registered technologists. View the OSRT website to access the OSRT Poster Rules and Judging Criteria. All applicants must electronically submit the application form to participate in the Poster Competition. Deadline is February 1st of each year. In 2010, Kent State University Ashtabula won 1st place in the poster competition and took 2nd place in 2014.

   **Quiz Bowl Competition:** The Ohio Society (OSRT) sponsors an academic quiz bowl competition at the annual meeting whereby students answer questions about radiologic technology by signaling a buzzer. A plaque is given to the first and second place winning teams. Kent State students practice quiz bowl prior to the competition. In 2011 Kent State University Ashtabula won the OSRT state quiz bowl championship. In 2013 and 2015, KSU Ashtabula placed third in the quiz bowl competition.

   **Educational Grants:** The Ohio Society of Radiologic Technologists annually awards educational grants. Award winners are announced at the OSRT Annual Meeting. Grants will be awarded to students, technologists and to one registered technologist. Grants are awarded on the basis of merit, academic ability and demonstrated financial need. Deadline is February 1st of each year. In 2015, KSU Ashtabula first year student was awarded a $500.00 grant.

   See www.osrt.org for more information.

2. The national professional society is the American Society of Radiologic Technologists (ASRT). Dues are $30 for students annually as a student. Membership includes the Radiologic Technology Journal. An annual meeting is held each year in June. The location varies.

   The ASRT website states the following concerning student membership: Enhance your professional future by joining the association that will enrich your career. The ASRT is the largest organization in the world representing radiologic science professionals like you. ASRT membership opens the door for networking opportunities to help you make the transition from obtaining your education to building your career. With a wealth of resources, the ASRT will support your journey as you grow professionally. Find out how by reviewing your membership benefits. As a student enrolled in a radiologic science program, you will enjoy the privileges experienced by registered radiologic technologists. Simply ask your program director for a letter of enrollment verification on school letterhead, write in the date you anticipate graduating and include it with your membership application. The $10 application fee is waived for student members. See www.asrt.org for more information on the benefits of student membership.

   *Student membership in both of these organizations is strongly recommended. This supports the learning outcome of the program that states: Graduates will be able to determine the value of professional growth and development and to conduct themselves in a professional manner

Program Complaint Resolution Policy

The Radiologic Technology program at Kent State University Ashtabula Campus is always willing to investigate any complaint against any aspect of the program and will try to resolve the complaint as soon as possible.

A. **Resources:** Complaints can be made to the following sources, depending on the content of the complaint:

1. Complaints at the Ashtabula campus may be made to a radiologic technology faculty member, program director, clinical coordinator, assistant dean, complaint officer or the dean of the campus.

2. Complaints at the clinical education setting may be made to the clinical coordinator, clinical instructor, or radiology department director or the program director at Kent Ashtabula.

Complaints received from these sources will then be given to the program director or the advisory committee or to the Complaint Adviser for the campus.

B. **Methods:**

1. **Open Door Policy:** The program director and the faculty have an open door policy that allows someone to discuss any problem they may be having or to make a complaint about the radiologic technology program.

2. **Evaluations:** Program evaluations are completed on a routine basis. These evaluations can provide an avenue for someone to make an anonymous complaint against the program. The program director and faculty analyze the information and make improvements as needed.

3. **Meetings:** Faculty meetings, student meetings and advisory meetings all provide avenues for someone to make a complaint against the program.

4. **Student Complaint Process:** Students may make a formal complaint to the Complaint Officer or the Assistant Dean about a problem they are unable to discuss with the faculty of the program. Information can be found in the Digest of University Rules and Regulations.

C. All complaints will be handled in a confidential manner.

D. Reasonable efforts will be made within the program or the institution to resolve a complaint within the recommended time limit as stated in the University Rules and Regulations of the Student Flash Guide.

E. The program and/or the institution will follow the due process policy in resolving any complaint.

F. Anyone who feels that the program may not be substantial compliance with the JRCERT **Standards for an Accredited Educational Program in Radiologic Technology** or accreditation policies will need to send a written and signed complaint to the Joint Review Committee on Education in Radiologic Technology (see accreditation policy)

Rev. 6/13

Entire document reviewed in 2015, 2016
Radiation Monitoring Device Service

1. Students must always wear a radiation monitoring device while attending the clinical education setting. The radiation monitoring device is exchanged quarterly.

2. Any student who fails to wear the radiation monitoring device or who fails to submit it for monitoring in a timely manner will receive a written counsel report by the clinical coordinator. *The student will be responsible for any additional fees occurred to the program for late submission of radiation monitoring device to service company for processing.* If the event occurs again, the student will be placed on probation for 3 months. The student will be suspended on the third event and dismissed on the fourth event.

3. Students will not be allowed admittance to clinical site without exchange of radiation monitoring device. Clinical time missed as a result of non-compliance will be made up to receive a grade for the course.

4. The radiation monitoring device is to be worn on the body according to the facility’s recommendations and is to be replaced in the appropriate time period.

5. All radiation monitoring records are kept on file in the Program Director’s Office. The records are monitored by the Program Director. The information will be made available to the student upon request.

6. The Clinical Coordinator meets with each student quarterly to review their radiation monitoring report. After the review, the student signs off to verify that they have been informed of their radiation readings. The Clinical Coordinator records each student’s reading on a form (F-5) and keeps it in the student’s file on campus.

7. The Program Director serves as the Radiation Safety Officer.

8. Radiation monitoring services are paid by the student as part of course fees for Clinical Education I-VI.

9. Students who are under the age of 18 when entering the program must not receive more than 10% of the adult annual effective dose equivalent limit. Students must notify the program director if they are under the age of 18 when entering the program.

10. Radiation badge guidelines are provided in the Clinical Education Course Syllabi.

Revised 2015*
Excessive Reading on a Radiation Monitoring Device

If a student has exceeded the threshold dose limit reading on a report as identified by the program as a threshold dose below those identified in NRC regulations, (program allowable limits of 25mrem), the following steps should be taken:

1. The student will meet with the radiation protection officer and will provide written verification, if possible, concerning events of the incident(s) when the student received such an exposure, and

2. The Clinical Coordinator and student will confer with the Program Director concerning methods to reduce radiation exposure and the Clinical Coordinator along with the Clinical Instructor will review these methods with the student in a radiographic, mobile, and fluoroscopic setting.

3. Any student that has received an exposure reading of greater than the allowable limits of 25mrem will be notified and asked to fill out an excessive exposure report. The excessive-exposure report will be sent to the appropriate agency and a copy of the original report will be filed with the radiation monitoring report.

4. Students who are under the age of 18 when entering the program must not receive more than 10% of the adult annual effective dose equivalent limit (5rems) in accordance with the Nuclear Regulatory Commission regulations for occupational dose limits for minors (http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1207.html). Students must notify the Program Director if they are under the age of 18 when entering the program.


Entire document reviewed in 2015, 2016
Radiologic Technology Club

1. The Radiologic Technology Club is an organization for all of the students enrolled in the program at the Kent Ashtabula Campus.

2. Its purpose is to raise funds necessary for expenses incurred during the program such as:
   - OSRT Educational Seminar
   - Graduation personalized identification markers from the KSU Radiologic Technology program
   - Awards ceremony
   - ODH license fee
   - ARRT certification exam fee
   - Cap and Gown fee

3. The Radiologic Technology Club nominates officers to represent both first and second year students. Those officers nominated in their first year serve a two year term unless they choose to relinquish their candidacy. Officers will be elected for the following positions: President, Vice-President, Secretary and Treasurer.

4. Meetings are held periodically throughout the semester to keep informed of fund raising events and outcomes.

5. The Awards Ceremony and Graduation Dinner is held in May to honor the graduates and all students for their accomplishments and academic achievement.

Policy: 2009 rev. 5/12, 6/13, Revised 2014

Entire document reviewed in 2015, 2016
Remedial Work Policy

Remedial work will be determined by the individual instructor.

Policy: 2007  rev. 5/12, 6/13
Repeat Policy for Radiographic Images

Students must be directly supervised by a qualified radiographer when repeating unsatisfactory images.

When a student completes a radiographic examination and is notified of any repeat radiographs that are necessary, it is mandatory that a qualified radiographer* must be present in the examining room when changes are made to repeat the radiograph. It is the student's responsibility to insure that proper clinical supervision prevails.

The purpose of this policy is to ensure radiation protection for the patient by reducing repeats to patients.

Any student who feels that the clinical site is not honoring this policy should notify the program director immediately.

* A qualified radiographer: one which is credentialed and in good standing in radiography by the American Registry of Radiologic Technologists (ARRT).

Policy: 2007 rev. 5/12, 6/13

 Entire document reviewed in 2015, 2016
Sexual Harassment

The Equal Employment Opportunity Council defines sexual harassment as:

1. Unwelcome gender bias, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
   - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic performance;
   - Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
   - Such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creates an intimidating, hostile or offensive working environment, academic or university-based living environment.

2. Verbal and/or physical behavior includes, but is not limited to: sexually explicit jokes, insults, taunts, obscene gestures, embracing, touching, pictorial and written communications, electronic communication including email, and unwelcome embracing and touching.

Complaint procedures:

1. Complainants are encouraged to contact the university’s office of affirmative action with conduct his/her complaint within 30 days of the most recent occurrence of alleged harassment or discriminatory act.
   - A complainant also has the right to file a complaint with external agencies including the Ohio civil rights commission and the department of education within 180 days of the alleged act or with the EEOC within 300 days. However, it is recommended that the complainant first exhaust the internal complaint procedures.

2. Internal complaint investigations will follow the procedures set forth in the university’s procedures regarding complaints of unlawful discrimination, in rule 3342-6-02.1 of the Administrative Code.

3. More detailed information may be found in the University Policy Register

Students will also follow the sexual harassment policies of the clinical education setting to which they are attending.

Policy 2007  rev. 5/12, 6/13

Entire document reviewed in 2015, 2016
Student Employment

STUDENT EMPLOYMENT IN AN AREA OUTSIDE OF RADIOGRAPHY

1. Students must exercise judgment in the number of hours of employment they work during the program as their education may be jeopardized by excessive hours of employment, which could lead to failing grades.

2. Work schedules must not conflict with the program curriculum.

3. Students must expect to be scheduled for afternoon, midnight and Saturday shifts.

STUDENT EMPLOYMENT AS A STUDENT RADIOGRAPHER

1. Students must not receive monetary compensation for work done in the Radiology Department during their assigned clinical education.

STUDENT EMPLOYMENT AS A GENERAL X-RAY MACHINE OPERATOR (ODH License)

1. Students may not be employed by the Clinical Education Setting as a student radiographer unless the student has passed the Ohio Dept of Health General X-ray Machine Operator’s Licensure Examination. The time scheduled as a GXMO must not interfere with scheduled clinical education time.

Entire document reviewed in 2015, 2016
Student Records

Student Records at Kent State Ashtabula

1. The University maintains accurate and confidential student records.

2. It is the right of the students to have access to their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws.

3. Student records, with certain exceptions, will not be released without prior consent of the student.

4. Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review.

5. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

6. Kent State University maintains that the student records policy is in compliance with the Family Educational Rights and Privacy Act of 1974.

7. The detailed description of the student records policy can be found in one or all of the following: University Register and University Life: Digest of Rules & Regulations.

Student Records at the Clinical Site

1. A student is to have access to only his/her records at the clinical site.

2. All records are to be kept in a locked file cabinet and students are to view their own records only while under the supervision of the clinical instructor or clinical coordinator.

Policy: 2007 rev. 5/12, 6/13

Entire document reviewed in 2015, 2016
Student Re-Entry Policy

Students who are dismissed from the Kent State Radiologic Technology program have the right to request re-entry into the program. This may or may not be granted based on the condition of dismissal and the student’s current academic record.

To request re-entry:

1. The student completes a new application to the program along with a letter requesting re-entry into the program and the requested date of re-entry.

2. The faculty will meet to discuss the student’s request for re-entry into the program. The clinical instructor(s) and radiology administrator from the student’s previous clinical education setting would have input into the process. Factors that would be considered before re-entry would occur would be the student’s cause for dismissal as well as possible future success rate in the program.

3. The faculty’s decision would be sent to the student within one month of the decision following the application interview process.

4. The re-entry date is the decision of the radiologic technology faculty.

5. A student may or may not be re-entered into the same clinical education setting as before, depending on circumstances.

6. A student who disagrees with the decision has the option of following the due process policy of the program.

7. For a student who is repeating a course due to a grade below a C in a RADT or BSCI 11010 or11020 course, a second unsuccessful attempt will result in ineligibility to remain in the program.

8. Students accepted back into the program must maintain a grade of “C” in all courses. In the event a student receives a course grade below a C in any other RADT courses, the student will be ineligible to remain in the program.

9. A student who does NOT wish to re-enter the program is encouraged to seek advisement with the career counselor of the Ashtabula Campus for an alternate career pathway.

10. A student who is dismissed from the program after their second attempt is no longer eligible to apply to the program for a third attempt.

Policy:2007 rev. 5/12, 6/13, 7/14, 5/15

Entire document reviewed in 2015, 2016
Student Representatives on the Advisory Committee

Class representatives serve to enhance communication among all students of the class, clinical faculty, and administration. A student from each class will be selected by the Program Director, Clinical Coordinator, and program faculty.

The representative will:

1. Demonstrate an interest and willingness to participate in committee activities.
2. accept personal responsibility for attending meetings
3. ensure confidentiality when needed
4. provide advisory committee members with constructive input from students
5. serve as a liaison to advisory committee members and /or the Program Director concerning student issues
6. Demonstrate a positive professional manner and attitude inside and outside the University.
7. present accurate information to the students and members of the advisory committee

Policy: 2008, rev. 5/12, 6/13

Entire document reviewed in 2015, 2016
Student Responsibility Guidelines and Expectations for Students

The following are offered as guidelines to help you understand what is expected of you as Kent State University undergraduate students. Following them will not guarantee success, but ignoring them could result in problems. The listing presented is not comprehensive, but it should present a clear idea of how students should conduct themselves at this University and in the radiology program.

- Do not come to class under the influence of any substance.
- Be observant of faculty’s office hours and keep appointments when made.
- Think critically and creatively.
- Take responsibility for self-discipline and motivation.
- Make up all missed assignments and exams.
- Act responsibly.
- Develop effective oral and written communication skills.
- Familiarize yourself with the syllabus.
- Keep questions or comments pertinent to class discussions.
- Do not come to class if your illness will affect others.
- Seek help as needed with academic courses.
- Do not disrupt class.
- Tolerate diversity.
- Notify the instructor of a long absence.
- Inform instructor if withdrawing from the program.
- Seek your adviser at appropriate times.
- Familiarize yourself with the KSU Catalog and Program Handbook.
- Make certain you have access to the course's books and supplies.
Student Safety Policy

Radiation Protection

The student will follow all policies and procedures concerning radiation protection and monitoring practices

A. The location of the radiation monitoring device is worn properly at all times when assigned to the clinical setting and follows the clinical setting’s policies.

B. Students wear lead aprons and lead gloves whenever necessary at the clinical education site.

C. Pregnant students will follow all program and clinical education site’s policies and procedures concerning radiation protection and monitoring during the gestational period.

D. Students will properly utilize all equipment and accessories and employ techniques and procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves and others.

E. Students will perform all medical imaging procedures under the DIRECT supervision of a qualified practitioner until a radiography student has demonstrated competency.

F. Students will perform all medical imaging procedures under the INDIRECT supervision of a qualified practitioner after a radiography student demonstrates competency as long as a qualified radiographer is immediately available to assist a student.

G. Students will repeat all unsatisfactory radiographs under the DIRECT supervision of a qualified practitioner.

H. Students will not perform any mobile radiologic procedures alone, without a qualified radiographer immediately available for student assistance.

I. Students will NOT HOLD for any patients for a radiographic procedure at the clinical site.

J. Students will follow all policies concerning fluoroscopic procedures at the clinical site.

Magnetic Resonance Imaging (MRI)

The student will follow all safety policies and procedures concerning magnetic resonance imaging (MRI) and the monitoring practices as identified by their clinical education facility.


 Entire document reviewed in 2015, 2016
Other Safety Issues for Students

A. Students will follow all infection control policies and standard precaution policies when in the clinical education setting.

B. Students will not put themselves in jeopardy when radiographing a patient that appears threatening or dangerous at the clinical education site. Students should always seek assistance from staff personnel when needed in a threatening situation.

C. Students will seek assistance, if needed, from appropriate personnel (security guard) from the clinical education site when entering or leaving the clinical education site.

D. Students will follow all rules of body mechanics when transporting or moving patients or equipment in order to prevent any injuries to self, staff or the patient at the clinical education site or in the lab at the university.

E. Students will adhere to all policies concerning confidentiality of the patient, staff, or facility.

F. Students will adhere to the professional code of ethics for radiologic technologists.

G. All students will adhere to the Digest of Rules and Regulations of Kent State University, especially areas concerning student conduct regulations for student behavior that must be followed at the university and the clinical sites.

Policy: 2007 rev. 5/12, 6/13

Entire document reviewed in 2015, 2016
Student Smoking/ Chewing of Tobacco Policy/ “E/Vapor” Cigarette Policy

Kent State University is committed to providing an educational system which is capable of offering students an education of the highest quality. To maintain this high standard, the University must furnish an atmosphere which is conducive to study and educational growth as well as one which enables and assists students to develop in a positive manner.

5-12.8
Administrative policy regarding smoking at Kent State University

(A) Purpose. Kent State University is dedicated to providing a healthy, comfortable and productive work and living environment for its employees and students and adhering to the smoking prohibition requirements in section 3794 of the Ohio Revised Code.

(B) Smoking shall be prohibited specifically in the following places at Kent State University:

(1) All university buildings and vehicles.

(2) All outdoor events with seating, such as but not limited to, athletic events, concerts or other performances, award ceremonies and public speakers.

(3) All residence halls.

(4) Any exterior structure which is considered an enclosed area by law. This means an area with a roof or other overhead coverings of any kind and walls or side coverings. Such structures include but are not limited to a bus shelter, concession stand or tent.

(C) "Smoking permitted" areas:

(1) Outdoor areas at least 20 feet away from the entrance, overhang, windows, vents, loading dock or other openings to a building or other structure.

(2) Receptacles for disposing cigarette litter will be provided in selected areas where smoking is permitted.

(D) Smoking tobacco will not be sold or distributed free of charge on Kent State University campuses.

(E) Smoking cessation support will be made available periodically to members of the university community wishing to cease smoking.

(F) The success of creating and maintaining a smoke-free environment will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees and students share in the responsibility for adhering to and enforcing this policy. Problems should be brought to the attention of the appropriate administrator, building curator, dean of the regional campus, or in accordance with reporting guidelines provided by the Ohio Department of Health.

(G) "Smoking prohibited" signs will be posted in accordance with Chapter 3794 of the Ohio Revised Code.

Effective: June 1, 2007

Student Smoking/Chewing of Tobacco/“E/Vapor” Cigarette Policy

Departmental Administrative policy regarding chewing tobacco at Kent State University

(A) The Radiologic Technology Program at Kent State University at Ashtabula recognizes its responsibility for creating an institutional climate in which students can succeed.

(B) Smoking/chewing of tobacco and smoking of “E/Vapor” cigarettes shall be prohibited specifically in the following places at Kent State University:

1. All university classrooms
2. Inside all university buildings

(C) "Smoking/Chewing of tobacco and smoking of “E/Vapor” cigarettes permitted" areas:

1. Outdoor areas at least 20 feet away from the entrance, overhang, windows, vents, loading dock or other openings to a building or other structure. Students not adhering to this policy will be asked to move away from the building.
2. Receptacles for disposing tobacco litter will be provided in selected areas where smoking is permitted.

(D) The success of creating and maintaining a clean environment will depend upon the thoughtfulness, consideration and cooperation of all. All employees and students share in the responsibility for adhering to and enforcing this policy. Problems should be brought to the attention of the Academic Program Director.

Effective: September 23, 2011, rev. 5/8/15

Entire document reviewed in 2015, 2016
Student Smoking/ Chewing of Tobacco Policy/ “E/Vapor” Cigarette Policy

Departmental Administrative policy regarding chewing tobacco at Clinical Sites

(A) The Radiologic Technology Program at Kent State University at Ashtabula recognizes its responsibility for creating an institutional climate in which students can succeed.

(B) Chewing of tobacco and smoking of “E/Vapor” cigarettes shall be prohibited specifically in the following places at all Clinical Education Sites:

(1) Inside all Clinical Education Site facilities

(C) "Chewing of tobacco and smoking of “E/Vapor” cigarettes permitted" areas:

(1) Outdoor areas at least 20 feet away from the entrance, overhang, windows, vents, loading dock or other openings to a building or other structure.

(2) Inside student vehicle.

(D) If the Clinical Education Facility has a policy in place concerning the smoking/chewing of tobacco or smoking of “E/Vapor” cigarettes on their premise, student will adhere to such policy during their assigned clinical rotation at that facility.

(D) The success of creating and maintaining a clean environment will depend upon the thoughtfulness, consideration and cooperation of all. All employees and students share in the responsibility for adhering to and enforcing this policy. Problems should be brought to the attention of the Academic Program Director.

Effective: September 23, 2011, rev. 5/8/15

Entire document reviewed in 2015, 2016
Student Transfer Policy

Kent State University Admission Requirements states:

Students who have attended any educational institution after graduating from high school must apply as a transfer student.

Generally, a transfer applicant who has taken 12 or more semester hours with a college cumulative grade point average of at least 2.0 on a 4.0 scale may be admitted. An applicant who has taken fewer than 12 semester hours will be evaluated on both collegiate and high school records.

Transfer applications are processed on a rolling basis. However, early application helps to ensure early consideration for class registration, residence hall preferences and financial aid. Therefore, the best time to apply is at least six months prior to the term you wish to enter Kent State.

Due to the Selective Admission Process of the Radiologic Technology Program, there are Selective Requirements for Student Transfers.

Kent State University Radiologic Technology Program Selective Requirements states:

Transfer between Radiology Programs within the University System

1. Student must obtain a letter of recommendation from his/her present Program Director stating the student is in good standing and thereby approving the transfer.
2. Student must obtain a letter of recommendation from his/her present Clinical Coordinator stating the student is in good standing and thereby approving the transfer.
3. Student must transfer in to the radiology program with a minimum 2.75GPA
4. Copies of all clinical documentation must be submitted to the transfer program for review.
5. Transfer program reserves the right to have the transfer student repeat all or a portion of their clinical competencies and or proficiencies as deemed clinically necessary.
6. Student must submit the following documentation as required by the program’s clinical affiliations: proof of drug test, proof of state and federal background check, proof of immunization documentation, proof of physical examination, and proof of BLS certification.
7. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity as determined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Transfer between Radiology Programs outside the University System

1. Apply online to Kent State University using the online application.
2. Submit your transcripts. Request an official transcript from each institution attended since high school graduation. Send one set directly to the Admissions office.
3. Submit a second set of transcripts to the Program Director of the transferring institution along with a copy of all course descriptions and respective syllabi for course evaluation. Program reserves the right to accept all or none of the transferring student’s radiology core courses. Program determines eligibility of the transfer based on the course sequence from the transferring program as compared to Kent State University Radiologic Technology Program.
Transfer between Radiology Programs outside the University System (cont’d)

4. Student must transfer into the radiology program with a minimum 2.75 GPA.
5. Student must obtain a letter of recommendation from his/her present Program Director stating the student is in good standing and thereby approving the transfer.
6. Student must obtain a letter of recommendation from his/her present Clinical Coordinator stating the student is in good standing and thereby approving the transfer.
7. Copies of all clinical documentation must be submitted to the transfer program for review.
8. Transfer program reserves the right to have the transfer student repeat all or a portion of their clinical competencies and or proficiencies as deemed clinically necessary.
9. Student must submit the following documentation as required by the program’s clinical affiliations: proof of drug test, proof of state and federal background check, proof of immunization documentation, proof of physical examination, and proof of BLS certification.
10. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity as determined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
11. The transfer may be denied or student may need to apply to the program as a new student.

4/28/14

Students with Disabilities Policy

Kent State University Ashtabula recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed.

In accordance with University Policy 3342-3-01.3, policy requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. Students with a documented disability and requiring accommodations are to contact their instructor to obtain equal access and to promote their learning in a class or clinical setting at the beginning of the semester to make arrangements for necessary adjustments.

Please note, students must verify their eligibility for accommodations through Student Accessibility Services.

Please contact the Student Accessibility Services office at Kent State University at Ashtabula (440-964-4304) for more information on registration procedures. After your eligibility for accommodations is determined, you will be given a letter, which, when presented to instructors, will help us know best how to assist you.


Entire document reviewed in 2015, 2016
Tardiness

Due to the progressive nature of the individual courses and the program as a whole, timeliness and punctuality are seen as essential qualities for your chosen profession. Timeliness is also important at the clinical site. If can be a direct indicator of what type of employee you may become.

Ashtabula Campus Classes

1. Timeliness is very important for classes held at the Ashtabula campus. Students must make every effort to be in class prior to the start of the class. All radiologic technology classes will begin as scheduled. Those students, without a written physician’s excuse or a court excuse, who are more than 5 minutes late will be considered tardy. Some instructors use a tardy sign in list. All occasions of tardiness will be recorded in the attendance book of the instructor. Please make time allowances for weather and trains when coming to class. (Severe weather, as deemed by the faculty, will be considered an excused absence).

2. Repeated unexcused tardiness in one semester of classes will result in the following:
   a. A conference report between the student and the program director will result in a written warning for the 3rd unexcused occasion of being tardy, unless otherwise indicated in a course syllabus.
   b. A lowering of a course grade will occur if continued unexcused tardiness occurs. For every additional unexcused occurrence of tardiness, the final grade of the course will be lowered one letter grade. If the resultant grade is a C- or lower in the radiologic technology course, the student will be dismissed from the program.

3. It is the student’s responsibility to obtain material missed in class.

4. If a student has a tardy occasion that is unexcused during a testing situation, the student will receive only the remaining time to complete the test.

Clinical Education Setting Tardiness

1. Students must be at the Clinical Education Setting in their assigned area prior to the start of the assigned clinical time. Students who report to the assigned area at the Clinical Education Setting 5 minutes after their assigned time (without a written excuse) will be considered tardy.

2. Each time the student is tardy, that amount must be recorded on the student’s attendance record. A student must meet the clinical education course requirements to successfully pass the course. The student must meet with the clinical instructor to assure this.

3. Students are permitted 1 tardy occurrence per 30 day period but no more than 3 occurrences of tardiness during a semester.

4. Repeated unexcused tardiness in one semester will have the following results:
   a. A conference report between the student and the program director will result in a written warning for the 3rd unexcused occasion of being tardy.
   b. A lowering of the clinical grade if continued unexcused tardiness occurs. For every additional unexcused occurrence of tardiness, the final grade of the course will be lowered one letter grade. If the resultant grade is a C- or lower in the radiologic technology course, the student will be dismissed from the program.

Policy: 2007 rev. 5/12, 6/13
COURSE TARDY ACTION FORM

Student Name: _______________________________  Class of: ______________

Course: ______________________________________  Date: ______________

Date of Tardiness: ____________________________

Date of Tardiness: ____________________________

Date of Tardiness: ____________________________

Course Policy:

TARDINESS

1. Timeliness is very important and students must make every effort to be in class prior to start time. Students, who are more than 5 minutes late, without a written physician’s excuse or a court excuse, will be considered tardy. This will be recorded in the instructor’s attendance book. Please make time allowances for weather and trains when coming to class. (Severe weather, as deemed by the faculty, will be considered an excused absence.)

2. Repeated tardiness: A conference report between the student and the instructor will result in a written warning for the 3rd unexcused occasion of being tardy. A lowering of a course grade will occur if continued unexcused tardiness occurs. For every additional unexcused occurrence of tardiness, the final grade of the course will be lowered one letter grade. The student will be dismissed from the radiologic technology program if the resultant grade is a C- or below in this course.

This form is being completed to inform you that on your next tardy to the listed class your final grade will be lowered one letter.

Student Signature: ___________________________  Date: ______________

Instructor Signature: ___________________________  Date: ______________

Director Signature: ____________________________  Date: ______________

Rev. 6/13, 2014

 Entire document reviewed in 2015, 2016
Textbooks

1. All textbooks used in the Kent State University Radiologic Technology Program are on sale at the Kent State University Ashtabula Bookstore.

2. Students are informed of estimated book expenses at the beginning of the program.

3. Many of the radiology textbooks will be used for more than one course during the professional curriculum.

Policy: 2007, Rev. 2011, 5/12, 6/13

Entire document reviewed in 2015, 2016
## 2016-2018 TEXTBOOKS and COURSE FEES

<table>
<thead>
<tr>
<th>Course Number/Price</th>
<th>COURSE/TEXTS or WORKBOOKS</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Text(s) required from a previous course</strong></td>
<td><strong>All books are approximate costs</strong></td>
<td></td>
</tr>
<tr>
<td>RADT 14003</td>
<td>Intro to Radiologic Technology</td>
<td>Summer I</td>
</tr>
<tr>
<td>(Bundle)</td>
<td>Kent State University Ashtabula, <em>Radiologic Technology Student Handbook</em></td>
<td></td>
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<tr>
<td>(Bundle)</td>
<td>Bontrager workbook to accompany text</td>
<td></td>
</tr>
<tr>
<td>(Bundle)</td>
<td>Bontrager Student Pocket Handbook in Radiographic Positioning</td>
<td></td>
</tr>
<tr>
<td>RADT 14005</td>
<td>Clinical Education I</td>
<td>Summer I/III</td>
</tr>
</tbody>
</table>
| (Bundle) | Text  *Bontrager textbook, workbook, and pocket handbook  
KSUA Student Handbook* | |
| RADT 14006 | Radiographic Procedures I | Summer III |
| (Bundle) | Text  *Bontrager textbook, workbook, handbook  
KSUA Student Handbook* | |
| BSCI 11010/11020 | Anatomy and Physiology for Allied Health I and II | Fall and Spring |
| ($150.00) | Text and workbook and CD | |
| RADT 14015 | Clinical Education II | Fall |
| (Bundle) | Text  *Bontrager textbook, workbook and pocket handbook  
*KSUA Student Handbook* | |
| RADT 14016 | Patient Care Management | Fall |
| (Bundle) | Text: Adler and Carlton, *Introduction to Radiography and Patient Care*,  
($20.00) | *Student Note packet (possible)* |
| RADT 14017 | Radiographic Procedures II | Fall |
| (Bundle) | *Bontrager textbook, workbook, handbook* | |

Revised 2014, 5/15

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### 2016-2018 TEXTBOOKS and COURSE FEES

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<td>*Text(s) required from a previous course</td>
<td>**All books are approximate costs</td>
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</tbody>
</table>

**RADT 14018**  
Radiographic Exposure and Imaging I  
Fall  
($)188.00  
($)20.00  
*Student Note packet (possible)

**RADT 14022**  
Radiographic Exposures and Imaging II  
Spring  
($)20.00  
*Carlton and Adler*  
*Student Note packet (possible)

**RADT 14024**  
Radiographic Procedures III  
Spring  
(Bundle)  
Text  
*Bontrager textbook and handbook*  
*Bontrager workbook*  
($)20.00  
*Student Note packet (possible)

**RADT 14025**  
Clinical Education III  
Spring  
(Bundle)  
*Bontrager textbook, workbook, handbook and KSUA Handbook*

### Second Year

**RADT 14075**  
Clinical Education IV  
Summer II  
*KSUA Student Handbook*  
*Bontrager Workbook*  
*Lange’s Review for Radiography Exam (newest ed.)*

**RADT 24006**  
Radiologic Physics  
Fall  
($)20.00  
*Student Note packet (possible)

**RADT 24008**  
Radiobiology and Radiation Protection  
Fall  
($)67.95  
($)20.00  
*Student Note packet (possible)
## COURSE TEXTBOOKS and COURSE FEES

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<tr>
<td>RADT 24014</td>
<td>Advanced Imaging</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td>($20.00)  Student Note Packet</td>
<td></td>
</tr>
<tr>
<td>RADT 24015</td>
<td>Clinical Education V</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td>(Bundle)  Text  *Bontrager Workbook, KSUA Student Handbook</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lange's Review for Radiography Exam (newest ed.)</td>
<td></td>
</tr>
<tr>
<td>RADT 24025</td>
<td>Clinical Education VI</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>(Bundle)  Text  *Bontrager Workbook, KSUA Student Handbook</td>
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</tr>
<tr>
<td></td>
<td>Lange's Review for Radiography Exam (newest ed.)</td>
<td></td>
</tr>
<tr>
<td>RADT 24010</td>
<td>Radiologic Pathology</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>($90.95)  Text:  Eisenberg &amp; Johnson, Comprehensive Radiographic Pathology, 5th Ed., 2012** (or newest edition)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>($49.95)  Workbook to accompany Text</td>
<td></td>
</tr>
<tr>
<td></td>
<td>($20.00)  *Student Note packet (possible)</td>
<td></td>
</tr>
<tr>
<td>RADT 24048</td>
<td>Radiographic Techniques</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Text  Lange's Review for Radiography Exam (newest ed.)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** All books are approximate costs

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### COURSE FEES

- **Patient Care Management:** $28.00
- **Venipuncture supplies:** $20.00
- **Clinical Education I-VI:** $40 each semester
- **Radiation monitoring devices:** $40 each semester

Revised 2014, 5/15
Entire document reviewed in 2015, 2016
Transportation

Kent State Ashtabula has clinical sites within an 80 mile radius of the campus. Kent State University Radiologic Technology students will be responsible for providing their own transportation to attend all didactic and clinical education assignments.

*The program and Kent State University are not responsible for any problems that may occur during a field trip or educational trip.*


Entire document reviewed in 2015, 2016
Venipuncture/Injections in the Clinical Education Setting

Rationale

1. Venipuncture is considered to be within the scope of practice for Radiologic Technologists. In addition, competency in venipuncture is required by the American Registry of Radiologic Technologists (ARRT) in order for candidates to be eligible to sit for the certification examination in radiography.

2. In order to ensure they are prepared to perform this function as a registered technologist, radiologic technology students must be provided with education and simulated experience in venipuncture, to include phlebotomy and IV placement prior to completion of the program. This competency is particularly important if the graduate is to be practicing in a department or an environment where there are no radiology nurses available.

Policy

1. Students are not allowed to perform any venipuncture procedures. All medications and contrast media will be administered only by an appropriately credentialed radiologic technologist performing within their scope of practice or by a registered nurse in accordance with hospital policy.

2. During the procedure for injection of a contrast agent at the Clinical Education Setting, the student is only permitted to observe while a qualified individual performs the injection. At the completion of the injection, students are permitted to remove the needle if instructed to do so.

3. Students that perform venipuncture on patients will be subject to disciplinary measures up to and including dismissal from the program.

Process & Procedure

1. Radiologic technology students must successfully complete didactic and laboratory education and training in venipuncture procedures, which includes, but is not limited to:

   - Site preparation
   - Sterile technique
   - Demonstration of successful venipuncture (may include practice on a mannequin), to include return, on a live simulated patient

Policy: 2007  rev. 5/12, 6/13

Entire document reviewed in 2015, 2016
Professional Conduct Policy

1. I, _______________________________(Print Name) am aware of the University Digest of Rules and Regulations and have been given the website address to review the requirements for student conduct.

2. I realize that I will be held responsible for behavior that is not considered to be within the expected norms for a university student and that I am also bound by the professional conduct statement in my Radiologic Technology Program Student Handbook, 2015 - 2017. I agree to follow the guidelines that have been put forth in these above mentioned documents.

Signature

Date

Policy: 2008 rev. 5/12

1. I am aware of the University Rules and Regulations Digest and understand that I may refer to this document for questions concerning the University procedures. Available on the web at: http://www.rc.kent.edu/studentinformation

2. In addition, I have received and have read the Radiologic Technology Student Handbook. I fully understand that I must adhere to the policies therein.

Signature

Date

Policy: 2008 rev. 5/12, 6/13

Entire document reviewed in 2015, 2016
Agreement of Policies and Procedures

I understand the policies and procedures that have been presented in the student Handbook of the Radiologic Technology program at Kent State University Ashtabula and I agree to abide by them. Students must also adhere to policies at their assigned clinical education site. Any violation of these policies may lead to probation, suspension or dismissal. I also understand that these policies may be changed, with notice, if necessary, by the Radiologic Technology program officials.

Student Signature ________________________________________________________

Date _____________________

Program Director’s Signature _____________________________________________

Date _____________________

Clinical Coordinator’s Signature ___________________________________________

Date _____________________

Rev. 6/13
Entire document reviewed in 2015, 2016