



ASHTABULA

ASSOCIATE OF APPLIED SCIENCE DEGREE RADIOLOGIC TECHNOLOGY

STUDENT HANDBOOK

KENT STATE UNIVERSITY – ASHTABULA CAMPUS

College of Applied and Technical Studies

Division of Health Professions

Start: May 26, 2026, Graduation: May 11-14, 2028

- 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.

Table of Contents

Section I: General Information

TABLE OF CONTENTS	2
WELCOME	6
ADMINISTRATION.....	7
RADIOLOGIC TECHNOLOGY ADMINISTRATION AND FACULTY	8
INTRODUCTION TO THE RADIOLOGIC TECHNOLOGY PROGRAM	9
ASHTABULA CAMPUS CLINICAL EDUCATION SITES AND CLINICAL PRECEPTORS ...	10
ASHTABULA CAMPUS CLINICAL EDUCATION SITES AND CLINICAL PRECEPTORS (CONT.).....	11
ASHTABULA CAMPUS CLINICAL EDUCATION SITES AND CLINICAL PRECEPTORS (CONT.).....	12
MISSION STATEMENT OF THE RADIOLOGIC TECHNOLOGY PROGRAM.....	13
PROGRAM GOALS AND STUDENT LEARNING OUTCOMES	14
ROADMAP: PLAN OF STUDY GRID	15
CURRICULUM SEQUENCE	16
COURSE DESCRIPTIONS FOR RADIOLOGIC TECHNOLOGY CURRICULUM	16
TEACHING ASSIGNMENTS FOR RADIOLOGIC TECHNOLOGY COURSES	19
AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)	20
ADVISORY COMMITTEE MEMBERS: KENT STATE UNIVERSITY, ASHTABULA RADT ..	21
ACADEMIC STANDARDS POLICY	23
GRADE SCALE POLICY	24
ACADEMIC STANDING: UNDERGRADUATE STUDENT: KSU	25

ACCREDITATION OF THE RADIOLOGIC TECHNOLOGY PROGRAM	26
ATTENDANCE POLICY FOR RADIOLOGIC TECHNOLOGY COURSES AT THE CAMPUS	27
ATTENDANCE POLICY FOR RADIOLOGIC TECHNOLOGY LECTURE AND LAB: KSUA	30
COURSE ABSENCE ACTION FORM	31
CARDIOPULMONARY RESUSCITATION	32
CERTIFICATION EXAMINATION BY THE ARRT IN RADIOGRAPHY	33
CHEATING AND PLAGIARISM.....	34
CODE OF STUDENT CONDUCT: KENT STATE UNIVERSITY	40
DUE PROCESS/GRIEVANCE PROCEDURE: RADT AND JRCERT	42
EQUAL OPPORTUNITY POLICY	43
EXAMINATION POLICY FOR RADIOLOGIC TECHNOLOGY STUDENTS AT KSUA	45
PHONE AND ELECTRONIC DEVICES	47
GUIDANCE AND COUNSELING SERVICES	48
PROGRESSION AND GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN RADIOLOGIC TECHNOLOGY	49
INCLEMENT WEATHER, EMERGENCIES, AND CLOSINGS OF THE ASHTABULA CAMPUS	50
PREGNANCY POLICY	51
PROFESSIONAL CONDUCT POLICY.....	54
PROFESSIONAL SOCIETIES IN RADIOLOGIC TECHNOLOGY.....	55
PROGRAM COMPLIANT RESOLUTION POLICY	56
RADIOLOGIC TECHNOLOGY CLUB	57
REMEDIAL WORK POLICY	58

SEXUAL HARASSMENT POLICY	59
STUDENT EMPLOYMENT.....	69
STUDENT RECORDS: KSUA.....	70
STUDENT RE-ENTRY POLICY: RADT	71
STUDENT REPRESENTATIVES ON THE ADVISORY COMMITTEE.....	72
STUDENT RESPONSIBILITY GUIDELINES AND EXPECTATIONS FOR STUDENTS.....	73
STUDENT SMOKING/CHEWING OF TOBACCO POLICY/E-VAPOR CIGARETTE POLICY	74
STUDENT TRANSFER POLICY	75
STUDENTS WITH DISABILITIES POLICY	77
TARDINESS: KSUA CAMPUS	78
TEXTBOOKS AND PROGRAM RESOURCES	80
TRANSPORTATION	84
ATTENDANCE POLICY FOR CLINICAL EDUCATION COURSES.....	85
CLINICAL EDUCATION HOURS AND ROTATION	91
CLINICAL EDUCATION STUDENT LEARNING OUTCOMES.....	92
CLINICAL EXPERIENCE LOG RECORDS ON TRAJECSYS.....	93
CLINICAL CONDUCT POLICY	94
CLINICAL DRESS CODE AND PROFESSIONAL APPEARANCE FOR KSUA STUDENTS	95
CLINICAL EDUCATION SETTING: PHONE AND ELECTRONIC DEVICES.....	96
CLINICAL DIRECT AND INDIRECT SUPERVISION OF STUDENTS AND REPEAT POLICY	97
EVALUATIONS BY STUDENTS	98
EXTENSION OF A CLINICAL EDUCATION COURSE	100

FLUOROSCOPIC PROCEDURES: FIXED AND MOBILE EQUIPMENT	101
EARLY RELEASE FROM A CLINICAL EDUCATION COURSE	102
COMMUNICABLE DISEASE POLICY: RADT	103
CONFIDENTIALITY POLICY: ACADEMIC AND CLINICAL EDUCATION	104
HEALTH POLICY AND BACKGROUND CHECK.....	105
HEPATITIS “B” IMMUNIZATION	106
INCIDENTS, ACCIDENTS, AND INJURIES OCCURRING AT THE CLINICAL EDUCATION SITE	107
MALPRACTICE INSURANCE	108
MOBILE RADIOGRAPHY PROCEDURE POLICY.....	109
PREGNANT PATIENT PROCEDURE POLICY.....	110
RADIATION MONITORING DEVICE SERVICE.....	111
REPEAT POLICY FOR RADIOGRAPHIC IMAGES	113
STUDENT SAFETY POLICY.....	114
TARDINESS: CLINICAL EDUCATION SETTING	116
VENIPUNCTURE/INJECTIONS IN THE CLINICAL EDUCATION SITE	117

Welcome

Welcome to the Radiologic Technology program sponsored by the Ashtabula Campus of Kent State University. 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 working toward one goal – to provide the best possible care to the patients we are privileged to serve.

We hope this handbook will acquaint you with the Radiologic Technology program, give you a good understanding of our policies, and help you understand 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 of such changes in a timely manner. 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 Sites as well as those listed in this handbook.

Both student life policies (Chapter 4) and procedures and materials 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.

Administration

Kent State University – Administration

Todd Diacon, Ph.D.

President: Kent State University
Administrative Offices 2nd Floor, Library

Melody Tankersley, Ph.D.

Provost: Kent State University
Administrative Offices 2nd Floor, Library

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Peggy Shadduck, Ph.D.

Vice President for Regional Campuses
Dean, College of Applied and Technical Studies (CATS)

Susan Emens, Ph.D.

Associate Dean, College of Applied and Technical Studies (CATS)

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Dean and Chief Administrative Officer, Trumbull and Ashtabula Campuses

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Introduction to the Radiologic Technology Program

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. Courses are in sequential order and build on each other, with didactic and clinical education courses correlated.

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 Ashtabula Campus Radiologic Technology program is **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, a fellow of the OSRT and ASRT, and a life member of the OSRT. He was an 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.

Ashtabula Campus Clinical Education Sites and Clinical Preceptors

Ashtabula Regional Medical Center and Plaza (5)

ARMC Medical Center
2420 Lake Avenue
Ashtabula, Ohio 44004
Phone: 440-997-6686
Clinical Preceptor: Heriberto (Tito) Hernandez, R.T. (R)

ARMC Family Health Center (Plaza)
2259 Lake Avenue
Ashtabula, Ohio 44004
Phone 440-994-7654
Clinical Preceptor: Jessica Baldwin, R.T. (R)
Clinical Hours: 8:00 am to 4:00 pm

MetroHealth Beachwood Health Center (2)

3609 Park East Drive, North Building, 4th floor
Beachwood, Ohio 44122
Phone: 216-957-1304
Clinical Preceptor: Mary Gerrick, R.T. (R)(M)(BD)
Clinical Hours: **8:30 am to 4:30 pm**

MetroHealth Broadway Health Center (1)

6835 Broadway Avenue
Cleveland, Ohio 44105
Phone: 216-957-1707
Clinical Preceptor: Janelle Swan, B.S., R.T. (R)(M)
Clinical Hours: 8:00 am to 4:00 pm

MetroHealth Cleveland Heights Medical Center (4)

10 Severance Circle
Cleveland Heights, Ohio 44118
Phone: 440-592-5047
Clinical Preceptor: Chloe Hamlin, R.T. (R)(CT)
Clinical Hours: 8:00 am to 4:00 pm

MetroHealth Parma Medical Center (4)

12301 Snow Road
Parma, Ohio 44130
Phone: 216-778-4772
Clinical Preceptor: Jennifer Florentz, R.T. (R)(M)
Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Ahuja Medical Center (4)

3999 Richmond Road
Beachwood, Ohio 44122
Phone: 216-593-1457
Clinical Preceptor: Laura Bower, R.T. (R), Melissa Hogya, R.T. (R)
Clinical Hours: 8:00 am to 4:00 pm (**2nd year students only**)

Ashtabula Campus Clinical Education Sites and Clinical Preceptors (Cont.)

University Hospitals Amherst Health Center (2)

917 N. Lake Street, Suite 110

Amherst, Ohio 44001

Phone: 440-798-6889

Clinical Preceptor: Jennifer Hardwick, R.T. (R)

Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Beachwood Medical Center (2)

25501 Chagrin Blvd.

Beachwood, Ohio 44122

Phone: 216-545-4880

Clinical Preceptor: Ausra Ramunis, R.T. (R)(CT)

Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Conneaut Medical Center (6)

158 W. Main Street

Conneaut, Ohio 44030

Phone: 440-593-0150

Clinical Preceptor: Alexis Taylor Lick, R.T. (R)(M)(CT)

Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Euclid Health Center (2)

18599 Lakeshore Blvd. Suite 700

Euclid, Ohio 44119

Phone: 216-383-5992

Clinical Preceptor: Taylor Santo, R.T. (R)

Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Geauga Medical Center (7)

13207 Ravenna Road

Chardon, Ohio 44024

Phone: 440-285-6386

Clinical Preceptor: Makayla Drugatz, R.T. (R)

Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Geneva Medical Center (5)

870 W. Main Street

Geneva, Ohio 44041

Phone: 440-415-0165

Clinical Preceptor: Daniel Luoma, R.T. (R)(CT) (BD)

Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Lake West Medical Center (8)

36000 Euclid Avenue

Willoughby, Ohio 44094

Phone: 440-953-6041

Clinical Preceptor: Josephine Workman, R.T. (R)

Clinical Hours: 8:00 am to 4:00 pm

Ashtabula Campus Clinical Education Sites and Clinical Preceptors (Cont.)

University Hospitals Mayfield Village Health Center (1)

730 SOM Center Road, Suite 110
Mayfield Village, Ohio 44143
Phone: 440-446-9800
Clinical Preceptor: Sandra Battaglia, R.T. (R)
Clinical Hours: **8:30 am to 4:30 pm**

University Hospitals Mentor Health Center (3)

9485 Mentor Avenue, Suite #4
Mentor, Ohio 44060
Phone: 440-974-6800
Clinical Preceptor: Veronica Klebe, R.T. (R)
Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Portage Medical Center (2)

6847 N. Chestnut Street
Ravenna, Ohio 44266
Phone: 330-297-8873
Clinical Preceptor: Emma Evitts, R.T. (R)
Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Tripoint Medical Center (4)

7590 Auburn Road
Concord, Ohio 44077
Phone: 440-354-1680
Clinical Preceptor: Emily Hamper (Kovacs), R.T. (R)
Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Twinsburg Health Center (1)

8819 Commons Blvd., Suite 103
Twinsburg, Ohio 44087
Phone: 330-486-9686
Clinical Preceptor: Lindsey Coppock, R.T. (R)(CT)
Clinical Hours: 8:00 am to 4:00 pm

University Hospitals Westlake Medical Center (3)

960 Clague Road Suite, 1300
Westlake, Ohio 44145
Phone: 440-250-5337
Clinical Preceptor: Heather Miller, R.T. (R)(CT)
Clinical Hours: **8:30 am to 4:30 pm**

University Hospitals Rainbows Babies & Children Hospital Medical Center (6)

11100 Euclid Avenue
Cleveland, Ohio 44106
Phone: 216-884-1170
Clinical Preceptors: Sheri Thibo, MA, R.T. (R); Nicole Riebe, BS, R.T. (R)
Clinical Hours: 8:00 am to 4:00 pm (**2nd-year students only**)

Mission Statement of the Radiologic Technology Program

The mission of Kent State University Ashtabula Campus 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.

Program Goals and Student Learning Outcomes

Program Goal 1.

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

Student Learning Outcomes:

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.

Program Goal 2.

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

Student Learning Outcomes:

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

Program Goal 3.

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

Student Learning Outcomes:

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.

Program Goal 4.

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

Student Learning Outcomes:

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.

Program Goal 5.

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

Student Learning Outcome:

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

Roadmap: Plan of Study Grid

Semester	Course Number	Course Name	Credit Hours
First Year	AHS 24010 (or)	Medical Terminology (or)	1-3
Summer	HED 14020	Medical Terminology	
Semester			
First 5-weeks	RADT 14003	Introduction to Radiologic Technology	2
			3-5
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
	UC 10001	Flashes 101	1
			15
First Year	BSCI 11020	Foundational Anatomy & Physiology II	3
Spring	MATH 11009 or	Modeling Algebra or	3-4
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
			15-16
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.	RADT 24008 (!)	Radiobiology and Radiation Protection	3
Fall	RADT 24015 (!)	Clinical Education V	3
Semester	RADT 24014	Advanced Imaging	2
	RADT 24016	Imaging Physics	3
			11
Second Yr.	PSYC 11762	General Psychology	3
Spring	RADT 24025 (!)	Clinical Education VI	3
Semester	RADT 24028	Radiologic Pathology	3
	RADT 24048	Radiographic Techniques	3
			12

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 listed semester to ensure timely graduation.

Link to: [Kent State University Radiologic Technology Roadmap](#)

Updated 5/3/2024, 5/5/2025, 5/1/2026

Curriculum Sequence

Anatomy and Physiology Courses: Students may take Foundational Anatomy and Physiology I & II (BSCI 11010, 11020) before the program starts. The following courses are acceptable substitutions: Anatomy and Physiology I/II (BSCI 21010, 21020) or Human Anatomy and Physiology I/II (ATTR/EXSC 25057/25058). The anatomy and physiology courses must be taken within the past **five years** before RADT program admission.

Clinical Schedule

Clinical assignments typically consist of 7.5-hour days. Most clinical time is scheduled during daytime shifts; however, students are assigned to a limited number of afternoons, weekends, and midnight shifts throughout the program. If a student is employed outside of the program, the **work hours must be scheduled around the program's clinical schedule**.

Course Descriptions for Radiologic Technology Curriculum

Required Radiologic Technology Courses	Credit Hours	Semester
RADT 14003 Introduction to Radiologic Technology	2	Summer 5 wks.
Introduction to radiologic technology program, general anatomy, radiographic procedures, imaging equipment and techniques, radiation protection, professional organizations and clinical education. Combined lecture and lab.		
RADT 14005 Clinical Education I	1	Summer 5 wks.
Supervised observation and experience at the clinical education site with an emphasis on clinical practice of basic skills of radiologic technology and the exams covered in RADT 14006. Clinical laboratory.		
RADT 14006 Radiographic Procedures I	1	Summer 5 wks.
Introduction to radiographic procedures and positioning of the chest, abdomen, fingers, hand and wrist. Combined lecture and lab.		
RADT 14016 Patient Care Management	2	Fall
Interpersonal communication, history taking, medical/legal issues in radiology, physical assistance, patient monitoring, vital signs, patient tubes/catheters, infection control, aseptic and non-aseptic techniques, sterile procedures, tube and line insertions, medical emergencies and pharmacology. Combined lecture and lab.		
RADT 14021 Radiographic Procedures II	4	Fall
Radiographic anatomy, positioning and image evaluation of the upper extremities, shoulder girdle, lower extremities, pelvic girdle, vertebral spine and bony thorax. Combined lecture and lab.		
RADT 14018 Imaging Equipment	2	Fall
A study of the equipment used in radiographic imaging including x-ray tubes, x-ray filters, beam restrictors, grids, image receptors, fluoroscopic and mobile equipment and methods of quality control. Combined lecture and lab.		

Required Radiologic Technology Courses	Credit Hours	Semester
RADT 14015 Clinical Education II	3	Fall
Continuation of RADT 14005 with emphasis on skeletal radiography, including upper and lower extremities, shoulder and pelvic girdles, vertebral spine and bony thorax. Students assigned to Clinical Education Site 3 days per week for 15 weeks. Clinical laboratory.		
RADT 14024 Radiographic Procedures III	4	Spring
Radiographic anatomy, positioning, procedures and image evaluation of the gastrointestinal, biliary and urinary systems and skull and facial bones positioning. Combined lecture and lab.		
RADT 14034 Image Acquisition and Processing	2	Spring
Study of the technical factors and process of image acquisition, factors affecting image quality, processing of digital images and data management. Combined lecture and lab.		
RADT 14025 Clinical Education III	3	Spring
Continuation of RADT 14015 with emphasis on the 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 Site 3 days per week for 15 weeks. Clinical laboratory.		
RADT 14085 Clinical Education IV	2	Summer 8 wks.
Continuation of RADT 14025 with emphasis on clinical practice of content in previous clinical courses. More emphasis on independent clinical practice of procedures previously mastered. Students are assigned to Clinical Education Site three days per week for 8 weeks plus 1 extra day per week every other week. Students are also scheduled for one lab day on campus per week. Clinical laboratory, laboratory.		
RADT 24014 Advanced Imaging	2	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. Lecture.		
RADT 24016 Imaging Physics	3	Fall
Introduction to general physics, units and measurement, atomic structure, electromagnetic energy, x-ray production, electrodynamics, magnetism and electromagnetic devices, x-ray tube and x-ray circuitry. Lecture.		
RADT 24008 Radiobiology and Radiation Protection	3	Fall
Biological aspects of radiation, radiation interaction with matter, minimizing patient radiation exposure and personnel protection are topics covered. Lecture.		
RADT 24015 Clinical Education V	3	Fall
Continuation of RADT 14085 with emphasis on clinical practice of content of previous clinical courses. More emphasis on independent clinical practice previously mastered. Students assigned to Clinical Education Site 3 days per week for 15 weeks and rotate to special medical imaging areas. Clinical laboratory.		
RADT 24028 Radiologic Pathology	3	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. Lecture.		

Kent Core and additional requirements for the AAS degree in Radiologic Technology (All courses may be taken prior to admission into the program)	Credit Hours	Semester
RADT 24025 Clinical Education VI	3	Spring
Continuation of RADT 24015 with emphasis on mastery of clinical procedures. Students assigned to Clinical Education Site 3 days per week for 15 weeks. Clinical laboratory.		
RADT 24048 Radiologic Techniques	3	Spring
Review of radiologic technology to include review of patient care, safety, image production and procedures in preparation for the radiography certification exam. Lecture.		
AHS 24010 or HED 14020 Medical Terminology	1 or 3	Summer
Terminology utilized by the medical profession. Emphasis is on definition, spelling, pronunciation and correct usage of terms. OR Identification of the meaning of various roots and terms and combining forms that are components of medical words, including anatomical physiological and pathological therapeutic terminology and implications for health literacy. Lecture.		
BSCI 11010 Foundational Anatomy & Physiology I	3	Fall
Anatomy and physiology to include organization of the human body, cells, tissues, organs and systems; integumentary, skeletal, muscular and respiratory systems; and overviews of the nervous and circulatory system. Combined lecture and lab.		
BSCI 11020 Foundational Anatomy & Physiology II	3	Spring
Anatomy and physiology of the circulatory, digestive, urinary, nervous, endocrine and reproductive systems. Combined lecture and lab.		
ENG 11011 College Writing	3	TBA
The study and practice of academic writing, including an introduction to rhetorical principles, the writing process, critical reading, research and technology. Lecture.		
Humanities or Fine Art	3	TBA
Link to Kent Core list in undergraduate catalog		
MATH 11009 Modeling Algebra OR MATH 10772 Modeling Algebra Plus	4 -5	TBA
MATH 10772: Study of algebra arising in the context of real-world applications, including linear, polynomial, exponential and logarithmic models. Includes a review of factoring and functions. Course is intended for students not planning to take calculus. Prerequisite: ACT scores or ALEKS testing. Lecture.		
PSYC 11762 General Psychology	3	TBA
Introduction to the scientific approach to understanding human behavior and mental processes such as emotions, perceptions and cognitions. Topics may include personality, social and environmental factors, biological aspects of behavior and the experience of emotion and psychological disorders. Prerequisite: None. Lecture.		
UC 10001 Flashes 101	1	TBA
Course aims to foster a university-wide sense of belonging; promote engagement in the curricular and co-curricular life of the university; articulate what students can expect from and contribute to their community; and help students continue to clarify their purpose, meaning and direction. This course is required for all new degree-seeking, first-time students to Kent State. The course is not required for transfer students with 30 or more credit hours or students who are admitted as an adult student. Prerequisite: None. Lecture		

Teaching Assignments for Radiologic Technology Courses

Semester	Course Number	Course	Instructor
First Year			
Summer	RADT 14003	Introduction to Radiologic Technology	Stacy Beck Tammy McClish
Summer	RADT 14005	Clinical Education I	Jenna Saksa
Summer	RADT 14006	Radiographic Procedures I	Tammy McClish Jenna Saksa (Lab)
Fall	RADT 14016	Patient Care Management	Stacy Beck
Fall	RADT 14018	Imaging Equipment	Stacy Beck
Fall	RADT 14021	Radiographic Procedures II	Tammy McClish Jenna Saksa (Lab)
Fall	RADT 14015	Clinical Education II	Jenna Saksa
Spring	RADT 14034	Image Acquisition and Processing	TBD
Spring	RADT 14025	Clinical Education III	Jenna Saksa
Spring	RADT 14024	Radiographic Procedures III	Tammy McClish Jenna Saksa (Lab)
Second Year			
Summer	RADT 14085	Clinical Education IV Includes Wednesday class days on campus	Jenna Saksa Stacy Beck
Fall	RADT 24014	Advanced Imaging	Stacy Beck
Fall	RADT 24008	Radiobiology and Radiation Protection	Stacy Beck
Fall	RADT 24016	Imaging Physics	Stacy Beck
Fall	RADT 24015	Clinical Education V	Jenna Saksa
Spring	RADT 24028	Radiologic Pathology	TBA
Spring	RADT 24025	Clinical Education VI	Jenna Saksa
Spring	RADT 24048	Radiologic Techniques	TBD

American Registry of Radiologic Technologists (ARRT)

ARRT Standards and Code of Ethics for the Profession of Radiologic Technology

The *Standards of Ethics* of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, radiologist assistant, limited technician, and imaging assistants. *The Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Registrants 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 Registrants 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.

Link to: [ARRT Standards of Ethics: Last Revised: March 31, 2026](#)

Advisory Committee Members: Kent State University, Ashtabula RADT

Radiologic Technology KSUA:	Tammy McClish, Academic Program Director Jenna Saksa, Clinical Coordinator Stacy Beck, Full-Time Faculty
Radiologic Technology Students:	First Year Student: Mackenzie Lyons Second Year Student: Tuscani Orris
Recent Graduate:	Aneleise Bland
Community of Interest Member:	Stephen Gaglione, Community Member

Clinical Education Site	Radiology Department Director	Clinical Preceptor
Ashtabula Regional Medical Center	Kimberly Poff, BA, RT (R)(M)	Heriberto (Tito) Hernandez, R.T. (R)
ARMC – Ashtabula Family Health Center: Plaza	Kimberly Poff, BA, RT (R)(M)	Jessica Baldwin, R.T. (R)
MetroHealth Beachwood Health Center	Rosanna Naeem, RT (R)(CT)	Mary Gerrick, R.T. (R) (M) (BD)
MetroHealth Broadway Health Center	Rosanna Naeem, RT (R)(CT)	Janelle Swan, B.S., R.T. (R) (M)
MetroHealth Cleveland Heights Medical Center	Rosanna Naeem, RT (R)(CT)	Chloe Hamlin, R.T. (R) (CT)
MetroHealth Parma Medical Center	Rosanna Naeem, RT (R)(CT)	Jennifer Florentz, R.T. (R) (M)
University Hospitals Ahuja Medical Center	Dr. Arezou Faraji	Laura Bower, R.T. (R) Melissa Hogya, R.T. (R)
University Hospitals Amherst Health Center	Michelle Dossa, RT (R)	Jennifer Hardwick, R.T. (R)
University Hospitals Beachwood Medical Center	Krissie Stich, RT (R)	Ausra Ramunis, R.T. (R) (CT)
University Hospitals Conneaut Medical Center	Krissie Stich, RT (R)	Alexis Taylor Lick, R.T. (R) (M) (CT)
University Hospitals Euclid Health Center	Michelle Nocera, RT (R) (M) (CT)	Taylor Hillier, R.T. (R)
University Hospitals Geauga Medical Center	Krissie Stich, RT (R)	Makayla Drugatz, R.T. (R)
University Hospitals Geneva Medical Center	Krissie Stich, RT (R)	Daniel Luoma, R.T. (R) (CT) (BD)
University Hospitals Lake West Medical Center	Krissie Stich, RT (R)	Josephine Workman, R.T. (R)
University Hospitals Mayfield Village Health Center	Krissie Stich, RT (R)	Sandra Battaglia, R.T. (R)

Clinical Education Site	Radiology Department Director	Clinical Preceptor
University Hospitals Mentor Health Center	Michelle Nocera, RT (R) (M) (CT)	Veronica Klebe, R.T. (R)
University Hospitals Portage Medical Center	Krissie Stich, RT (R)	Emma Evitts, R.T. (R)
University Hospitals Tripoint Medical Center	Krissie Stich, RT (R)	Emily Hamper (Kovacs), R.T. (R)
University Hospitals Twinsburg Health Center	Michelle Nocera, RT (R) (M) (CT)	Lindsey Coppock, R.T. (R) (CT)
University Hospitals Westlake Medical Center	Michelle Nocera, RT (R) (M) (CT)	Heather Miller, R.T. (R) (CT)
University Hospitals Rainbows Babies & Children Hospital Medical Center	Michelle Nocera, RT (R) (M) (CT)	Sheri Thibo, MA, R.T. (R) Nicole Riebe, BS, R.T. (R)

Updated 5/4/2026

Academic Standards Policy

1. Students must achieve a minimum “**C**” grade in all required RADT courses. Failure to meet this requirement will result in dismissal from the program.
2. Students are required to earn a minimum “**C**” grade in Anatomy and Physiology courses (BSCI 11010 / BSCI 11020 or BSCI 21010 / BSCI 21020 or their equivalents) before taking RADT 240008 in the second fall semester of the program. Failure to meet this requirement will result in dismissal from the program.
3. Remedial work may be required when a student earns a score of “**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 are required to maintain a minimum cumulative grade point average of **2.00** for the RADT core courses to meet graduation requirements. Link to [KSU Policy Register](#) for information on student probation and dismissal.
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 that policy in this handbook. Re-entry is not guaranteed. Students have the right to follow the Student Complaint Policies.
7. Students who are dismissed from the program will be assisted through referral for advising in redirecting their program of study if necessary.

Grade Scale Policy

This grade scale policy outlines the standard grading system used by the Radiologic Technology program to evaluate student performance.

Standard Grading Scale

The following letter grades correspond to the given percentage ranges and grade point values:

100 – 94%	A	4.0	83 – 78%	C	2.0
93%	A-	3.7	77%	C-	1.7
92%	B+	3.3	76%	D+	1.3
91 – 86%	B	3.0	75 – 69%	D	1.0
85%	B-	2.7	68% – 60%	F	0.0
84%	C+	2.3			

Other Grades

Alternative grades may be used in specific circumstances. Below are examples common to the program.

5/4/2026: Link to [Kent State University Grading Policies and Procedures](#)

AU	The mark AU (Audit) denotes enrollment in a course without benefit of a grade or credit. An audited course cannot be applied toward a student's degree or certificate.
IP	The mark IP (In Progress) may be given to students to indicate that work is in progress toward a thesis, dissertation, research, individual investigation or a similar effort that requires additional time beyond a semester. A grade will be given when the work is completed.
SF	The mark SF (Stopped Attending–Fail) denotes that the student stopped attending the course and did not formally withdraw. The SF mark counts as an F grade (zero quality points) in grade point averages and must be accompanied by a date of last attendance in the course.
W	The mark W (Withdrawal) denotes that the student has withdrawn from the university or from any individual course without evaluation. The W mark is not counted in grade point averages.

Academic Standing: Undergraduate Student: KSU

Because undergraduate students must earn a minimum overall grade point average (GPA) of 2.000 to graduate from the university, they must maintain that average throughout their 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 GPA of 2.000 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.

Link to [Academic Standing Undergraduate Student](#)

Updated 5/4/2026

Accreditation of the Radiologic Technology Program

National Accreditation: JRCERT

1. The Kent State University Ashtabula Campus Radiologic Technology Program is accredited by the *Joint Review Committee on Education in Radiologic Technology (JRCERT)*. Inspection of accreditation documents is available through the Program Director.

Link to [Radiologic Technology Program Accreditation](#)

2. In 2022, the program received **a maintenance of accreditation for a period of eight years**.
3. 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.
4. The JRCERT **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The Standards 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.
5. 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

Ohio Department of Health (ODH)

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

Attendance Policy for Radiologic Technology Courses at the Campus

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 compliance (EOC).
- 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:

- a. Inform student about assignments to be made during the absences, and make alternative suggestions for acquisition of the material missed.
- b. 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.
- c. Resolve conflicts arising from a legitimate absence as provided in this rule through appropriate administrative channels.

2. Students shall:

- a. Follow the documentation procedures set forth below.
- b. 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:

- a. 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.
- b. 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.
- c. Coordinate resolution of conflicts with instructors.

2. Instructors shall refer to paragraph (G)(1) of this rule.

3. Students shall:

- a. 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.
- b. 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:
 - a. Communicate and collaborate with student accessibility services (SAS) in the event of a student's attendance accommodation due to a disability.
 - b. Refer to paragraph (G)(1) of this rule.
 2. Students shall:
 - a. Consult with student accessibility services (SAS) if frequent or prolonged absences are anticipated due to a disability.
 - b. 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.
 - c. 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:
 - a. Refer to paragraph (G)(1) of this rule.
 2. Students shall:
 - a. Provide verification from their medical provider.
 - b. Refer to paragraph (G)(2) of this rule.
- K. Procedures and responsibilities for requesting an absence to perform military service.
 1. Instructors shall:
 - a. Refer to (G)(1)
 2. Students shall:
 - a. 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.
 - b. Consult the office of the university registrar in the event a prolonged absence is anticipated.

Policy Effective Date: August 30, 2025

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, 6/12/2023

Link to [Kent State University Policy Register 3-01.2](#)

Attendance Policy for Radiologic Technology Lecture and Lab: KSUA

First-Year RADT Class Absences

1. During the summer semesters, a student can miss no more than 1 lecture class or 1 lab in the Introduction to Radiologic Technology lecture course, 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 course instructor.
2. In the 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 RADT Class Absences

1. During the summer semester, students **can miss no class in the summer** review and enrichment classes. Students who **miss 1 or more lecture classes** will have their clinical education grade lowered by one letter grade for each absence.
2. In the fall & spring semesters, in all second-year **Fall Semester** courses, a student can miss **no more than 2 classes** in any RADT lecture course. During all second-year **Spring Semester** courses, a student can miss **no more than 3 classes** in any RADT lecture course.

Grade Drop for Excessive Absences

1. **Lecture:** In the fall and spring semesters, a student can miss **no more than 3 classes total** for RADT courses. Each unexcused absence after that will drop the final grade by one letter for each absence unless an extended illness is involved, or a special circumstance exists. A student must bring in an excuse (a physician's excuse or court date excuse are examples) within 1 week of the last absence or they will not be regarded as excused. Excuses of more than three during a semester will be evaluated by the program faculty and are subject to review. A written warning will be given to the student before a grade drop.
2. **Lab:** Excessive lab absences: additional assignments and/or lab practice may be required and may lead to a grade drop. A written warning will be given to the student before a grade drop.

Missed and Made-up Exams

1. Any exam missed must be made up by the student. Failure to make up the exam will result in a 0 for that exam.
2. It is the STUDENT'S responsibility to contact the instructor concerning the appropriate time 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. The instructor may assign a remote exam with proctoring software.** An exam will be made up the next day or as scheduled 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:

1. **When a student is absent from the day's first class**, the student is requested to phone or e-mail the first radiologic technology instructor of the day **before class** to report the absence. The morning 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.

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 the syllabus specifications** 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 from the above-listed class, your final grade will be lowered one letter grade.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Cardiopulmonary Resuscitation

Students enrolled in RADT courses are required to hold a current American Heart Association certification in cardiopulmonary resuscitation. This certification must be completed two weeks before the first clinical education day and kept current for the duration of the program. Students without the appropriate certification cannot complete clinical requirements and must make up the time. This will be counted as an unexcused absence(s).

The CPR course can be completed online, but the hands-on skill lab must be face-to-face.

The level of certification must include adult (one rescuer and two rescuers), child, and baby CPR, and obstructed airway for the adult, child, and baby, and is a **BLS Provider course**.

Certification Examination by the ARRT in Radiography

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.
 - a. 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.
 - b. Students may take the ARRT examination beginning after graduation day, provided all program requirements are met.
3. Application fee for the first attempt is \$225. Reapplication fee for additional attempts is \$200.
4. Candidates who are eligible for the exam in radiography are allowed three attempts to pass the exam. Candidates must complete the three attempts within a three-year period that begins on the initial exam window start date. After 3 unsuccessful attempts or three years have expired, the individual must re-establish eligibility and apply again. Click on this link: [Certification and Registration Limit of Three Attempts in Three Years](#) for more information.
5. Any student who has a previous **misdemeanor or felony conviction** must click on this link to [ethics requirement](#) to determine eligibility.
6. 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 to not sign the verification form if the student has not completed all requirements or has not properly prepared for the exam.
7. Continued Qualifications Requirements (CQR): Assessment process that is completed every 10 years after initial certification to stay current with the profession.

Click on the link to [ARRT Radiography](#)

Cheating and Plagiarism

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:
 - 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, 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;
 - 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) Using GAI to generate content in satisfaction of assigned coursework, except as expressly permitted by the instructor in the syllabus, or applicable assignment;
 - f) Presenting data or other material gathered by another person, group, or by GAI, as one's own;
 - g) Falsifying experimental data or information;
 - h) Having another person, or GAI, take one's place for any academic performance without the specific knowledge and permission of the instructor;
 - i) Cooperating with another to do one or more of the listed examples herein;
 - j) 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
 - k) 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:
 - 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.
 - 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.
 - a) Coursework. The following academic sanctions are provided by this rule for offenses of cheating or plagiarism. In those cases the instructor may:
 - i Refuse to accept the work for credit; or
 - ii 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
 - iii Assign a grade of "F" for the course in which the cheating or plagiarism took place; and/or;
 - iv 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.
- V 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.)
 - b) 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
 - i. Revocation or recommendation to decertify or not to certify; or
 - ii. Rejection of the thesis, dissertation or work; or
 - iii. 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.
- a) 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
 - i 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.
 - ii Might be restricted from entering or remaining in selected campus buildings or in specified university facilities.
 - b) 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:
 - i If a sanction grade was assigned, it should remain on the transcript.
 - ii 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.
 - c) 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:
 - i If a sanction grade was assigned, it should remain on the transcript.
 - ii 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.
 - iii Shall be reinstated only by the provost, who shall establish criteria for readmission.

- d) 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:
 - i Counseling;
 - ii No contact order
 - iii Educative/rehabilitative program referral.
 - iv Monetary penalty (not to exceed two hundred dollars).
 - v Letter of apology
 - vi Warning
 - vii Persona non grata status
 - viii Campus access restrictions
 - ix 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:
 - a) 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.
 - b) Provide the student an opportunity to explain orally, in writing, or both, why the student believes the evaluation of the facts is erroneous.
 - c) 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.
 - d) 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.
 - e) 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.
 - f) 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.
 - a) 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.
 - b) 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).
 - a) 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).
- b) 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.
 - a) Hearing.
 - i 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.
 - ii 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.
 - iii The student may make a statement in writing, orally, or both.
 - iv Both the instructor and student may ask questions of the other at an appropriate time during the hearing.
 - v Both may present witnesses.
 - vi Both have the right to hear all testimony and examine all evidence.
 - vii 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:
 - a) The decision is not in accordance with the evidence presented;
 - b) The decision was reached through a procedure not in accordance with this rule;
 - c) New information is available which may suggest modification of the decision;
 - d) 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.

Click on the link to [Kent State University Policy Register 3-01.8 Administrative policy regarding cheating and plagiarism](#)

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

Code of Student Conduct: Kent State University

For all Kent State University students, it is essential to be aware of and understand the Code of Student Conduct. Explore its contents, including rule violations, disciplinary procedures, and possible outcomes at:

<https://www.kent.edu/studentconduct/code-student-conduct>

Effective Date: 5/11/2026

Addressing inappropriate behavior during a Clinical

When clinical staff is aware of alleged inappropriate behavior by a Kent State University student during a Clinical, the Program Director (or designee) may take interim steps to address any safety issues, pending further review. Interim steps may include, but are not limited to, limited access to the clinical site, removal from the clinical site, etc. The Program Director (or designee) shall meet with the Clinical Coordinator (or designee) to gather information about the alleged incident. The Program Director (or designee) shall make a reasonable attempt to meet with the accused student to discuss the allegations. The Program Director (or designee) may then take actions including, but not limited to:

Written Conference Report

A written conference report will be completed for any student 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.

Program Probation

When a written conference has proven to be an inadequate solution, a student may be placed on probation. The length of the probation depends on the severity of 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, and the student will be placed on a performance improvement plan.

Program Suspension

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

Revision: 2013, 2021, 2026

Program Dismissal

The program director may dismiss the student after repeated disciplinary actions for the same violation.

A student may 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. academic cheating or 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),
12. inability to pass clinical clearance requirements,
13. violation of a Clinical Education Setting (CES) policy which requires the CES to terminate services,
14. any violation of policy requiring immediate dismissal as stated in the "Student Handbook," "Kent State University Catalog," and/or the administrative policy regarding regulations for student behavior.

Referral to the Office of Student Conduct

In addition to actions described in this handbook, the Program Director (or designee) may refer the student to the Office of Student Conduct for university disciplinary considerations.

Policy: 2007; Revision: 2012, 2013, 2021, 2026

Due Process/Grievance Procedure: RADT and JRCERT

1. If issues arise concerning the 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 by clicking on the link [Kent State University Policy Register 4-02.3 Administrative policy and procedure for 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 the 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. If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT.

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone (312) 704-5300

Email: mail@jrcert.org

To report an allegation, click on the link [JRCERT Reporting Allegations](#)

Policy: 2007 KSUA. Last revision: 2023

Equal Opportunity Policy

Policy Register 6-02: University policy regarding equal opportunity

1. Equal opportunity policy.

1. In academic and student programs. It is the policy of this university that there shall be no unlawful discrimination against any student or applicant for admission as a student because of race, color, religion, gender, sexual orientation, national origin, disability, military or veteran status. Such policy shall apply to, but not necessarily be limited to, the following: recruiting, admission, access to programs, financial aid, and social, recreational and health programs. This policy shall be applicable to all campuses and units of the university. This policy also shall apply with reference to discrimination on the basis of age insofar as required by law.
2. In employment. It is the policy of this university that there shall be no unlawful discrimination against any employee or applicant for employment because of age, race, color, religion, gender, sexual orientation, national origin, ancestry, disability, military or veteran status. Such policy shall apply to, but not necessarily be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship. This policy shall be applicable to all campuses and units of the university.

2. Implementation of policy with respect to employment.

1. There shall be promulgated and maintained, under the authority of the president of the university, the executive vice president for academic affairs and provost, and the vice president for people, culture and belonging, pursuant to this equal opportunity policy, an affirmative action plan. Full achievement of equal opportunity shall be deemed a major effort of the university, and the federal contractor compliance program shall be the principal official arrangement, as to organization, methods and procedures, whereby the university shall pursue that effort in employment.
 1. The federal contractor compliance program shall include, but not necessarily be limited to, nondiscrimination provisions of general application to all employees and applicants for employment, including nondiscrimination provisions applicable to age, race, color, religion, ancestry, gender, sexual orientation, national origin, disability, military or veteran status. Such provisions of general application shall reflect and pursue the central purposes and provisions of relevant laws and regulations of the United States and of the state of Ohio. Such provisions of general application shall include, but not necessarily be limited to, the following:
 2. Establishment of responsibilities for conduct and monitoring of the university's federal contractor compliance program.
 3. Internal and external dissemination of the university's equal opportunity policy and federal contractor compliance plan.
 4. Workforce analyses; analyses of major job groups; appraisal of labor force utilization; and annual reports of progress.

5. Development and pursuit of intellectual diversity, which could reasonably be attained through good faith efforts.
 6. Equal opportunity of access by employees to educational and training programs for advancement of occupational and professional qualifications as set forth in rule 3342-6-02.101 of the Administrative Code.
 7. Application of the university's equal opportunity policy in all employment actions.
 8. Design and implementation of appropriate audit and reporting systems.
 9. Provisions for notice, verification and reporting, as may be required by law regarding equal opportunity policies and practices of unions, contractors, and vendors having dealings with the university.
 10. Provisions for resolution of complaints and grievances.
2. The federal contractor compliance program shall further include nondiscrimination provisions of special application to individuals with disabilities and to protected veterans. Such provisions of special application shall reflect and pursue the central purposes and provisions of relevant laws and regulations of the United States and of the state of Ohio, which have special application to equality of opportunity for individuals with disabilities and for protected veterans. Wherever provisions of general application can have application, they shall apply, provided: that where such provisions of special application exist and are relevant, they shall prevail.
 3. The university shall update and make available upon written request, a publication titled, "federal contractor compliance program." Such publication shall include, but not be limited to, the equal opportunity policy which is in effect; the university president's dear colleague letter regarding equal opportunity and affirmative action, the executive summary by the VP of the division of people, culture and belonging, full text of the federal contractor compliance program which is in effect; and, for further guidance of all employees, an appendix. The appendix shall include but not be limited to, applicable forms and procedures utilized in all elements of the federal contractor compliance program, paragraphs (B)(2)(a) to (B)(2)(h)(i) of this rule; relevant provisions found elsewhere in the university register and the Administrative Code; unit goals and timetables currently in effect; and forms, examples and processes of record-keeping and reporting. The office of equal opportunity and compliance (or designee) shall have primary responsibility for preparation of this publication and for its dissemination to all unit heads and its availability to employees and applicants for employment.

Link to [Policy Register: 6-02: University policy regarding equal opportunity](#)

Policy Effective Date: Aug 30, 2025

Policy Prior Effective Dates: 11/4/1977, 10/31/1979, 5/7/1982, 11/22/1985, 12/29/1986, 9/15/1987, 11/17/1987, 4/28/2003, 12/20/2004, 6/1/2007, 3/5/2008, 3/1/2015, 07/01/2018

Examination Policy for Radiologic Technology Students at KSUA

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 will be made up on the next class day or as scheduled with the instructor.
 - Contact Teresa Bates at the Academic Success Center, 440-964-4304, to schedule a specific time to complete the examination. Student Accessibility Services requires 48 hours' notice 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 a test/exam until they have the appropriate materials. **Students receive only the remaining time to complete the 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, or electronic devices, including smart watches, within the student's sight or reach. Devices are to be turned off.
 7. If a classroom lecture is to follow the 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 a 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 are 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 the 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 the faculty.

Phone and Electronic Devices

CELL PHONE POLICY

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

There is absolutely NO reading or sending text messages during lectures, activities, guest lectures, field trips, or labs; this includes the use of smartwatches. If texting is necessary, the student is to leave the classroom or the 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, they will be asked to leave the class for the remainder of the class period, and it will count as an unexcused absence. No exceptions. Students are not permitted to wear a smartwatch or any similar device during testing; devices can be placed on the instructor's podium until tests are submitted.

Laptop Policy

If a student chooses to use a laptop or any other computer-type electronic device, e.g., an iPad, during lecture class, it is to be used strictly for **note-taking**. A laptop being used for purposes other than note-taking during class, i.e., internet surfing, emailing, etc., will be confiscated by the instructor and not returned until after the class is dismissed. It is at the instructor's discretion to ask the student to leave the class, and the absence will be marked unexcused for repeat offenses.

Guidance and Counseling Services

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

Ashtabula Campus Counseling

B -wing –Stocker Hall

440-964-4319

Click on the link [Kent State University Ashtabula Campus Counseling Services](#)

Ravenwood Health

2801 C Court

Ashtabula, Ohio 44004

440-998-4210

North Coast Center

4200 Park Avenue

Ashtabula, Ohio 44004

440-992-8552

Kent Campus Counseling Center

Corner of Main and Terrace Drive

325 White Hall

Kent, OH 44242

330-672-2208

Click on the link [Kent State University the Counseling Center](#)

Also, please note the link to all Kent State Mental Health Resources. Please click on the link to [Mental Health Resources and Support](#).

Progression and Graduation Requirements for the Associate of Applied Science Degree in Radiologic Technology

1. After a review of high school grades, ACT scores and Basic Skills Assessment Testing (ACCUPLACER or ALEX), a student must successfully complete prescribed developmental courses.
2. Second-year students will be given a **first-year assessment test** on the second-to-last Wednesday of the summer semester. The student will have **two attempts** to pass the test with a score of **75% or higher**. Only students who pass the Clinical Education IV course and the First-Year Assessment Final will be permitted to continue in the program. You will have **two attempts** to pass the exam.
3. A student must successfully complete course requirements for all required RADT courses and BSCI 11010, 11020, or equivalent courses with a grade of at least a “C” or better to earn the Associate of Applied Science degree in Radiologic Technology.
4. A student must have a cumulative grade point average of **at least 2.00 in the RADT core courses** to graduate from the program.
5. A student must successfully complete all required clinical competencies and proficiencies as part of the clinical education courses.
6. A student must successfully complete all rotations assigned in the Clinical Education Setting.
7. A student must successfully complete the **Graduation Assessment Examination** in the Radiographic Techniques course with a passing grade of **75% or above** before the ARRT examination. If a student does not pass the Graduation Assessment Exam in **three attempts**, the student will be required to repeat additional remedial coursework as deemed by the radiologic technology faculty. This may also delay the student’s eligibility to take the ARRT examination.
8. The student must complete all requirements of Kent State University before graduation.
9. Students must apply for graduation by clicking on this link: [Kent State University Ashtabula Campus Graduation](#).

Graduation with Distinction

Candidates for associate degrees who demonstrate high levels of scholarship throughout their coursework will graduate “with distinction.” To graduate with this recognition, students must achieve the following criteria:

- Earn a minimum of 30 credit hours at Kent State University, and
- Earn a minimum 3.500 Kent State University GPA

A Kent State GPA is calculated from all grades earned in undergraduate courses at Kent State University, including original grades forgiven and/or recalculated under other policies. The GPA used to determine the “with distinction” designation is extended to three decimal places and not rounded up.

Because grades in courses taken in the student’s graduation term are not official until after commencement, distinction candidates will be recognized at the commencement ceremony based on all their Kent State academic work completed prior to those courses. However, the final term grades will be used to determine the “graduated with distinction” recognition posted on the transcript and the diploma. Click on this link for more information on [Graduation with Distinction](#).

Inclement Weather, Emergencies, and Closings of the Ashtabula Campus

1. If Kent State University Ashtabula Campus closes due to inclement weather or due to an emergency or a disaster, an announcement will be on the Kent State Ashtabula Webpage (Link [KSUA Webpage](#)), Flash Alerts, and/or news media outlets. Please note that these announcements will specifically state Kent State Ashtabula Campus. Students who opt to receive Flash Alerts (Link [Flash Alerts](#)) will receive campus and university updates. In the event of campus closure or faculty absence, students are expected to check Canvas for announcements from instructors, who may post updates to the syllabus, class delivery, assignments, copies of handouts, or other materials to help students stay current with coursework. In the case of inclement weather, the campus will follow the university closure policy (Link [University Closure Policy](#)) when possible.
2. When Kent Ashtabula Campus early morning classes are canceled due to inclement weather or other emergency, clinical education is also canceled, and radiology program officials will notify the Clinical Education Settings. If a student is in the clinical setting when the announcement to cancel classes is made, the student may decide to stay to complete the scheduled clinical time. If a student chooses to stay, they will receive the appropriate time off on a later scheduled date in that semester. If the campus is closed due to severe weather and non-essential personnel are told not to report, then the students are not permitted to attend clinical education that day.
3. In cases where the campus is closed due to campus-related issues (i.e., power, water outage at the Ashtabula campus), then students will still report to their clinical sites, and instructors have the right to hold lectures in an alternative format.
4. During times of inclement weather, emergencies, or disasters (as declared by a government official, campus dean, university official, and/or the Clinical Education Settings CES), the student will not be charged for an absence and will not have to make up the clinical day. Any scheduled class exams and assignments may be postponed.
5. Students should use sound judgment in deciding whether or not to attend clinical education or didactic courses in cases of inclement weather when the campus remains open. If the student does not attend clinical education or class due to inclement weather when the Kent Ashtabula Campus is open and operating normally, the absence is unexcused. Missed clinical time must be made up as outlined in the clinical syllabus. The student is responsible for obtaining any notes missed that day and/or making up any missed exams. It is the student's responsibility to notify the appropriate personnel of the absence as outlined in the course syllabus.

Policy: 2007; Revision: 2008, 2009, 2012, 2013, 2021, 2023, 2025, 2026

Pregnancy Policy

For Applicants and Students Enrolled in the Radiologic Technology Program

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

No declaration of pregnancy: the student progresses through the program without declaring it to program or clinical personnel. No change in rotations.

Written notice of voluntary declaration: *USNRC: Declared pregnant woman* means a woman who has voluntarily informed the licensee, in working, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant. If the student chooses to disclose her pregnancy, she must immediately provide written notification to the Program Director and the Clinical Coordinator. The notice would indicate the expected due date. A declaration allows the student to make an informed decision based on her individual needs and preferences.

The student will be provided with the USNRC Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure, and its appendix from 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 USNRC National Council on Radiation Protection and Measurement dose limits for the embryo and fetus in occupationally exposed women, which is no more than 0.5 rem (5 mSV) during the entire gestational period and no more than 0.05 rem (0.5 mSV) 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 modifications** in clinical assignments. The program would offer clinical component options, including reassignments to 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 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 it, based on their academic and clinical status and standing upon leaving.

Option for written withdrawal of declaration: A student may withdraw the 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.

NRC.Gov document: Link to [Dose Limit for the Embryo/Fetus of a Declared Pregnant Occupational Worker](#)

and

U.S. NRC Website: Link to [Code of Federal Regulations: Standards for Protection Against Radiation](#)

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 (Link to [Instruction Concerning Prenatal Radiation Exposure](#)) 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 later. 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 radiologic technology faculty will determine placement back into the program. Upon re-entering the program, all program and course requirements must 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 must 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: _____

Professional Conduct Policy

The student is expected to always act in a professional manner in the clinical, classroom, and laboratory settings, 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.

Professional Societies in Radiologic Technology

1. The **Ohio Society of Radiologic Technologists (OSRT)** (Link to [OSRT](#)) is the state professional society and an affiliate of the American Society of Radiologic Technologists (ASRT). Membership is available to student technologists enrolled in a primary medical imaging or radiotherapeutic program accredited by a Joint Review Committee or an equivalent. OSRT student membership expires at the end of the student's graduation month or discontinuation of such education. The membership fee is \$30.00.
2. As a student member, you receive the following benefits:
 - a. Reduced registration fee to the OSRT events, quarterly newsletter, the Cardinal Rays, information on Ohio and national legislative activity, and participation in the annual scientific case study presentation competition.
 - b. **Philip Ballinger Self-Assessment Exam:** This exam is offered to second-year students and is created using the Radiography certification examination content specifications. The student with the highest passing score receives a monetary award.
 - c. **Quiz Bowl Competition:** The Ohio Society (OSRT) sponsors an academic quiz bowl competition at the April meeting, in which students answer questions based on the current Radiography certification examination content specifications. A plaque and a monetary award are given to the first- and second-place teams. Kent State students practice quiz bowl prior to the competition.
 - d. **Educational Grants:** The Ohio Society of Radiologic Technologists Education and Research Foundation (OSRTERF) awards educational grants annually at the OSRT April Meeting. Grant applicants must be OSRT members. Grants are awarded based on merit, academic ability, and demonstrated financial need.
 - e. **OSRT Student Director Program and OSRTERF Student Trustee Program:** These leadership programs are open to OSRT student members in their **first year of a primary imaging or therapy program**. The selected students will serve on the OSRT Board of Directors or the OSRTERF Board of Trustees.
3. The national professional society is the American Society of Radiologic Technology (ASRT) (Link to [ASRT](#)). Student membership includes the Radiologic Technology Journal. An annual meeting is held in June. The location varies.
 - a. Student members are those who are enrolled in primary medical imaging or radiation therapy programs. They have all the rights, privileges, and obligations of Active members. Individuals applying for Student membership must demonstrate that they are currently enrolled in a primary educational program in the radiologic sciences. Eligibility for Student membership shall terminate upon initial certification. The \$10 application fee is waived for this category. The membership fee for one year is \$37, and for two years is \$74.

***Student membership in both organizations is strongly recommended.**

Program Compliant Resolution Policy

The Radiologic Technology program at Kent State University, Ashtabula Campus, is always willing to investigate any complaint regarding any aspect of the program and will try to resolve it 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, the advisory committee, or 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 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 [University Policy Register](#).
- 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 Policy Register](#).
- 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 in 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).

Radiologic Technology Club

1. The Radiologic Technology Club is an organization for all 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 Annual Meeting
 - Awards
 - ODH License Fee (\$65)
 - ARRT Certification Exam Fee (\$225)
 - 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 to the following positions: President, Vice President, Secretary, and Treasurer. The treasurer will be responsible for the record-keeping of all fundraising activities.
4. Meetings are held periodically throughout the semester to keep informed of fundraising events and outcomes.

Remedial Work Policy

Remedial work will be determined by the individual instructor.

Sexual Harassment Policy

5.16.2 Administrative policy regarding complaints of Title IX sexual harassment:

- A. Purpose. Kent State University prohibits unlawful discrimination and harassment and strives to provide a safe and non-discriminatory environment for all students, employees, applicants, and visitors. This policy sets forth the expectations and responsibilities for maintaining an environment free of unlawful discrimination on the basis of sex in university education programs or activities, in accordance with Title IX of the Education Amendments of 1972 and Title 34 part 106 of the Code of Federal Regulations. Sexual harassment, including sexual assault, dating violence, domestic violence, and stalking is strictly prohibited by this policy. Additionally, retaliation against those who report sexual harassment or participate in the process is prohibited. Inquiries about the application of title IX to the university may be referred to the university's Title IX coordinator, and to the U.S. department of education, office for civil rights.
- B. Definitions.
1. Actual knowledge. Notice of sexual harassment or allegations of sexual harassment to an individual's Title IX coordinator or any university official who has authority to institute corrective measures on behalf of the recipient.
 2. Complainant. An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
 3. Consent. An action defined as the voluntary, unambiguous and uncoerced agreement to participate in an act, the nature and full extent of which is understood by all parties. Silence or lack of resistance cannot be the sole factor in determining consent. Consent may be given verbally or nonverbally. All parties are responsible for confirming that their counterpart's consent is maintained throughout the act and is present before engaging in a new act. A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat, coercion, the influence of alcohol or drugs, or age.
 4. Coercion. When an individual unreasonably pressures another to engage in sexual activity, despite responses that the conduct is unwelcome or unwanted. Coercion includes elements of pressure, duress, cajoling, and compulsion. The pressure to participate may also be considered unreasonable when the pressuring individual is in a position of influence or authority over the other individual.
 5. Incapacitation. A state where a person lacks the capacity to reasonably appreciate the nature or extent of the situation because of their physical or mental status, developmental disability, or alcohol or drug use.
 6. Formal complaint. A document filed by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the university investigate the allegation of sexual harassment. The document may

be a physical or electronic submission (such as reporting online, using the reporting form available at the link to [Title IX Sexual Harassment](#) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

7. Respondent. An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
8. Sexual harassment. Conduct on the basis of sex that satisfies one or more of the following:
 - a) An employee of the university conditioning the provision of an aid, benefit, or service of the university on an individual's participation in unwelcome sexual conduct.
 - b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity.
 - c) Sexual assault, which includes the following:
 - i. Rape (except statutory rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - ii. Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - iii. Sexual assault with an object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - iv. Fondling. The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - v. Incest. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- vi. Statutory rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent.
 - d) Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - e) Domestic violence. Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - f) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.
9. Supportive measures. Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the university's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
10. Title IX coordinator. The university administrator with authority and responsibility for overseeing the university's implementation of Title IX law and regulations and this policy. The Title IX coordinator's contact information may be located at <https://www.kent.edu/studentaffairs/genderequity-titleix>.
- C. Scope. This policy applies to complaints of sexual harassment as defined above, alleged to have occurred in an education program or activity of the university, against a person in the United States.
- D. Grievance process. The following grievance process to resolve complaints under this policy is expected to occur within ninety business days from the date the complaint is

filed. The Title IX coordinator or designee may suspend or extend this time period by providing written notice to parties citing the reason for the action. Parties may request a temporary delay of the grievance process or the limited extension of time frames for good cause by written request to the Title IX coordinator. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

1. Confidentiality. The university shall treat as confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by law, or to carry out any investigation, hearing, or proceeding in this policy.
2. Retaliation prohibited. No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Complaints alleging retaliation may be filed according to the grievance procedures in this policy.
3. Supportive measures. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures for both parties as applicable, before or after the filing of a formal complaint or where no formal complaint has been filed. The university shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the university to provide the supportive measures, and as allowed by law.
4. Formal complaint. A formal complaint may be filed with the Title IX coordinator in person, by mail, or by electronic mail by using the contact information for the Title IX coordinator. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an education program or activity of the university. Where the Title IX coordinator signs a formal complaint, the Title IX coordinator is not a complainant or otherwise a party.
Consolidation of formal complaints. The university may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular "party," "complainant," or "respondent" include the plural, as applicable.
5. Notice. Upon receipt of a formal complaint, the university shall provide the following written notice to the parties who are known: notice of this grievance process, including any informal resolution process; and notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this paragraph, including sufficient details known at the time and with sufficient time to

prepare a response before any initial interview.

If, in the course of an investigation, the university decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the university shall provide notice of the additional allegations to the parties whose identities are known.

6. Dismissal of formal complaint.

- a) The Title IX coordinator shall dismiss formal complaints that do not meet the following criteria. Formal complaints will be dismissed promptly in writing to the parties, and may be considered under another university policy, if applicable.
 - i. The alleged incident must have occurred in a Kent state university education program or activity. "Education program or activity" includes locations, events, or circumstances over which the university exercises substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by the university.
 - ii. The alleged incident must have occurred against a person in the United States.
 - iii. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the university with which the formal complaint is filed.
 - iv. The conduct alleged in the formal complaint must constitute sexual harassment as defined in this policy.
- b) The Title IX coordinator may dismiss a formal complaint, promptly in writing to the parties, if at any time during the investigation or hearing: a complainant notifies the Title IX coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the university; or specific circumstances prevent the university from gathering evidence sufficient to reach a determination.

7. Interim actions. The university may remove a student respondent from an education program or activity on an emergency basis after an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The student respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. The university may place an employee respondent on administrative leave during the pendency of this grievance process.

8. Informal resolution. At any time prior to reaching a determination regarding responsibility, the university may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.
 - a) Both parties' voluntary, written consent to the informal resolution process is necessary. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
 - b) Informal resolution is not an option for resolving allegations that an employee sexually harassed a student.
9. Investigation. The Title IX coordinator or designee is responsible for investigating eligible formal complaints.
 - a) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the investigator and not on the parties.
 - b) The respondent is not considered responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 - c) The university shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for a grievance process under this section, or as permitted by law.
 - d) The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
 - e) All parties are free to discuss the allegations under investigation or to gather and present relevant evidence.
 - f) All parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. However, the advisor may not directly participate in the proceedings, with the exception of the cross-examination portion of any hearing.
 - g) Any party whose participation is invited or expected shall receive written notice of the date, time, location, participants, and purpose of all

hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

- h) Both parties shall receive an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- i) Prior to completion of the investigative report, the investigator shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have ten calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- j) The investigator shall make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
- k) The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least ten calendar days prior to any hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

10. Hearings.

- a) Formal complaints that are not resolved informally or dismissed will result in a live hearing. If the respondent is a student, the hearing will be convened by the office of student conduct in accordance with that office's procedures. If the respondent is an employee, a hearing will be convened by the vice president of human resources and conducted in accordance with that office's procedures. Live hearings may be conducted with all parties physically present in the same geographic location, or participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- b) At the live hearing, the decision-maker(s) shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing shall be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- c) At the request of either party, the hearing may occur with the parties located in separate rooms with technology enabling the decision-

maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

- d) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) shall first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 - e) If a party does not have an advisor present at the live hearing, the university shall provide without fee or charge to that party, an advisor of the university's choice to conduct cross-examination on behalf of that party.
 - f) A decision-maker shall consider relevant evidence in reaching a determination of responsibility including evidence obtained during the investigation that was not subject to cross-examination at the live hearing. This permits consideration of statements, emails, text exchanges, police reports, sexual assault nurse examiner documents, medical reports, and other documents even if those documents contain statements by a party or witness who is not cross-examined at the live hearing.
 - g) Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.
 - h) The university shall create an audio or audiovisual recording of any live hearing. Such recording will be available to the parties for inspection and review upon written request to the office of student conduct.
11. Findings and sanctions. The hearing decision-maker(s) shall issue a written determination regarding responsibility. To reach this determination, the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) will be used. The written determination shall include:
- a) Identification of the allegations potentially constituting sexual harassment;
 - b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- c) Findings of fact supporting the determination;
 - d) Conclusions regarding the application of the university's policies to the facts;
 - e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
 - f) For respondents who are students and unrepresented employees, any disciplinary sanctions the university imposes on the respondent;
 - g) Information regarding whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided to the complainant; and
 - h) The university's procedures and permissible bases for the complainant and respondent to appeal.
12. The written determination will be provided to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the university provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX coordinator is responsible for effective implementation of any remedies.
13. For respondent employees in a recognized bargaining unit, the hearing process will determine whether a policy violation occurred and will determine sanctions with consideration to any applicable terms of the collective bargaining agreement. The determination of policy violation can be appealed following the process in this policy. Appeals of any sanctions should follow the applicable process in the collective bargaining agreement. Any determinations from those processes will be communicated to the complainant and respondent simultaneously and in writing.
14. Sanctions for student respondents are detailed in the code of student conduct and range from required educational courses to dismissal. Sanctions for employees range from required educational courses to termination.
- E. Appeal. An appeal from a determination regarding responsibility, and from the university's dismissal of a formal complaint or any allegations therein, is available to both parties under the same circumstances and procedures.
1. An appeal may only be made on the following bases:
- a) Procedural irregularity that affected the outcome of the matter;
 - b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- c) The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

2. Appeal procedure:

- a) Either party may appeal a hearing determination within seven calendar days.
- b) Determinations regarding student respondents shall follow the appeal process in the code of student conduct. Determinations regarding employee respondents shall appeal in writing to the vice president of human resources and follow that office's procedure.
- c) The other party(ies) will be notified in writing when an appeal is filed.
- d) The decision-maker(s) for the appeal shall not be the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX coordinator;
- e) Both parties will be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- f) A written decision will be issued simultaneously to both parties within thirty calendar days describing the result of the appeal and the rationale for the result.

F. Conflict of interest. The Title IX coordinator, any investigator, decision-maker, or any person facilitating a process under this policy shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent specifically.

Link to: [Policy Register 5-16.2 Administrative policy regarding complaints of Title IX sexual harassment](#)

Policy Effective Date: Nov 22, 2021

Policy Prior Effective Dates: 6/5/2012, 6/1/2007, 5/22/2000, 8/26/1998, 4/29/1993, 5/19/2014, 3/1/2015, 08/14/20

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

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.
2. During the final clinical semester, the student can be placed in a site where they are working; however, if the student needs to complete a clinical competency or clinical proficiency, the student must clock out from their job to complete the exam.

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 Department of Health General X-ray Machine Operator's Licensure Examination. The time scheduled as a GXMO must not interfere with scheduled clinical education time.

Student Records: KSUA

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 the 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 follows 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 the following: University Policy Register.

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 preceptor or clinical coordinator.

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. 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 to consider before re-entry include the student's reason 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](#), [BSCI 11020](#), [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 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.

Link to: [College of Applied and Technical Studies: Radiology](#)

Updated 5/3/2024

Student Representatives on the Advisory Committee

Class representatives enhance communication among all students in the class, clinical faculty, and the 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.

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 the instructor if withdrawing from the program.
- Seek your advisor at appropriate times.
- Familiarize yourself with the KSU Catalog and Program Handbook.
- Make certain you have access to the course books and supplies.

Student Smoking/Chewing of Tobacco Policy/E-Vapor Cigarette Policy

5-21 University policy regarding smoking and tobacco use at Kent State University

1. Purpose. Kent State University is dedicated to providing a healthy, comfortable, and productive work and living environment for its employees and students. To this effect, smoking and tobacco use is prohibited on all Kent state university campuses and university property. This policy is not meant to replace or prevent adherence by the university community to the smoking prohibition requirements in Chapter 3794 of the Revised Code.
2. Definition.
 1. "Smoking" for the purposes of this policy means inhaling, exhaling, burning, or carrying any lighted or heated product intended for inhalation in any manner or in any form. "Smoking" also includes the use of an apparatus including but not limited to an electronic smoking device, mod box, or electronic nicotine delivery system (ENDS) that creates an aerosol or vapor, in any manner or in any form, or the use of any other smoking device for the purpose of circumventing the prohibition of smoking in this rule.
 2. "Tobacco use" for the purposes of this policy means the use of nicotine, tobacco-derived or containing products, and plant based products including products intended to mimic tobacco products, oral tobacco or other similar products
3. Scope. All members of the university community are subject to this policy including employees, students, visitors, volunteers, patients, and customers. This policy applies to all university owned, operated, or leased property (collectively "university property"). Smoking or tobacco use in personal vehicles on university property will not be allowed.
4. Implementation.
 1. The success of creating and maintaining a smoke-free and tobacco-free environment will depend upon the thoughtfulness, consideration and cooperation of the entire university community. 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, or in accordance with reporting guidelines provided by the Ohio department of health.
 2. The university will not advertise smoking or tobacco products on university property or at any university-sponsored event or university owned or sponsored media.
5. Exceptions.
 1. FDA approved nicotine replacement therapy will be allowed (e.g., patches, gum, inhalers, and lozenges).
 2. Smoking or tobacco use may be permitted for controlled research, educational, clinical, or religious ceremonial purposes with prior approval of the appropriate administrator.
6. Signage. Signage shall be placed appropriately on entrances and exits from buildings and structures on university property, including parking areas, and on university owned or leased vehicles.
7. Enforcement.
 1. The success of this rule relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers alike. Any student who repeatedly refuses to abide by this rule may be referred to student conduct. Repeat violations by any faculty or staff member shall be handled through normal employment procedures for violation of university rules and procedures.
 2. Visitors, contractors, and other individuals on campus who are in violation of this rule should be immediately reminded of and directed to comply with this rule. Continued violation of this rule may result in further action as deemed necessary by the appropriate administrator.

Link to [Policy Register 5-21: University policy regarding smoking and tobacco use at Kent State University](#)

Policy Effective Date: Jul 01, 2017

Policy Prior Effective Dates: 12/17/1993, 5/5/1994, 10/3/2005, 2/12/2007, 6/1/2007, 3/1/2015

Student Transfer Policy

Kent State University Admission Requirements states:

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

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 into the radiology program with a minimum 2.75 GPA.
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.
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.

Students with Disabilities Policy

3-01.3: Administrative policy regarding nondiscrimination and access to university programs for qualified students with disabilities:

- A. Purpose. Kent State University recognizes that the academic mission of this institution is to provide equal learning opportunities for every individual. Directly related to this endeavor is the need for protection against discrimination and the practices that may accompany it.
- B. Definitions:
 - 1. "Person with a disability" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.
 - 2. "Qualified individual with a disability" means a person with a disability who meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity.
 - 3. Other definitions as appear in 28 CFR 35.
- C. Requirements. The university shall make reasonable accommodations in its academic requirements to ensure that such requirements do not discriminate on the basis of disability against a qualified individual with a disability, whether applicant or student. However, requirements that the university can demonstrate are essential to the program of instruction of the student, or any directly related licensing requirement, or to the physical safety of students, faculty, or staff, will not be regarded as discriminatory.
- D. Other rules may not be imposed upon students with disabilities, such as a prohibition of tape recorders or guide dogs, which have the effect of limiting the participation of students in the educational program or activity. Further, in examinations or evaluations the university shall provide where possible such methods for evaluating the achievement of students with disabilities as will best ensure that the results of the evaluation represent the student's achievement rather than reflecting the student's impaired sensory, manual, or speaking skills.
- E. Grievance procedures and appeals. The student may appeal decisions made according to this policy. Procedures to be followed are stated in departmental or school policy books.

Link to [Policy Register 3-01.3: Administrative policy regarding nondiscrimination and access to university programs for qualified students with disabilities](#)

Policy Effective Date: Mar 01, 2015

Policy Prior Effective Dates: 2/8/1980, 12/20/2004, 6/1/2007

Tardiness: KSUA Campus

Due to the progressive nature of the individual courses and the program, timeliness and punctuality are seen as essential qualities for your chosen profession. Timeliness is also important at the clinical site. It 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 before it begins. All radiologic technology classes will begin as scheduled. Those students who, without a written physician's excuse or a court excuse, are late (refer to the course syllabus) will be considered tardy. Some instructors use a tardy sign-in list. All instances of tardiness will be recorded in the instructor's attendance book. Please make time allowances for the 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 unexcused occasion of being tardy (refer to the course syllabus), 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 final grade in the radiologic technology course is a C- or lower, 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.

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 late (refer to course syllabus), 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 unexcused occasion of being tardy (refer to course syllabus). 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: _____

Textbooks and Program Resources

1. All textbooks used in the Kent State University Radiologic Technology Program are on sale at the Kent State University Stark Campus Bookstore (Barnes and Noble).
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.

2026-2028 TEXTBOOKS and COURSE FEES

Course Number/Price	COURSE/TEXTS or WORKBOOKS	SEMESTER
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*Text(s) required from a previous course

26-month Clover Learning will be required for all courses:

ISBN: 2818440065002: \$377.14 plus tax

RADT 14003	Intro to Radiologic Technology	Summer: First five weeks
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Bundle code for Elsevier: 9780443538483: \$367.17

(Bundle) Textbook: Adler et al., Introduction to Radiographic Imaging Science and Patient Care, 8th Edition, Elsevier, 2023.

(Bundle) Textbook: Lampignano and Kendrick, Textbook of Radiographic Positioning and Related Anatomy, 11th Edition, Elsevier, 2024.

(Bundle) Handbook: Lampignano and Kendrick, Handbook of Radiographic Positioning and Techniques, 11th Edition, Elsevier, 2024.

Kent State University, Ashtabula, Radiologic Technology Student Handbook.

RADT 14005	Clinical Education I	Summer second five weeks
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* Radiographic positioning textbook and KSU RADT handbook

RADT 14006	Radiographic Procedures I	Summer second five weeks
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* Radiographic positioning textbook and KSU RADT handbook

RADT 14015	Clinical Education II	Fall
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* Radiographic positioning textbook and KSU RADT handbook

RADT 14016	Patient Care Management	Fall
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* Textbook: Adler et al.

RADT 14018	Imaging Equipment	Fall
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Textbook: Carlton, Principles of Radiographic Imaging: An Art and a Science, 6th Edition, Cengage, 2019. ISBN: 978-1337711067

2026-2028 TEXTBOOKS and COURSE FEES

<u>Course Number/Price</u>	<u>COURSE/TEXTS or WORKBOOKS</u>	<u>SEMESTER</u>
*Text(s) required from a previous course		
RADT 14021	Radiographic Procedures II	Fall
	* Radiographic positioning textbook and KSU RADT handbook	
RADT 14034	Image Acquisition and Processing	Spring
	* Textbook: Carlton	
RADT 14024	Radiographic Procedures III	Spring
	* Radiographic positioning textbook and KSU RADT handbook	
	* Textbook: Adler et al.	
RADT 14025	Clinical Education III	Spring
	* Radiographic positioning textbook and KSU RADT handbook	
<u>Second Year</u>		
RADT 14085	Clinical Education IV	Summer 8-week
	* Radiographic positioning textbook and KSU RADT handbook	
	Workbook: Lange's Review for Radiography Exam (newest ed.)	
RADT 24016	Imaging Physics	Fall
	* Textbook: Carlton	
RADT 24008	Radiobiology and Radiation Protection	Fall
	Textbook: Statkiewicz-Sherer, Visconti, Ritenour, & Haynes, <u>Radiation Protection in Medical Radiography</u> , 9 th Edition, Elsevier, 2021. ISBN: 978-0323825030	

2026-2028 TEXTBOOKS and COURSE FEES

Course Number/Price	COURSE/TEXTS or WORKBOOKS	SEMESTER
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*Text(s) required from a previous course

RADT 24014	Advanced Imaging None	Fall
RADT 24015	Clinical Education V * Radiographic positioning textbook and KSU RADT handbook *Workbook: Lange's Review for Radiography Exam (newest ed.)	Fall
RADT 24025	Clinical Education VI * Radiographic positioning textbook and KSU RADT handbook *Workbook: Lange's Review for Radiography Exam (newest ed.)	Spring
RADT 24028	Radiologic Pathology Textbook: Eisenberg, Ronald & Johnson, Nancy, <u>Comprehensive Radiographic Pathology</u> , 8 th Edition, Elsevier, 2025. ISBN: 978-0443121142	Spring
RADT 24048	Radiographic Techniques Clover Learning Workbook: Callaway, William, <u>Mosby's Comprehensive Review of Radiography</u> , 8 th Edition, Elsevier, 2022. ISBN: 978-0323694889 Recommended *Workbook: Lange's Review for Radiography Exam (newest ed.): Recommended	Spring

COURSE FEES

RADT 14005: Clinical Education I: \$60.00: Summer Semester: 1st year student: Radiation monitoring device.
RADT 14015: Clinical Education II: \$60.00: Fall Semester: 1st year student: Radiation monitoring device.
RADT 14016: Patient Care Management: \$10.00: Fall Semester: 1st year student: Supplies.
RADT 14024: Radiographic Procedures III: \$60.00: Spring Semester: 1st year student: Supplies.
RADT 14025: Clinical Education III: \$60.00: Spring Semester: 1st year student: Radiation monitoring device.
RADT 14085: Clinical Education IV: \$60.00: Summer Semester: 1st year student: Radiation monitoring device.
RADT 24015: Clinical Education V: \$60.00: Fall Semester: 2nd year student: Radiation monitoring device.
RADT 24025: Clinical Education VI: \$60.00: Spring Semester: 2nd year student: Radiation monitoring device.

PROGRAM FEES: ACB

\$181.99: **Castle Branch:** Tracker (\$ 49.99), Drug Screen (\$46), 1st BG check (\$86); charged upon program acceptance.
\$150.00: **Trajecsys:** Clinical Reporting System: time record, activity report, checkoffs, forms, and scheduling: charged first 5 weeks of summer year 1.
\$72 00: **2nd BG Check:** Fast Fingerprint: BCI/FBI: charged for 8 weeks of summer year two.

Transportation

Kent State University Ashtabula Campus 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 Campus 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.

Attendance Policy for Clinical Education Courses

Attendance at Clinical Education courses is vital to a student's success in the radiologic technology program. Clinical time permits the student to meet the program's 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 21 clinical days (1598 hours).

YEAR	SEMESTER	WEEKS	DAYS	HOURS
First Year	Summer 2 nd 5 weeks	5 weeks	14 days	105.5 hours
	Fall	15 weeks	42 days	315 hours
	Spring	15 weeks	44 days	330 hours
Second Year	Summer 8 week	8 weeks	25 days	187.5 hours
	Fall	15 weeks	44 days	330 hours
	Spring	15 weeks	44 days	330 hours
Total			213 days (approx.)	1598 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.

Per the JRCERT 2021 Radiography Standards: Standard 4.4

Programs must have a process in place to assure timely, appropriate, and educationally valid clinical experiences to all admitted students. A meaningful clinical education plan assures that activities are equitable, as well as prevents the use of students as replacements for employees. Students must have sufficient access to clinical settings that provide a wide range of procedures for competency achievement, including mobile, surgical, and trauma examinations. The maximum number of students assigned to a clinical setting must be supported by sufficient human and physical resources. The number of students assigned to the clinical setting must not exceed the number of assigned clinical staff. The student to clinical staff ratio must be 1:1; however, it is acceptable that more than one student may be temporarily assigned to one technologist during infrequently performed procedures.

Clinical placement must be nondiscriminatory in nature and solely determined by the program. Students must be cognizant of clinical policies and procedures including emergency preparedness and medical emergencies.

*Programs must assure that clinical involvement for students is limited to **not more than ten (10) hours per day**. If the program utilizes evening and/or weekend assignments, these assignments must be equitable, and program total capacity must not be increased based on these assignments. Students may not be assigned to clinical settings on holidays that are observed by the sponsoring institution. Programs may permit students to make up clinical time during the term or scheduled breaks; however, appropriate supervision must be maintained. Program faculty need not be physically present; however, students must be able to contact program faculty during makeup assignments. The program must also assure that its liability insurance covers students during these makeup assignments.*

KSUA Course Requirements (Cont.)

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 preceptor. **No make-up days** are permitted when the university is closed. This prohibition applies to all holidays and during the Christmas to New Year's Day break. See the Inclement Weather Policy concerning make-up days.

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

1. **Summer Semester:** Students are not allotted any days off during the summer semester. If a student is absent, days missed in a semester will be made up in agreement with the clinical preceptor and the clinical coordinator. If absences are excessive or cannot be made up within the semester, the student will make up the requirements immediately after the last day of summer class but before final grades are due. If the hours are not made up by then, the student will receive an incomplete for the summer course and complete the missed days during the fall semester. A student's grade will drop one letter grade for each additional absence day starting on the 3rd absence of that semester, unless there are extenuating circumstances. A grade below a "C" will result in a failing grade for the course.
2. **Fall and Spring Semesters:** If a student is absent 3 days out of a semester, days missed will be made up in agreement with the clinical preceptor and clinical coordinator. 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. At the 3rd absence (excused or unexcused), a conference will take place between the student and the Clinical Coordinator, and documentation will be made on the "Course Absence Action Form". A student's grade will drop one letter grade for each additional absence day starting on the 4th absence of that semester.

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

1. **Summer Semester:** Students are not allotted any days off during the summer semester. If a student is absent, days missed in a semester will be made up in agreement with the clinical preceptor and the clinical coordinator. If absences are excessive or cannot be made up within the semester, the student will make up the requirements immediately after the last day of summer class but before final grades are due. If the hours are not made up by then, the student will receive an incomplete for the summer course and complete the missed days during the fall semester. A student's grade will drop one letter grade for each additional absence day starting on the 3rd absence of that semester, unless there are extenuating circumstances. A grade below a "C" will result in a failing grade for the course.
2. **Fall and Spring Semesters:** If a student is absent 3 days out of a semester, days missed will be made up in agreement with the clinical preceptor and clinical coordinator. 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. At the 3rd absence (excused or unexcused), a conference will take place between the student and the Clinical Coordinator, and documentation will be made on the "Course Absence Action Form". 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. If the student fails to follow directions, the time will be unexcused and made-up during finals week.

*A student absent more than one clinical day in the same week due to an illness will be considered as one occurrence, but all missed days still need to be made up. The student will need medical documentation when multiple days are missed in the same week. If the student cannot provide medical documentation, the days missed will be treated as separate occurrences.

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.

Semester	Number of weeks in the semester	Number of PTO Days	Time to Complete Course Requirements During Finals Week	Clinical Grade Drop for Unexcused Absences
First Year Summer Semester	5 weeks	0 days	None	On the 3 rd absence
First Year Fall Semester	15 weeks	1 day	Monday, Wednesday, and/or Friday of finals week	On the 4 th absence
First Year Spring Semester	15 weeks	1 day	Monday, Wednesday, and/or Friday of finals week	On the 4 th absence
Second Year Summer Semester	8 weeks	0 days	Wednesday and /or Saturday of finals week	On the 3 rd absence
Second Year Fall Semester	15 weeks	1 day	Monday, Tuesday, and/or Thursday of finals week	On the 4 th absence
Second Year Spring Semester	15 weeks	1 day	Monday, Tuesday and/or Thursday of finals week	On the 4 th absence

F. Absent Time Missed Less than Eight Hours

1. In the event a student has absent time that is less than four hours for a specific need (medical appointment, etc.), the 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 three occurrences of missed time, less than four hours. On the fourth occurrence, the student must meet with the clinical coordinator. Additional absence time may result in disciplinary action.
2. Any time missed between 4 and 7.5 hours will be made up in agreement with the clinical preceptor in consecutive hours and not broken up into hourly units. Time will be rounded up in 15-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 periods over 5 hours.
3. Students are not permitted to miss lunch or breaks 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 in their lunch and break time policies. Students must adhere to the allotted time at their designated clinical site without alteration. Students are to take no more than the allotted time for lunch (or breaks), or they will be considered tardy. Repeated tardiness will lead to a grade drop (see tardy section).

H. Personal Time Off (PTO) Day

1. A PTO day is a day that a student may use for personal time, sick time, or a physician's appointment.
2. All PTO days must be approved by the clinical coordinator before the occurrence.
3. Each student is granted **one PTO day for each of the following semesters**: the first-year fall semester, the first-year spring semester, the second-year fall semester, and the second-year spring semester.
4. There is one occasion when the PTO days may not be taken: the day that is designated as National Radiologic Technology Day on campus.
5. The student may take a PTO 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 PTO day before clinical start time or on the specific date but may not be designated after the absence.
7. PTO 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.
9. Students will be awarded an extra PTO day that will be used in the spring semester if they have perfect attendance in both the summer and fall semesters.

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 date of the funeral service. Clinical days will not have to be made up.
2. The policy applies to the following family members: spouse, parents, stepparents, in-laws, grandparents, great grandparents, siblings, children, or stepchildren.
3. Students must bring an official notice (newspaper, online announcement) to the program director within one week of their 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.

J. Banking Hours

1. A student with a scheduled medical procedure can bank clinical hours before the missed time. Before banking hours, the student will have to bring in written documentation of the procedure date and an excuse from the doctor's office after the procedure is complete. Any extra time made up before the procedure must be cleared by the clinical preceptor and clinical coordinator. If possible, the hours banked should be in the same semester as the procedure.
2. A student who becomes pregnant while in the program or a student with a significant other who becomes pregnant can bank clinical hours before the scheduled time is missed. The due date must be given to the clinical coordinator, and the scheduling of the extra clinical time will be cleared by the clinical preceptor and clinical coordinator.

K. Authorization of Make-Up Time

1. Students must obtain authorization from their clinical preceptor before making up any absence. The clinical coordinator must also be notified in writing of scheduled makeup dates.

L. Absence of Scheduled Make-Up Time

1. If a student misses a scheduled make-up time, the student will be required to reschedule with the clinical preceptor. The clinical coordinator must be notified in writing of the make-up dates.

M. Makeup Time and Clinical Grades

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

N. 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 Preceptor and/or the Clinical Education Setting **at least one hour** before their scheduled assignment. The student must speak to the Clinical Preceptor when reporting off clinical time. If the clinical preceptor is not available at that time, the student should report to a radiology department supervisor. If a supervisor is unavailable, students must note the time and the person they are reporting to. The Clinical Preceptor must, however, be notified of the student's absence **within one hour**. If the clinical preceptor is off, the student must 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 the call off.
2. Failure to follow this procedure will result in disciplinary action and a student conference report.

O. Scheduling of Afternoon, Evening, and Weekend Clinical Hours

The student must submit in writing to the Clinical Coordinator and the Clinical Preceptor their requested dates for afternoon and evening clinical-hour rotations **within 2 weeks of the start of each semester**. Upon approval of the request by the Clinical Coordinator and Clinical Preceptor, the student will be held accountable for those clinical hours. If the clinical hours are not completed as previously approved, students 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.

Clinical Education Hours and Rotation

1. Students enrolled in Clinical Education courses of the Radiologic Technology program are assigned to area hospitals that serve as Clinical Education Sites. Clinical assignments are made by the Program Officials.
2. Clinical Education Site Assignment: Students may be assigned to one or more clinical sites that are **up to a 90-minute drive**.
3. Students may be rotated to other Clinical Education Sites to enhance their education to meet program outcomes. Examples include clinical personnel on strike, a radiographic unit down for repair, or problems experienced by or with a student at a clinical site. It is up to program personnel, in cooperation with clinical education personnel, to determine the clinical site.
4. Clinical Hours are as follows:

First Year:

Summer 5-week (5 weeks): 22.5 hours/week: Monday, Wednesday, and Friday: 7.5 hours daily.
Fall Semester (15 weeks): 22.5 hours/week: Monday, Wednesday, and Friday: 7.5 hours daily.
Spring Semester (15 weeks): 22.5 hours/week: Monday, Wednesday, and Friday: 7.5 hours daily.

Second Year:

Summer 8-week (8 weeks): 22.5 hours/week: Monday, Tuesday, Thursday, every other Friday:
7.5 hours each day (Class on campus on Wednesday).
Fall Semester (15 weeks): 22.5 hours/week Monday, Tuesday, and Thursday: 7.5 hours daily.
Spring Semester (15 weeks): 22.5 hours/week Monday, Tuesday, and Thursday: 7.5 hours daily.

***Days assigned are subject to change**

5. While assigned to the Clinical Education Site, the student will be rotated through the various areas of the Radiology Department.
6. Clinical rotation assignments primarily take place during weekday and daytime hours; however, there will be some weekend, afternoon, and midnight rotations scheduled.
7. Clinical rotation assignments are posted on the learning management system before the start of the semester and posted at each of the Clinical Education Sites.
8. There will be no change in the clinical rotation assignments without the permission of the Clinical Coordinator.
9. If the student is not actively engaged in performing procedures in their assigned area, they will assist technologists in other areas. When performing procedures in areas other than their assigned area, the student must inform the Clinical Preceptor and/or the supervising technologist of their location.
10. At the close of each clinical rotation, the technologist will complete an evaluation of the student.
11. Students are required to successfully complete clinical objectives for each rotation at the Clinical Education Site. Students are encouraged to coordinate their RADT course objectives with their clinical assignment.

Clinical Education Student Learning Outcomes

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 to:

1. Acquire competency and proficiency in radiologic diagnostic procedures.
2. Observe other imaging and therapeutic modalities such as CT, Ultrasound, MRI, Nuclear Medicine, and Radiation Therapy. Cardiovascular Procedures and Mammography rotations are electives.
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 the objectives for each clinical education course, which are 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 patients, themselves, and others.
8. Develop and practice appropriate interpersonal relationships with patients, other members of the health care team, patients' families, and others offering or requesting facility services without discrimination.
9. Acquire professional values and develop an appreciation for lifelong learning.
10. Develop critical thinking and problem-solving skills.
11. Always practice ethical conduct and professional behavior.
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 (see clinical forms).

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

Revision: 2013, 2024

Clinical Experience Log Records on Trajecsyst

Students will enter their daily logs into the cloud-based record-keeping system, Trajecsyst. Trajecsyst must be kept up to date and will be checked weekly by the Clinical Coordinator.

The collection of these records is part of the clinical education grade. As stated in the clinical education syllabus, incomplete or missing records will lower the grade.

The purpose of the daily log is to evaluate clinical experiences so that each student observes and performs a wide range of exams and has equitable exposure to them.

Missing time punches – If a student forgets to clock in/out, it will be counted as tardy.

Policy: 2007; Revision: 2012, 2013, 2016, 2017, 2022, 2023, 2024

Clinical Experience Site Assignments

Clinical 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 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 possession of drugs or alcohol while at the clinical site.
4. Will not engage in immoral conduct.
5. Will not divulge 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, 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 the 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 the clinical preceptor.

Clinical Dress Code and Professional Appearance for KSUA Students

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 (e.g., surgery) requires a different uniform. **Street clothes are not to be worn at the Clinical Education Setting.**

Required attire:

1. Clean and well-pressed uniforms or scrubs always. No jeans, stretch pants, or uniforms made of tee-shirt material. Fabric for all uniforms should be of a weight and weave that prevents undergarments from being visible. No T-shirts with writing on them (except 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, black, grey, or navy shirts may be worn under the standard Kent State uniform.
2. Clean and polished shoes. Shoes for all clinical education sites are to be white or black athletic tennis shoes (with muted/neutral colors or markings). No sling back, open-toed shoes, or canvas tennis 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, artificial, and nail tips are not permitted because they may injure patients and are unclean, as 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. Body Piercing
Earrings: One pair of small metal or white posts for pierced ears is to be worn in the 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.
 - b. Only 1 small necklace is permitted and should be thin and short in length.
 - c. Wedding band and/or engagement ring or other rings, but no more than 2 rings per hand.
 - d. Holiday pins are allowed.
9. **Tattoos must be covered.**
10. All students must follow the dress code: any student with an 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.

Policy: 2007; Revision: 2008, 2012, 2013, 2023

Clinical Education Setting: Phone and Electronic Devices

CLINICAL EDUCATION SITES

During all clinical education rotations, students' cell phones must be kept in their lockers or cars. There will be **ABSOLUTELY NO** cell phone use, including using a smartwatch as a phone or texting, except during an assigned break or lunch. **Under no circumstances will cell phone usage be allowed in any patient area with a live patient in the room, this includes smartwatches.**

Laptops: Using laptops or any other electronic device (e.g., iPad) during clinical will be determined by the site's Clinical Preceptor. A laptop is to be used only for studying and completing the RADT course homework. If a student is found surfing the internet, shopping, or watching videos. etc., during clinical hours, it will have the same consequences as using a cell phone and/or smartwatch.

If a student violates the clinical education cell phone and electronic device policy, the Clinical Preceptor or the Radiology Department Director will dismiss the student from the clinical education site as an unexcused absence. In this event, the student will be required to complete eight (8) full hours of 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 preceptor at the beginning of their assigned clinical time. The preceptor will direct the student accordingly.

This is a one-strike and you're out policy. No exceptions.

Clinical Direct and Indirect Supervision of Students and Repeat Policy

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology. The JRCERT 2021 Standards state that:

Standard 5.4

The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

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

Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures the patient's safety and proper educational practices.

Students **must be** directly supervised during surgical and all mobile, including mobile fluoroscopy procedures, regardless of the level of competency.

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 (except ODH Radiographers).

***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.

Evaluations by Students

Evaluations to be completed by students.

A. STUDENT SELF-EVALUATION OF CLINICAL EDUCATION (F-3)

Students will complete a self-evaluation each semester that will be reviewed by the clinical preceptor 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 (F-7)

Students will evaluate the Clinical Education Setting to which they are assigned at the completion of fall, spring & summer semester each year.

D. CLINICAL PRECEPTOR EVALUATION by the STUDENT (F-8)

Students will evaluate the Clinical Preceptor (s) each fall, spring & summer semester.

E. CLINICAL COORDINATOR EVALUATION by the STUDENT (F-9)

Students will evaluate the Clinical Coordinators each fall, spring, & summer semester.

F. PROGRAM DIRECTOR EVALUATION by the STUDENT (F-9.5)

Students will evaluate the Program Director once each year in the spring semester.

G. KSU 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.

A. STUDENT EVALUATION by the CLINICAL PRECEPTOR (F-12)

The Clinical Preceptor 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-11)

Technologists will evaluate students at the end of each rotation, provided they have spent enough time with that student. The evaluation is not given a grade, but it is closely examined and reviewed by the Clinical Preceptor 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 in each Clinical Education I-VI syllabi.

The Clinical Preceptor 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 (as designated by the ARRT but the decision is up to the Program Director). 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 Preceptor or appropriate radiographer will complete a proficiency evaluation to evaluate the student's performance on a previously completed competency examination. Students must complete the required proficiencies each semester as outlines in the clinical Education I-VI syllabi. 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 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.

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 before the extension was terminated.

B. Student requests 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 extensions 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.

Policy: 2007; Revision: 2008, 2012, 2013

Fluoroscopic Procedures: Fixed and Mobile Equipment

- A. Before entering the clinical education facilities, students will be educated in safe fluoroscopy practices to meet the requirements outlined by our governing body.
- B. Students must successfully complete and pass the fluoroscopy room/equipment checklist, fluoroscopy room competency sheet, and the fluoroscopy procedure competency form.
- C. 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 Preceptor, supervising technologist, or physician.
- D. Students can run the fluoroscopic machine for a fluoroscopy procedure with a certified technologist in the room.
- E. In Ohio, the clinical preceptor and all technologists must have a Radiographer License from the Ohio Department of Health (ODH) that allows them to perform fluoroscopy.
- F. An ODH General X-ray Machine Operator (GXMO) license forbids fluoroscopy and mobile radiography.

Policy: 2007; Revision: 2012, 2013, 2019, 2024

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 the midterm of the semester involved.
5. Early release is only applicable to **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 unavailable, but this is at the clinical preceptor's discretion. Also, for exit proficiency testing, there will be only one attempt for each examination. After a student unsuccessfully attempts an examination, this will result in 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 that 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 all objectives stated in the course syllabus. Which objectives the student will be physically asked to demonstrate is at the evaluator's discretion.

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 may be exposed to infectious diseases, injuries, 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 Site where the incident occurred.
 - d. Complete a communicable disease form that will be placed in the student's file.
 - e. In the event a student is diagnosed with a communicable disease, part 2 must be followed.
2. 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.
 - b. The student's confidentiality will be protected.
 - c. The Program Director will, in turn, notify the Clinical Preceptor, and they will counsel with the infection control department of the Clinical Education Site. 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.

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

Policies at the Clinical Education Sites are updated continuously.

Policy: 2007 KSUA. Last revision: 2022, 2025

Confidentiality Policy: Academic and Clinical Education

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.
4. Student files at the Clinical Education Site 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, in accordance with the Family Educational Rights 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 Complaint Policies will be followed.**

Health Policy and Background Check

1. Students must comply with the required health program of Kent State University, Ashtabula Campus, 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 a physical completed and uploaded into the CastleBranch portal before going to clinical sites. Students with a positive or inconclusive drug screen cannot be assigned to a clinical education site.
 - b. New students are required to submit negative TB testing and immunization records prior to attendance at the clinical site.
2. Students are not employees of the Clinical Education Setting and are not covered by workers' compensation.
3. Students are urged to provide their own health insurance coverage. The University does not provide free medical insurance coverage for students in clinical areas or on campus. Students may purchase health insurance coverage by contacting University Health Services at the Kent Campus. Students are responsible for payment of all bills incurred if an accident occurs at the campus or clinical site. Some clinical sites require the students to show proof of health insurance.
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. If a student experiences a change in health (i.e., fracture, surgery, etc.) after he/she begins clinical, then medical documentation will be necessary stating if a student is able to perform with no restrictions. If full duty is not possible, a conference among program officials will be held to discuss a plan for completing clinical assignments.
6. Due to the physical nature of the profession of Radiography, students may not be allowed to attend the 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 put a patient at risk. Some devices (splints, boots, etc.) may be permitted with approval from the physician and clinical coordinator. Open-toed or heel boots are not permitted at the clinical site. The Clinical coordinator must be notified immediately of any situation that prevents performance.
7. Students will be allowed to attend clinicals if they provide a full medical release and are able to meet all technical standards without restrictions.
8. A clinical education site may request a **drug screen at any time during clinical rotations. Positive drug screening will result in immediate dismissal from the program.**
9. New students are required to have both a state and federal **background check** before going to a clinical setting. Fast Fingerprints provides fingerprinting. The results are uploaded into Castle Branch portal. Applicants with a positive background check must seek advisement from the radiology program director prior to applying. Applicants will be advised to contact the American Registry of Radiologic Technologists Ethics Committee prior to the start of the program (www.arrt.org).
10. Kent State University campuses are smoke-free, tobacco-free sites. All clinical sites are smoke and tobacco-free areas.

Hepatitis “B” Immunization

The Occupational Safety and Health Administration (OSHA) has 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. Students may check with their health department, local hospital or physician to inquire about the immunization. Students may also check with the Clinical *Preceptor* 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. Students who choose to participate will be responsible for payment and submitting documentation in Castle Branch by the end of the first spring semester. Students who do not choose to participate in the immunization must sign a waiver (F-25) indicating this and submit it to Castle Branch by the end of Clinical Education I in the summer of the first year in the program. All students must comply with the requirements of their clinical education setting.

Incidents, Accidents, and Injuries Occurring at the Clinical Education Site

1. All incidents that occur while at the Clinical Education Site 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 should consult the Clinical Preceptor or supervisor for documentation and the proper procedure. Students will be required to follow the proper procedure for documenting incidents in the Clinical Education Site where the incident occurred.
4. Kent State University Ashtabula Campus and its affiliated Clinical Education Sites 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 Site. Some clinical sites require students to have health insurance.
5. While students are attending the Clinical Education Sites, they are not considered KSU or Clinical Education Site employees and, as such, are not covered under workers' compensation.

Malpractice Insurance

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

Students may choose to devote additional time at their assigned clinical education site during breaks between semesters, according to the company that provides 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 the policies within this handbook, including 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 preceptor 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 at a scheduled time will result in disciplinary action. This includes tardiness and absentee policies.
- Students will coordinate the area of rotation with the clinical coordinator and clinical preceptor (i.e., radiology, surgery, CT, etc.).
- Students are not allowed to be assigned additional time when the University is closed. (New Year's Day, MLK Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and days between Christmas Eve and New Year's Day).

Mobile Radiography Procedure Policy

CLINICAL SETTING

Under the supervision policy, students are **NOT** permitted to do mobile procedures **ALONE**. The reason is that a qualified radiographer must be in the immediate area for assistance.

Students may perform mobile exams under the **DIRECT** supervision of a qualified radiographer*.

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

ALL student radiographers must wear radiation-protection apparel (lead aprons) and a radiation-monitoring device when performing all mobile radiography examinations. **ALL** student radiographers shall stand back a minimum of six (6) feet from the patient and the x-ray source during exposures.

This policy is enforced throughout the program, regardless of whether the student has performed a mobile competency.

LAB SETTING – CAMPUS

Under the **DIRECT** supervision policy, students are **NOT** permitted to do mobile procedures **ALONE**. This policy is enforced within the campus lab setting.

Students may practice the safe operation of the mobile radiography unit within the Radiology Lab rooms. An instructor **MUST** always be physically present during the lab session while the mobile radiography unit is operating.

ONLY one (1) student and the instructor are permitted in the energized lab while an exposure is being made. **ALL** other students are to remain outside of the energized lab room and at a safe distance from the doorway to the energized lab. **ALL** other students may observe the examination through the leaded glass window.

ALL student radiographers **MUST** wear radiation protection apparel (lead aprons) and their radiation badges when performing ALL mobile radiography examinations. **ALL** student radiographers shall stand back a minimum of six (6) feet from the patient and the x-ray source during exposures.

While participating in campus interdisciplinary exercises where the mobile radiography unit may be necessary, **ONLY** patient positioning and tube alignment are permitted. Under **NO circumstances will a radiation-emitting** exposure be allowed. This exercise **MUST** always be observed by an instructor.

This policy is enforced throughout the program. This is a **zero-tolerance** policy.

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 program.

Radiation Monitoring Device Service

Clinical Setting & Campus Lab Setting

1. Students **must** always wear a radiation monitoring device while attending the **clinical education setting** and during their time in the **campus lab setting**. The **clinical education** monitoring device is a **collar badge**. 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 incurred by the program for the late submission of the radiation monitoring device to the 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 the clinical site without the exchange of a radiation monitoring device. Clinical time missed** due to non-compliance will be made up to receive a grade in **the course**. Students are not permitted to borrow the clinical education setting's guest badge.
4. The radiation monitoring device is to be worn on the body according to the clinical facility's recommendations (collar placement) and is to be replaced in the appropriate time.
5. **All radiation monitoring records** are kept in the **Clinical Coordinator's Office**. The records are monitored by the Clinical Coordinator. 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 reading**. 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 or designee** serves as the **Radiation Safety Officer**.
8. Radiation monitoring **services** are **paid for** 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 18 at the time of program entry.
10. Radiation **badge guidelines** are provided in the **Clinical Education Course Syllabi** and the **Radiographic Procedures Course Syllabi**.

Radiation Monitoring Device Excessive Reading

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, the following steps should be taken: 120 mRem (1.2 mSv)/quarter.

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 Preceptor, will review these methods with the student in a radiographic, mobile, and fluoroscopic setting.
3. Any student who has received an exposure reading of greater than the allowable limits of 1.2 mSv (120 mrem) per quarter 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 (Link to [Standards for Protection Against Radiation](#)). Students must notify the Program Director if they are under 18 at the time of program entry.

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 ensure that proper clinical supervision prevails.

The purpose of this policy is to ensure radiation protection for patients by reducing repeat exposures.

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

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

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 **always worn** properly when assigned to **the clinical setting and/or campus lab setting** and follows both the clinical setting's policies and campus lab policies.
- B. Students **wear lead aprons** and **lead gloves whenever necessary** at **both the clinical education site** and the **campus lab site**.
- C. **Pregnant students** will follow all **program clinical education sites' policies and procedures** and **campus lab 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, themselves, and others in the clinical setting**, as well as to **minimize radiation** exposure to **themselves and others** in the **campus lab setting**.
- 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, if 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**, either at the **clinical setting** or **campus lab setting**.
- I. Students will **NOT HOLD** any patients for a radiographic procedure **at the clinical site**, nor will they **HOLD** for any radiographic procedures **within the campus lab setting**.
- J. Students will **follow** all **policies** regarding **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.

- A. Students will complete the educational class on safe MRI practices prior to entry to the clinical sites.

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 who 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 themselves, 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 Kent State University Policy, especially areas concerning student conduct regulations for student behavior that must be followed at the university and the clinical sites.

Tardiness: Clinical Education Setting

1. Students must be at the Clinical Education Setting in their assigned area before the start of the assigned clinical time. Students who report to the assigned area at the Clinical Education Setting after their assigned time (without a written excuse) will be considered tardy, and time exceeding 5 minutes will be made up.
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 preceptor to ensure 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 final grade in the radiologic technology course is a C- or lower, the student will be dismissed from the program.

Venipuncture/Injections in the Clinical Education Site

Rationale

1. Venipuncture is within the scope of practice for Radiologic Technologists. In addition, competency in venipuncture is required by the American Registry of Radiologic Technologists (ARRT) for candidates to be eligible to sit for the radiography certification examination.
2. 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, including phlebotomy and IV placement, prior to completion of the program. This competency is particularly important if the graduate is to practice in a department or environment where no radiology nurses are available.

Policy

1. Students are not allowed to perform any venipuncture or injections on patients. 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 who 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 include, but are not limited to:
 - Site preparation
 - Sterile technique
 - Demonstration of successful venipuncture (may include practice on a mannequin), to include return.

Professional Conduct Policy

1. I, _____ (Print Name) am aware of the University Policy 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, **2026-2028**. I agree to follow the guidelines that have been put forth in these above-mentioned documents.

Signature _____

Date _____

1. I am aware of the University Policy and understand that I may refer to this document for questions concerning the University procedures. Available at the following link to [Code of Student Conduct](#).
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 _____

Agreement of Policies and Procedures

I understand the policies and procedures presented in the student Handbook for 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.

Print Student Name _____

Student Signature _____

Date _____

Program Director's Signature _____

Date _____

Clinical Coordinator's Signature _____

Date _____