



**COLLEGE OF APPLIED AND TECHNICAL STUDIES
ASSOCIATE OF APPLIED SCIENCE DEGREE
RADIOLOGIC TECHNOLOGY
2025 – 2027 STUDENT HANDBOOK**

Start: May 27, 2025, Graduation: May 13-14, 2027

- 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.

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APPENDIX I

Ashtabula and Salem Campus

Welcome

Welcome to the Kent State University Radiologic Technology program. It is our sincere hope that you will find our program a rewarding and challenging part of your life. We appreciate your participation in the health care team, a group of individuals who are working toward one goal – to provide the best possible care to the patients that we are privileged to serve.

We hope this handbook will acquaint you with the Radiologic Technology program so that you have a good understanding of our policies and will realize what is expected of you as a student in a health care profession. The information in this handbook is subject to change due to changing circumstances; the policies, as written, may be modified or eliminated. Students will be notified in a timely manner of such changes. Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. Students are responsible for observing all policies and procedures of the Clinical Education Settings as well as those listed in this handbook.

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) (<http://www.kent.edu/policyreg>) which contains a complete list of all the University's policies, rules, and regulations.

Updated 5/3/2024, 5/6/2025

Kent State Officials/Administration

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Academic Vice Dean Trumbull & Ashtabula

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James Hannon, Ph.D.

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Updated 5/3/2024, 5/6/2025

Mission of the Radiologic Technology Program

The mission of the Kent State University Radiologic Technology Program is to educate radiologic technology students in the knowledge, skills, and attributes 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 transforms lives and communities through the power of discovery, learning, and creative expression in a respectful environment.

Revised 2017, 2025
Reviewed by RADT Advisory Board Committee Annually

Radiologic Technology: A.A.S. Roadmap 2025-2027

Semester	Course Number	Course Name	Credit Hours
First Year	AHS 24010 (or)	Medical Terminology (or)	1
Summer	HED 14020	Medical Terminology	3
Semester	UC 10001	Flashes 101	1
First 5-weeks	RADT 14003	Introduction to Radiologic Technology	2
			4-6
First Year	RADT 14005	Clinical Education I	1
Summer	RADT 14006	Radiographic Procedures I	1
Semester			
Second 5-weeks			2
First Year	BSCI 11010	Foundational Anatomy & Physiology I	3
Fall	RADT 14015 (!)	Clinical Education II	3
Semester	RADT 14016	Patient Care Management	2
	RADT 14018 (!)	Imaging Equipment	2
	RADT 14021 (!)	Radiographic Procedures II	4
			14
First Year	BSCI 11020	Foundational Anatomy & Physiology II	3
Spring	MATH 11009 or	Modeling Algebra or	4
Semester	MATH 11010	Algebra for Calculus	
	RADT 14034	Image Acquisition and Processing	2
	RADT 14024 (!)	Radiographic Procedures III	4
	RADT 14025 (!)	Clinical Education III	3
			16
Second Yr.	RADT 14085	Clinical Education IV	2
Summer	Kent Core	Kent Core Requirement	3
Semester	Kent Core	Kent Core Requirement	3
8 - week			8
Second Yr.	CHEM 10050 or	Fundamentals of Chemistry or	3
Fall	CHEM 10055	Molecules of Life	
Semester			
	RADT 24008 (!)	Radiobiology and Radiation Protection	3
	RADT 24015 (!)	Clinical Education V	3
	RADT 24014	Advanced Imaging	2
	RADT 24016	Imaging Physics	3
			14
Second Yr.	PSYC 11762	General Psychology	3
Spring	RADT 24025 (!)	Clinical Education VI	3
Semester	RADT 24028	Radiologic Pathology	3
			9

This roadmap is a recommended semester-by-semester plan of study for this program. Students will work with their advisor to develop a sequence based on their academic goals and history. Courses designated as critical (!) must be completed in the semester listed to ensure timely graduation.

Link to Kent State University Catalog: <https://catalog.kent.edu/colleges/ap/radiologic-technology-aas/#roadmaptext>

Updated 5/3/2024, 5/5/2025

American Registry of Radiologic Technologists (ARRT) 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 Radiologic Technologists 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.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered 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 race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered 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.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered 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.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered 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.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Link to website: <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

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Updated 5/3/2024

Introduction to the Radiologic Technology Program

Welcome to the Radiologic Technology profession and to Kent State University's Radiologic Technology program. Students enrolled in the program will be responsible for observing all University rules and regulations. Both University 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) (<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 their 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. If an immediate decision is required, program personnel will consult with advisory board members to render a decision. Students will be notified in writing and the Student Handbook will be amended if necessary.

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

The Kent State University Radiologic Technology programs are **accredited** by the Joint Review Committee on Education in Radiologic Technology (**JRCERT**) (see Accreditation in this handbook) and is registered and inspected by the Ohio Department of Health (ODH).

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 Salem Campus. 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 the author of many radiologic technology review books.

Jan Gibson started the Bachelor of Technology degree in Radiologic and Imaging Sciences in 2001 with concentrations in Computed Tomography, Diagnostic Medical Sonography, Magnetic Resonance Imaging, and Nuclear Medicine. Radiation Therapy was added in 2006.

The KSU Ashtabula Campus launched a radiologic technology program in 2007, added a mammography program in 2011, and approved the program as a short-term certificate in 2022.

Updated 5/3/2024, 5/8/2025

Academic Standards Policy: RADT

1. Students are required to achieve a grade of at least a "C" or better in all the RADT-required courses. Failure to meet these requirements will result in dismissal from the program.
2. Students are required to achieve a grade of a "C" or better in Anatomy and Physiology courses earned either before the RADT program starts or before courses where there is a prerequisite requirement. This includes Foundational Anatomy and Physiology I and II ([BSCI 11010](#) and [BSCI 11020](#)) OR Anatomy and Physiology I & II ([BSCI 21010](#) and [BSCI 21020](#)) or their equivalents. If an accepted student receives a grade below the required "C" (2.00) in the spring semester before the program starts, admission to technical study will be revoked. If a student receives a grade less than a "C" in these courses, the student will be dismissed.
3. Remedial work may be required when a student earns less than a "C" on an exam. The benchmark may be higher depending on the instructor or course. 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 less than a "C" may not be as well prepared for the ARRT exam.
4. Students dismissed for unsuccessfully completing RADT courses in a given semester can request to re-enter the program the next time the course is offered (usually the next year since courses are offered only once a year). Students who request re-entry should refer to the Student Re-entry Policy. **Re-entry is not guaranteed.** Students have the right to follow the due process and grievance procedure listed in the student handbook.
5. Students who are dismissed from the program will be assisted through referral for advising in redirecting their program of study if necessary.
6. Grading Scale for RADT courses required for the Associate of Applied Science degree in Radiologic Technology:
 - A (100-94%) (4.0)
 - A- (93%) (3.7)
 - B+ (92%) (3.3)
 - B (91-86%) (3.0)
 - B- (85%) (2.7)
 - C+ (84%) (2.3)
 - C (83-78%) (2.0)
 - C- (77%) (1.7)
 - D+ (76%) (1.3)
 - D (75-69%) (1.0)
 - F (68% and below) (0.0)

<https://www.kent.edu/cats/radiology>

Updated 5/3/2024

Academic Standing: Undergraduate Student: KSU

Because undergraduate students must earn a minimum 2.000 overall grade point average (GPA) to graduate from the university, they must maintain that average throughout the undergraduate years. Students whose GPA falls below 2.000 should make a positive effort to improve their academic performance. Such students should devote their entire attention and energies to their studies by improving study habits and concentrating on such basic skills as composition, reading and mathematics.

The following academic standing designations apply to undergraduate students:

President's List

In recognition of an extremely high level of academic excellence, a President's List is compiled each academic semester. To qualify, students must have a 4.000 GPA in the semester and must have completed 15 or more credit hours (all of which must have regular letter grades) by the end of that semester. This notation will be printed on students' official transcripts.

Dean's List for Full-Time Students

In recognition of academic excellence, a Dean's List is compiled each academic semester. To qualify, students must have a minimum 3.400 GPA in the semester and must have completed 12 or more regular letter-graded credit hours by the end of that semester. This notation will be printed on students' official transcripts.

In Good Academic Standing

Students with a minimum 2.000 GPA are in good academic standing. Students with an overall GPA below 2.000 are placed on academic probation. Good academic standing is not the same as eligibility for financial aid or for participation in other activities of the university such as athletics, student organization leadership, extracurricular activities, etc. For information about eligibility standards, students should contact the appropriate office or organization.

Midterm Warning

Students who earn a midterm GPA of less than 2.000 will be placed on midterm warning.

Semester Warning

Students with a minimum 2.000 overall GPA who earn a semester GPA of less than 2.000 in any given semester will be placed on semester warning.

<https://catalog.kent.edu/academic-policies/academic-standing-undergraduate-student/>

Updated 5/3/2024

Accidents and Injuries Occurring at the Clinical Education Setting: RADT

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 Preceptor 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 Preceptor 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. Some clinical sites require students to have health insurance.
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.

Accreditation of the Radiologic Technology Program: RADT

National Accreditation: JRCERT

The Kent State University Radiologic Technology Programs at the Ashtabula and Salem Campuses are accredited by the *Joint Review Committee on Education in Radiologic Technology (JRCERT)*. Inspection of accreditation documents is available through the Program Director.

1. The programs have received **maintenance of accreditation for a period of eight years**.
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 articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.
4. The JRCERT may be notified as follows:

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone (312) 704-5300
Email: mail@jrcert.org

State Registration and Inspection: ODH

The Radiologic Technology program equipment at Kent State University at the Ashtabula and Salem Campuses is registered and inspected by the Ohio Department of Health.

<https://www.kent.edu/cats/radiology>

Policy: 1992 KSUS, 2007 KSUA. Last revision: 2020

Attendance Policy for Class Attendance and Class Absence on Campus: KSU

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

KSU Policy Register: 3-01.2: Administrative policy regarding class attendance and class absence:

- A. Purpose. Regular attendance in class is expected of all students at all levels at the university. While classes are conducted on the premise that regular attendance is expected, the university recognizes certain activities, events, and circumstances as legitimate reasons for absence from class. This policy provides for accommodations in accordance with federal and state laws prohibiting discrimination, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, and its implementing regulation, 34 C.F.R. Part 104; Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. §12131 et seq., and its implementing regulations, 28 C.F.R. Part 35; as well as university policy 5-16. This policy describes the procedures for requesting and responding to legitimate absences with the exception of absences for religious and spiritual beliefs. Absences for religious and spiritual beliefs are guided by rule 3342-3-01.14 of the Administrative Code.
- B. Class attendance. The individual instructor has both the responsibility and the prerogative for managing student attendance. The instructor's policy regarding attendance for each course should be written in the course syllabus and communicated to students during the first week of the term. The policy may take alternate forms within the bounds of appropriate instructional techniques.
- C. Class absence. Legitimate reasons for an "excused" absence include, but are not limited to, illness and injury, disability-related concerns, military service, death in the immediate family, religious observance, academic field trips, and participation in an approved concert or athletic event, and direct participation in university disciplinary hearings.
- D. Academic requirement. Even though any absence can potentially interfere with the planned development of a course, and the student bears the responsibility for fulfilling all course requirements in a timely and responsible manner, instructors will, without prejudice, provide students returning to class after a legitimate absence with appropriate assistance and counsel about completing missed assignments and class material. Neither academic departments nor individual faculty members are required to waive essential or fundamental academic requirements of a course to accommodate student absences. However, each circumstance will be reviewed on a case-by-case basis.
- E. Informal resolution should first be attempted between individual instructors and students in the event of any attendance-related concerns. If informal resolution is unsuccessful, the following offices, with respect to that office's purview, can provide assistance and guidance on attendance concerns, and instruction on filing a grievance: student ombuds, student accessibility services (SAS), or equal opportunity and affirmative action.

- F. Student responsibilities: In addition to this policy, students are responsible for following the procedures and policies of the respective offices from which they are seeking assistance, e.g. student accessibility services, the student ombuds, etc. In all instances of absences, students shall be responsible for all material covered in class during their absence. Students are responsible for completing any makeup work resulting from their absence. In no case is an excuse from class to be interpreted as a release from class responsibility.
- G. General procedures and responsibilities for requesting and determining legitimate class absence:
1. Instructors shall:
 1. Inform student about assignments to be made during the absences, and make alternative suggestions for acquisition of the material missed.
 2. Provide reasonable opportunity for a makeup examination and/or assignment if a legitimate absence occurs on an examination day and/or a day when an assignment is due. In the extraordinary circumstance where it is not feasible to offer a makeup examination and/or assignment, some acceptable alternative must be provided.
 3. Resolve conflicts arising from a legitimate absence as provided in this rule through appropriate administrative channels.
 2. Students shall:
 1. Follow the documentation procedures set forth below.
 2. Notify their instructors as soon as possible of class absences.
- H. Procedures and responsibilities for requesting an absence due to attendance at a sponsored activity. For the purposes of this rule, "sponsor" refers to the organizer of the activity or event.
1. Sponsors shall:
 1. Provide a list to each participant of all approved events that might involve student absences from classes. The list should be given to the participants at or before the first scheduled class, activity, or field trip of the semester, or before the end of the second week of the semester, whichever occurs first. In cases where the date and time of the scheduled activity is not known within this time frame, approval to schedule an event which will result in student absences must be secured from the administrative officer directly above the sponsoring unit; e.g., college dean, director of athletics, etc.
 2. Provide each participating student with a signed "class absence authorization form" for each of the student's affected classes at the time the list of events is distributed.
 3. Coordinate resolution of conflicts with instructors.
 2. Instructors shall refer to paragraph (G)(1) of this rule.
 3. Students shall:
 1. Provide the sponsor of the activity with a list of classes which conflict with the proposed activity or field trip. This list should be presented at or before the first scheduled class or activity meeting that causes the conflict.
 2. Present a "class absence authorization form" to instructors in all affected courses and return the signed "class absence authorization form(s)" to the sponsor of the activity before the end of the second week of the semester. In the event the

absence was due to illness or injury, verification from the health center or other medical officer should be presented to the instructor.

- I. Procedures and responsibilities for requesting an absence due to a disability. Under no circumstances are students solely responsible for the resolution of such conflicts arising from disability-related absences.
 1. Instructors shall:
 1. Communicate and collaborate with student accessibility services (SAS) in the event of a student's attendance accommodation due to a disability.
 2. Refer to paragraph (G)(1) of this rule.
 2. Students shall:
 1. Consult with student accessibility services (SAS) if frequent or prolonged absences are anticipated due to a disability.
 2. In consultation with student accessibility services (SAS), and in accordance with their attendance policy modification, provide their instructors, each semester, with a SAS-issued accommodation document, which may be presented to the instructor in lieu of verification from a medical provider.
 3. Contact their instructor as close to the beginning of the semester as possible to discuss the attendance modification accommodation.
- J. Procedures and responsibilities for absence due to medical illness/injury.
 1. Instructors shall:
 1. Refer to paragraph (G)(1) of this rule.
 2. Students shall:
 1. Provide verification from their medical provider.
 2. Refer to paragraph (G)(2) of this rule.
- K. Procedures and responsibilities for requesting an absence to perform military service.
 1. Instructors shall:
 1. Refer to (G)(1)
 2. Students shall:
 1. Notify the instructor as close to the start of the semester, or as soon as possible, of any scheduled classes that conflict with military leave.
 2. Consult the office of the university registrar in the event a prolonged absence is anticipated.

<https://www.kent.edu/studentlife/class-absence-authorization-form>

Policy Effective Date: Jun 12, 2023

Policy Prior Effective Dates: 11/4/1977, 9/13/1979, 10/26/1979, 2/14/1983, 1/30/1985, 7/10/1985, 9/7/1988, 1/29/1992, 9/19/2005, 6/01/2007, 1/13/2014, 3/1/15

<https://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence>

Certification Examination by the ARRT in Radiography: RADT

1. The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers. Making up its Board of Trustees are representatives from the American Society of Radiologic Technologists (ASRT), the American College of Radiology (ACR) and a professional membership society.
2. To become a registered technologist in radiography, R.T.(R), a student must complete an ARRT approved radiologic technology program and successfully pass the ARRT certification exam. The exam follows the current content specifications as specified by the ARRT.
3. At Kent State University a student must graduate with the Associate of Applied Science in Radiologic Technology degree. This requires successful completion of all program requirements including clinical competencies.
4. Students may take the ARRT examination beginning after graduation day, permitting all program requirements are met.
5. Application fee for the first attempt is \$225. Reapplication fee for additional attempts is \$200.
6. Candidates who are eligible for the radiography exam are allowed three attempts to pass the exam. Candidates must complete the three attempts in three-year period, which begins with the initial exam window start date. After 3 unsuccessful attempts or three years have expired, the individual must re-establish eligibility and apply again. Go to www.arrt.org for more information.
7. Any student with a previous **misdemeanor or felony conviction** must review the ethics requirement to determine eligibility. Go to: <https://www.arrt.org/pages/resources/ethics-information>
8. The program director must complete a verification form from the ARRT that states that a student has successfully completed specified clinical and didactic competency requirements before examination results can be released. The program director reserves the right not to sign the verification form if the student has not completed all requirements or has not prepared for the exam.
9. Continued Qualifications Requirements (CQR): Assessment process that is completed every 10 years after initial certification to stay current with the profession.

<https://www.arrt.org/pages/earn-arrt-credentials/credential-options/radiography>

Cheating and Plagiarism Policy: KSU

KSU Policy Register: 3-01.8: Administrative Policy Regarding Student Cheating and Plagiarism

- 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:
 1. Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;
 2. Using notes, textbooks or other information, or content generated by internet-based generative artificial intelligence programs (GAI), in examinations, tests and quizzes, except as expressly permitted by the instructor in the syllabus, examination, test, or quiz;
 3. Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor;
 4. Securing, giving or exchanging information during examinations;
 5. Using GAI to generate content in satisfaction of assigned coursework, except as expressly permitted by the instructor in the syllabus, or applicable assignment;
 6. Presenting data or other material gathered by another person, group, or by GAI, as one's own;
 7. Falsifying experimental data or information;
 8. Having another person, or GAI, take one's place for any academic performance without the specific knowledge and permission of the instructor;
 9. Cooperating with another to do one or more of the listed examples herein;
 10. 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; and
 11. Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.
 2. "Plagiarize" means to take and present as one's own a material portion of the ideas or words of another (e.g. person, persons, or GAI), 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:
 1. The copying of words, sentences and paragraphs directly from the work of another without proper credit;
 2. The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and

3. 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.
3. "Student" means any person admitted or enrolled at the university in any of its courses, programs, campuses or offerings, including, but not limited to, cooperative programs or offerings with other institutions for whom a record is made at the university by the registrar or which is submitted to the university for admission or transfer credit.
4. "Cooperation" means participation or assistance for the mutual benefit of both parties or the sole benefit of one party.
5. "Academic sanction" means any of the various sanctions specifically listed in this rule under paragraph (D) of this rule.
6. "Instructor" means any person employed or appointed to teach in any course or program offering of the university, or a committee appointed to assess, evaluate, or grade a thesis, dissertation or work. Any decision by such a committee shall be by majority vote.
7. "Chairperson" means the chief administrative officer of a department, school, or program whose position is that of a first organizational level academic leader with a teaching faculty.
8. "Dean" means the chief administrative officer of a regional campus, college or independent school or equivalent.
9. "Department" means an academic unit headed by a chairperson or director.
10. "College" means an academic unit headed by a dean and includes any independent school headed by a dean.
11. "Independent College" means a college without subordinate departments or schools.
12. "Regional campus" means any of the Kent state university system of community-oriented institutions.
13. "Cheating/Plagiarism Sanction Form" means the form instructors fill out and distribute each time they impose a sanction on a student for cheating or plagiarism.
14. "Plagiarism School Form" is the form signed by an instructor and student agreeing to a remedial, private session for a student sanctioned for plagiarism in return for a mitigation of the sanction.
15. "Generative artificial intelligence program (GAI)" means any internet-based generative artificial intelligence programs that make use of large language model algorithms to make something new. AI used for auto-complete, minor text-predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered GAI.

C. Intent and scope of the policy.

1. In providing this policy, the university affirms that acts of cheating and plagiarism by students constitute a subversion of the goals of the institution, have no place in the university and are serious offenses to academic goals and objectives, as well as to the rights of fellow students.
2. It is the intent of this policy to provide appropriate sanctions, to provide fair and realistic procedures for imposing those sanctions, to provide safeguards for any student suspected of cheating or plagiarism.
3. This policy applies to all students of the university, graduate and undergraduate, full or part-time, whose conduct is of such a nature prohibited by the policy. Other offenses of

a nonacademic nature are covered by the code of student conduct, rule 3342-4-02 of the Administrative Code and of this register.

4. Ordinarily, students sanctioned under this policy may not seek to remove such sanction by invoking their rights under other university policies (such as the administrative policies addressing student complaints found in rule 3342-4-02.3 or 3342-8-01.4 of this Administrative Code) but may appeal a finding of responsibility and/or the sanction according to section (F) of this rule.

D. Sanctions.

1. Academic sanctions. The following academic sanctions are provided by this rule for offenses of cheating or plagiarism. Instructors are to use the cheating/plagiarism sanction form to indicate which one of the following sanctions is to be imposed on the student. Instructors must send that form to the office of student conduct. For Kent campus instructors the form will be sent by the office of student conduct to the student, the instructor's department chairperson or dean, and the dean for the college in which the student is enrolled. For regional campus instructors the form will be sent by the office of student conduct to the student, and to the regional campus dean.
 1. Coursework. The following academic sanctions are provided by this rule for offenses of cheating or plagiarism. In those cases the instructor may:
 1. Refuse to accept the work for credit; or
 2. Assign a grade of "F" or zero for the project, test, paper, examination or other work in which the cheating or plagiarism took place; or
 3. Assign a grade of "F" for the course in which the cheating or plagiarism took place; and/or;
 4. Recommend to the department chair or regional campus dean that further action specified in paragraph (D)(1)(b) of this rule be taken. The department chairperson or regional campus dean shall determine whether or not to forward to the academic dean or to the vice president for the regional campuses a recommendation for further sanctions under paragraph (D)(1)(b) of this rule.
 5. For students who have not previously been sanctioned for plagiarism, if the instructor and student agree, Plagiarism School could be provided as a means to mitigate the sanction (as described in paragraphs (B)(14) and (G) of this rule.)
 2. Degree. The following academic sanctions are provided for acts of cheating or plagiarism which so permeate the student's work that the effect is to compromise the validity of a degree. Such occurrences may be related, but not limited to, professional or graduate work. Sanctions which can be invoked by the dean of the college in which the student is enrolled or by the vice president for the regional campuses include those provided in paragraph (D)(1) of this rule; and/or
 1. Revocation or recommendation to decertify or not to certify; or
 2. Rejection of the thesis, dissertation or work; or
 3. Recommendation for revocation of a degree.

2. Other sanctions. If the instructor feels, or the department chair or director, or dean where appropriate, that the offense is of such nature that the academic sanctions are an insufficient remedy, or that they are not available, he or she may initiate additional procedures by referring the matter in its entirety to the academic hearing panel defined in paragraph (I) of this rule, which can consider additional disciplinary sanctions. After the office of student conduct receives notification of a sanction via the cheating/plagiarism sanction form (see paragraph (D)(1) of this rule), the academic hearing panel will conduct a hearing to determine if the academic sanction applied by the instructor as well as additional disciplinary sanctions it deems appropriate will be assessed against the student. The following sanctions can only be imposed by the academic hearing panel following a hearing as set forth in paragraph (H) of this rule.
 1. Disciplinary probation. This sanction is one that places the student in serious jeopardy with the university. This sanction is invoked for a specified period of time. Notification of sanctions will be made to appropriate university offices, including the student's academic college or school. Students on disciplinary probation: might be subject to automatic dismissal or suspension if found responsible of any act of misconduct, including violation of the terms of the disciplinary probation
 1. Might not be permitted to participate in an official non-curricular capacity such as intercollegiate athletics, intramurals, fine arts activities, or as an officer of a student organization, etc.
 2. Might be restricted from entering or remaining in selected campus buildings or in specified university facilities.
 2. Disciplinary suspension. This sanction is one of involuntary separation of the student from the university for a specified period of time. Notification of sanctions will be made to appropriate university offices, including the student's academic college or school. Students suspended:
 1. If a sanction grade was assigned, it should remain on the transcript.
 2. Might be required to leave the land and/or premises of the university effective the date of suspension. Permission may be granted by the vice president for enrollment management and student affairs for entrance to university premises for a specified purpose and time.
 3. Disciplinary dismissal. This sanction is one of involuntary separation of the student from the university. Notification of sanctions will be made to appropriate university offices, including the student's academic college or school. Students dismissed:
 1. If a sanction grade was assigned, it should remain on the transcript.
 2. Might be required to leave the land and/or premises of the university effective the date of dismissal. Permission may be granted by the vice president for enrollment management and student affairs for entrance of the student to university premises for a specified purpose and time.
 3. Shall be reinstated only by the provost, who shall establish criteria for readmission.
 4. Additional sanctions. Additional sanctions are the prerogative of the AHP. They may be mandated as part of the sanctions listed above. Some options that may be considered are as follows:
 1. Counseling;

2. No contact order
3. Educative/rehabilitative program referral.
4. Monetary penalty (not to exceed two hundred dollars).
5. Letter of apology
6. Warning
7. Persona non grata status
8. Campus access restrictions
9. Other as deemed appropriate through the disciplinary process

E. Procedures for invoking sanctions.

1. Academic administrative procedures pertaining to paragraph (D)(1)(a) of this rule. In the event that an instructor determines that it is more probable than not that a student in a course or program under the instructor's supervision has presented work for university credit which involves an act of cheating, plagiarism or cooperation in either, then the instructor shall:
 1. Inform the student as soon as is practical of the belief that an act of cheating or plagiarism has occurred. If the student cannot be reached in a reasonable period of time, the instructor may proceed with sanctions, notifying the student in writing as promptly as possible of the belief and the procedural steps the instructor has taken.
 2. Provide the student an opportunity to explain orally, in writing, or both, why the student believes the evaluation of the facts is erroneous.
 3. If the explanation is deemed by the instructor to be inadequate or if no explanation is offered, the instructor may impose one of the academic sanctions listed in paragraph (D)(1)(a) of this rule. In addition, the instructor may refer the matter to the dean of the college, campus, or school in which the student is enrolled for imposition of academic sanctions listed in paragraph (D)(1)(b) of this rule.
 4. The instructor shall provide a copy of the cheating/plagiarism sanction form to the office of student conduct. That office will provide copies of the form to the student, the instructor's departmental chairperson, or, for independent colleges and regional campuses, the dean of the college or campus in which the instructor is assigned, the dean of the college or campus in which the student is enrolled, and the office of student conduct, listing the specific sanction assessed (as defined in paragraph (D)(1)(a) of this rule) and whether or not the instructor is recommending the imposition of academic sanctions listed in paragraph (D)(1)(b) of this rule to the appropriate dean (the dean of the college or campus in which the student is enrolled). The form also serves to inform the student of the right to appeal.
 5. The instructor shall keep the evidence of cheating or plagiarism in a secure place and provide it upon request to the department chair, independent college or campus dean, or the academic hearing panel. The instructor shall provide copies on request to the student at the student's expense.
 6. The instructor shall cooperate with academic and student conduct personnel in any appeal of the decision, and/or in adjudication of any disciplinary proceedings.
2. Academic administrative procedures pertaining to paragraph (D)(1)(b) of this rule.

1. With concurrence from the faculty member and the department chairperson, the academic dean or the vice president for the regional campuses may invoke sanctions specified in paragraph (D)(1)(b) of this rule.
 2. The recommendation for sanction, paragraph (D)(1)(b)(iii) of this rule, is made by the academic dean or the vice president for the regional campuses who forwards it to the provost, who must approve it and forward it to the president, who must approve it and forward it to the board of trustees for approval.
 3. Procedures pertaining to paragraph (D)(2) of this rule (non-academic, disciplinary sanctions).
 1. After receiving notification from the instructor that a sanction has been imposed and/or recommended in paragraph (E)(1)(d) of this rule, the office of student conduct will check to see if a sanction invoked by this code was previously imposed on the student. If it is determined that the student was previously sanctioned and was not successful in removing the sanction through the appeal process defined in paragraph (F) of this rule, the matter in its entirety will be referred to the academic hearing panel (AHP) (defined in paragraph (H) of this rule).
 2. The AHP will follow the process established in paragraph (F) of this rule to determine if the academic sanctions imposed by the instructor and/or dean are upheld and/or if disciplinary sanctions should also be applied.
- F. Academic appeals. All appeals for sanctions imposed as a result of this policy will be adjudicated by the academic hearing panel.
1. An appeal of a sanction imposed by an instructor or a dean must be filed with the office of student conduct by the student within fifteen working days of receipt of the cheating/plagiarism sanction form.
 1. Hearing.
 1. The burden of establishing by a preponderance of the evidence that cheating or plagiarism occurred is on the person who claims the act took place.
 2. The instructor shall provide documents, if any, in support of the decision and shall make a statement, orally, in writing, or both, of the facts and the basis for the decision.
 3. The student may make a statement in writing, orally, or both.
 4. Both the instructor and student may ask questions of the other at an appropriate time during the hearing.
 5. Both may present witnesses.
 6. Both have the right to hear all testimony and examine all evidence.
 7. At the hearing, the student may be accompanied by one other person of his or her choice. That person may act as an advisor to the student, but may not participate in the hearing procedure in any manner whatsoever. No party may be represented by legal counsel.
- G. Plagiarism school. As a means to address less severe cases of student plagiarism (acts that may be considered by the instructor to be unintentional), the instructor may request that the student attend a remedial, private session administered by university libraries regarding acceptable ways to document research.

1. Plagiarism school will only be offered to students not previously sanctioned for plagiarism.
 2. Plagiarism school will only be offered if both the instructor, and student and representative from university libraries (the plagiarism school instructor) agree by signing the "Plagiarism School Form." The instructor will indicate on the form how the sanction will be modified in favor of the student if the student completes all activities identified on the form.
 3. A student's successful completion of plagiarism school does not in any way change the process of reporting acts of cheating and plagiarism according to this policy.
 4. Upon successful completion of plagiarism school, university libraries will notify the instructor so that he/she can mitigate the sanction as indicated in the form.
- H. The academic hearing panel (AHP) is a special hearing panel established to decide cases resulting from either a referral for disciplinary sanctions from instructors, chairs, directors, or deans (paragraph (D)(2) of this rule), when an appeal of a sanction imposed by an instructor or a dean, or when a determination has been made that a student has previously been sanctioned for an act of academic dishonesty pursuant to this policy.
1. Composition. The panel shall be appointed by the provost: a minimum of ten KSU faculty, five having graduate faculty status (staggered, serving terms of two years), a minimum of five current KSU graduate students (serving a one-year term), and a minimum of five current KSU undergraduate students (serving a one-year term). The provost will appoint one faculty member as chair at the beginning of each fiscal year.
 2. Charge. For the purpose of holding a hearing, the chair will select a hearing committee of three AHP members (two faculty and one student). The committee selections should be based on graduate/undergraduate status (graduate faculty and student for cases involving an accused graduate student, undergraduate faculty and student for cases involving an accused undergraduate student) and be consistent with eligibility standards set in (H)(4) of this rule. The AHP will conduct hearings based on allegations of academic misconduct and determine if the accused student is in violation of this policy. Once the AHP has determined that a violation has been committed, the student will be assessed an academic sanction (as defined in paragraph (D)(1) of this rule or as defined in paragraph (D)(2) of this rule or a combination of both.) The severity of the offense and the student's overall behavior regarding academic honesty will determine the sanction(s) assessed against the student.
 3. Training. Annual training will be offered in a joint effort by persons appointed by the provost and the vice president for enrollment management and student affairs, and convened by office of student conduct.
 4. Eligibility. Faculty who are current instructors of the accused student, faculty of the instructor's department, and any student appointed to the AHP who shares a class, residence, or known affiliation with the accused student are not eligible to sit on the AHP hearing committee for that respective accused student.
 5. Records. All AHP hearings are closed to the public and are recorded, minimally audio, using current technological equipment available (i.e. DVD). All technological recordings shall be destroyed in accordance with university recordkeeping protocol.
 6. All matters pertaining to the conduct of the appeal hearing shall be under the sole authority of the academic hearing panel.

I. Appeals.

1. Students, faculty, and deans may appeal the decisions of the hearing board or officers to the provost. No additional appeal will be heard.
2. Appeals are limited to the following reasons:
 1. The decision is not in accordance with the evidence presented;
 2. The decision was reached through a procedure not in accordance with this rule;
 3. New information is available which may suggest modification of the decision;
 4. Sanction(s) imposed were not appropriate for the conduct violation which the student was found responsible for;
3. An appeal must be in writing, must state clearly the rationale for the appeal and must be submitted within seven calendar days of the date of the decision.

J. This policy will be effective beginning with the fall 2012 catalog year.

Policy Effective Date: Aug 19, 2024

Policy Prior Effective Dates: 11/4/1977, 12/24/1979, 1/6/1981, 6/11/1986, 4/20/1995, 7/5/1995, 5/9/1997, 3/7/2000, 6/1/2007, 8/21/2011, 5/31/2012, 3/1/2025

<https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism>

Communicable Disease Policy: RADT

Students entering the Radiologic Technology program need to be aware, by virtue of the clinical nature of the program, that they might be exposed to infectious disease processes, injury, and their inherent risks.

1. 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 Preceptor as soon as possible.
- b) Notify the Clinical Coordinator as soon as possible, who will then notify the Program Director.
- c) Follow the guidelines and protocols set up by the Clinical Education Setting where the incident occurred.
- d) Complete a communicable disease form that will be placed in the student's file in the program director's office.
- e) A student diagnosed with a communicable disease must follow part 2, as seen below.

2. Students who are diagnosed with a communicable disease.

- a) Students enrolled in the Radiologic Technology program must 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.
- c) The Program Director will, in turn, notify the Clinical Preceptor, and they will counsel the infection control department of the Clinical Education Setting. The student will attend a counseling session with the infection control department when necessary.
- 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.

Students are expected to have personal health insurance to cover any infectious disease processes or injuries during clinical education rotations.

Policies in the clinical education setting are updated continuously.

Policy: 1992 KSUS 2007 KSUA. Last revision: 2022, 2025

Confidential Policy: Academic and Clinical Education: RADT

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 Preceptor.
3. Students are expected to maintain 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 Preceptor and Clinical Coordinator have access to these files. Students are only permitted to view their individual file. This will be done under the supervision of the Clinical Preceptor or Clinical Coordinator, based on the Family Educational Right and Privacy Act (FERPA).
5. **Any break in confidentiality by a student may be cause for immediate dismissal from the program. If a student is suspected of a confidentiality violation, an investigation will ensue. The Disciplinary Action Procedure and Student Policies will be followed.**

Due Process/Grievance Procedure: RADT and JRCERT

1. If issues arise concerning implementation of policies, the grievance procedure is as follows:
 - a. The student discusses the matter in question with the Program Director within 10 days (excluding weekends) of the occurrence of the problem in question, explaining the nature of the problem and proposing a suggested solution.
 - b. The Program Director will investigate the problem and confer with the faculty of the program and, if needed, the assistant dean. A resolution will be presented to the student within 10 business 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.
 - c. If the student is not satisfied with the proposed resolution, the student may proceed with the Kent State University Student Complaint Process found at: <https://www.kent.edu/policyreg/administrative-policy-and-procedure-student-academic-complaints>
 - d. The grievance policy is non-retaliating, meaning the student will not be harassed, reprimanded, or punished by anyone for using this policy.
2. 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 Technology**.
The policy for allegations of non-compliance is as follows:
 - a. Initial Steps
 1. Meet with the Program Director immediately.
 2. Cite the specific STANDARD not being met.
 3. Provide evidence of alleged non-compliance.
 - b. Once the information is provided, the Program Director will take these steps:
 1. Document the complaint.
 2. Investigate the validity of complaint with the JRCERT.
 3. Implement a plan of action as needed.
 4. Resolve the complaint.
 5. Document all the above steps.
 6. Meet with the student within seven working days on the outcome.
 - c. At any time during the process, the student may contact the JRCERT if there is a violation of a JRCERT *Standard* at:

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone (312) 704-5300
Email: mail@jrcert.org

Reporting allegations: <https://www.jrcert.org/accreditation-for-students/allegations/>

Policy:1992 KSUS 2007 KSUA. Last revision: 2023

Student Re-Entry Policy: RADT

Students who are dismissed or withdraw 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 or withdrawal 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 Preceptor(s) and radiology administrator from the student's previous clinical education setting may have input into the process. Factors that would be considered before re-entry would be the student's cause for dismissal or withdrawal.
3. The faculty's decision would be sent to the student within twenty business days (to exclude weekends, holidays, or other campus closure dates) of the decision.
4. The re-entry date is the decision of the radiologic technology faculty.
5. A student may or may not be assigned to the same clinical education setting as before, depending on circumstances.
6. A student who disagrees with the decision has the option of following the program complaint resolution policy.
7. For a student who is repeating a course due to a grade below a C in a RADT course or [BSCI 11010](#) or [BSCI 11020](#) or [BSCI 21010](#) or [BSCI 21020](#) courses, a second unsuccessful attempt will result in ineligibility to remain in the program.
8. A student who does not wish to re-enter the program is encouraged to seek advisement with an academic advisor of the university to seek another major.
9. A student who does re-enter the program must meet all of the requirements of the program and the American Registry of Radiologic Technologists certification examination, which includes both academic and clinical competencies.
10. The program has the right to deny a student re-entry into the program depending on the circumstances. The student has the right to appeal the decision.

<https://www.kent.edu/cats/radiology>

Updated 5/3/2024

Transportation

Kent State University Ashtabula and Salem Campuses 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 Ashtabula and Salem Campuses are not responsible for any problems that may occur during a field trip or educational trip.

Students must complete the KSU Hold and Harmless agreement before a field trip or OSRT meeting.