ASSOCIATE OF APPLIED SCIENCE DEGREE IN
RADIOLOGIC TECHNOLOGY

STUDENT HANDBOOK

COLLEGE OF APPLIED AND TECHNICAL STUDIES (CATS)

DIVISION OF HEALTH PROFESSIONS

CLASS: 2021-2023

Start: June 10, 2021  Graduation: May 12, 2023

- 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.
- This handbook was reviewed and edited in April 2021.
# Table of Contents

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Page Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>5</td>
</tr>
<tr>
<td>Kent Officials/Administration</td>
<td>6</td>
</tr>
<tr>
<td>Radiologic Technology Administration and Faculty</td>
<td>7</td>
</tr>
<tr>
<td>Clinical Preceptors</td>
<td>8-12</td>
</tr>
<tr>
<td>Mission Statement of the Radiologic Technology Program</td>
<td>13</td>
</tr>
<tr>
<td>Goals and Learning Outcomes of the Radiologic Technology Program</td>
<td>14</td>
</tr>
<tr>
<td>Radiologic Technology 2 Year Sequence of Courses</td>
<td>15</td>
</tr>
<tr>
<td>Course Descriptions for Radiologic Technology Curriculum</td>
<td>16-17</td>
</tr>
<tr>
<td>Teaching Assignments for the Radiologic Technology courses</td>
<td>22</td>
</tr>
<tr>
<td>ARRT Code of Ethics</td>
<td>23</td>
</tr>
<tr>
<td>Radiologic Technology Program Advisory Committee Members</td>
<td>24-25</td>
</tr>
<tr>
<td>Introduction to the Radiologic Technology Program</td>
<td>26</td>
</tr>
<tr>
<td>History of the Program</td>
<td>26</td>
</tr>
<tr>
<td>Academic Standards</td>
<td>27</td>
</tr>
<tr>
<td>Accidents and injuries occurring at the Clinical Education Setting</td>
<td>28</td>
</tr>
<tr>
<td>Accreditation of the Radiologic Technology Program: JRCERT</td>
<td>29</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>30-37</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation</td>
<td>37</td>
</tr>
<tr>
<td>Cheating and Plagiarism</td>
<td>38-39</td>
</tr>
<tr>
<td>Clinical Education Hours and Rotation</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Education Student Learning Outcomes</td>
<td>41</td>
</tr>
<tr>
<td>Clinical Experience Record, Site Assignments</td>
<td>42</td>
</tr>
<tr>
<td>Clinical Conduct Policy</td>
<td>43</td>
</tr>
<tr>
<td>Clinical Placement of Students Policy</td>
<td>44-45</td>
</tr>
<tr>
<td>Clinical Supervision of Students Policy</td>
<td>46</td>
</tr>
<tr>
<td>Communicable Disease Policy</td>
<td>47</td>
</tr>
<tr>
<td>Conduct Regulations for Student Behavior at Kent State University</td>
<td>48-60</td>
</tr>
<tr>
<td>Confidential Information</td>
<td>61</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>62-63</td>
</tr>
<tr>
<td>Dress Code and Appearance at Clinical Sites</td>
<td>64</td>
</tr>
<tr>
<td>Due Process/Grievance Procedure</td>
<td>65-67</td>
</tr>
<tr>
<td>Early Release from a Clinical Education Course</td>
<td>68</td>
</tr>
<tr>
<td>Equal Opportunity Policy – Unlawful Discrimination and Harassment</td>
<td>69-71</td>
</tr>
<tr>
<td>Evaluations by Students</td>
<td>72-73</td>
</tr>
<tr>
<td>Examination Policy</td>
<td>74</td>
</tr>
<tr>
<td>Extension of a Clinical Education Course</td>
<td>75</td>
</tr>
<tr>
<td>First Year Assessment Test</td>
<td>76</td>
</tr>
<tr>
<td>Fluoroscopic Procedures/Fixed and Mobile Equipment</td>
<td>76</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>77</td>
</tr>
<tr>
<td>SECTION</td>
<td>Page Number(s)</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Guidance and Counseling Services</td>
<td>78</td>
</tr>
<tr>
<td>Health Policy and Background Check</td>
<td>79</td>
</tr>
<tr>
<td>Hepatitis &quot;B&quot; Immunization</td>
<td>80</td>
</tr>
<tr>
<td>Inclement Weather/Emergencies/Disaster</td>
<td>81</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>82</td>
</tr>
<tr>
<td>Mobile Radiography Procedure Policy</td>
<td>83</td>
</tr>
<tr>
<td>National Certification (ARRT)</td>
<td>84</td>
</tr>
<tr>
<td>Phones and Electronic Devices</td>
<td>85-86</td>
</tr>
<tr>
<td>Pregnant Patient Procedure Policy</td>
<td>87</td>
</tr>
<tr>
<td>Pregnancy Policy</td>
<td>88-89</td>
</tr>
<tr>
<td>Professional Conduct Policy</td>
<td>90</td>
</tr>
<tr>
<td>Professional Societies</td>
<td>91</td>
</tr>
<tr>
<td>Program Complaint Resolution Policy</td>
<td>92</td>
</tr>
<tr>
<td>Radiation Monitoring Device Service</td>
<td>93-94</td>
</tr>
<tr>
<td>Radiologic Technology Club</td>
<td>95</td>
</tr>
<tr>
<td>Remedial Work Policy</td>
<td>96</td>
</tr>
<tr>
<td>Repeat Policy for Radiographic Images</td>
<td>97</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>98</td>
</tr>
<tr>
<td>Student Employment</td>
<td>99</td>
</tr>
<tr>
<td>Student Records</td>
<td>100</td>
</tr>
<tr>
<td>Student Re-Entry Policy</td>
<td>101</td>
</tr>
<tr>
<td>Student Representatives on the Advisory Committee</td>
<td>102</td>
</tr>
<tr>
<td>Student Responsibility Guidelines and Expectations for Students</td>
<td>103</td>
</tr>
<tr>
<td>Student Safety Policy</td>
<td>104-105</td>
</tr>
<tr>
<td>Student Smoking/Chewing of Tobacco/E &amp; Vapor Cigarettes Policy</td>
<td>106</td>
</tr>
<tr>
<td>Student Transfer Policy</td>
<td>107-108</td>
</tr>
<tr>
<td>Students with Disabilities Policy</td>
<td>109</td>
</tr>
<tr>
<td>Tardiness</td>
<td>110-111</td>
</tr>
<tr>
<td>Textbooks</td>
<td>112-115</td>
</tr>
<tr>
<td>Transportation</td>
<td>116</td>
</tr>
<tr>
<td>Venipuncture/Injections in the Clinical Education Setting</td>
<td>117</td>
</tr>
<tr>
<td>Professional Conduct Policy/University &amp; Program Policy Acceptance Form</td>
<td>118</td>
</tr>
<tr>
<td>Handbook Acceptance Form</td>
<td>119</td>
</tr>
</tbody>
</table>
APPENDIX I - Program Forms and Clinical Objectives
A. Program Forms  
B. Clinical Objectives

APPENDIX II - KSU Clinical Competency Evaluation System
A. Guidelines for Competency/Proficiency Evaluations  
B. Minimum Competency Requirements for each semester  
C. List of Competencies that may be performed each semester  
D. Projection/Position Requirements for each competency/proficiency exam  
E. Competency and Proficiency Evaluation Form + Scoring & Directions  
F. Student Record of Competencies/Proficiencies  
G. Competency Remedial Action Form

APPENDIX III - KSU Clinical Education Courses
A. Grading Procedure for Clinical Education Courses  
B. Sample Clinical Education Grade Sheet  
C. Clinical Education Attendance Record Sheet  
D. Student Self-Evaluation of Clinical Education

APPENDIX IV - Joint Review Committee on Education in Radiologic Technology (JRCERT)
A. Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT) View online at www.jrcert.org

APPENDIX V - American Registry of Radiologic Technologists (ARRT)
A. Content Specifications from the ARRT  
B. Task Inventory for Radiography  
C. ARRT Eligibility Requirements Form

APPENDIX VI - Kent State University (KSU)
A. KSU University Calendar  
B. Requirement Sheet for the Associate of Applied Science Degree in Radiologic Technology  
C. Radiologic Technology Application Packet  
D. Agreement of Policies/Procedures of the KSU Radiologic Technology Student Handbook
On behalf of the faculty and staff of Kent State University Ashtabula, I welcome you to the Radiologic Technology program. I believe you will find the program to be both challenging and rewarding.

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

http://www.kent.edu/studentconduct/conduct

http://www.kent.edu/policyreg

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

Sincerely,

Susan J. Stocker
Dean
Administration

Kent State University Ashtabula Campus

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

Kevin Deemer, MLS
Assistant Dean
Kent State University Ashtabula Campus

Julie Senita, Ph.D., MSN, RN
Senior Program Director, Nursing and Allied Health
Kent State University Ashtabula Campus

Kent State University – College of Applied and Technical Studies (CATS)

Peggy Shadduck, Ph.D.
Vice President for Regional Campuses & CATS College Dean
Administrative Offices
3rd Floor, Library, Kent Campus

Kent State University - Administration

Todd A. Diacon, Ph.D.
President
Kent State University
Administrative Offices
2nd Floor, Library, Kent Campus

Melody Tankersley, Ph.D.
Senior Vice President for Academic Affairs and Provost
Kent State University
Administrative Offices
2nd Floor, Library, Kent Campus

Revised 2021
Radiologic Technology Administration and Faculty

**Program Director**


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tmcclis1@kent.edu  
Office 117

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Office Phone: (440) 964-4374  
gkeener@kent.edu  
Office 119

**Instructors**

Stacy Beck, M.P.H., R.T. (R)

Office Phone: (440) 964-4281  
spetiya@kent.edu  
Office 118

Jenna Senita Saksa, B.R.I.T., R.T. (R)

jsenita1@kent.edu  
Adjunct Office
## Clinical Education Settings

### Clinical Preceptors

<table>
<thead>
<tr>
<th>Setting</th>
<th>Preceptors</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ashtabula County Medical Center (5)</strong></td>
<td>Tito Hernandez RT(R), Jessica Baldwin RT(R)</td>
<td>8:00 am - 4:00 pm</td>
</tr>
<tr>
<td>2420 Lake Ave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ashtabula, OH 44004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 440-997-6686</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ACMC Family Health Center (Plaza)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2259 Lake Ave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ashtabula, OH 44004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 440-997-7654</td>
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<td></td>
</tr>
</tbody>
</table>

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

**ACMC – Conneaut Family Health Center (1)**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Preceptor</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>354 West Main Rd.</td>
<td>Karen Spence RT (R) (M)</td>
<td>8:00 am – 4:00 pm</td>
</tr>
<tr>
<td>Conneaut, OH 44030</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 440-599-2262</td>
<td></td>
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</tr>
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</table>

Clinical Preceptor: Karen Spence RT (R) (M)
Clinical Hours: 8:00 am – 4:00 pm

**ACMC – Jefferson Family Health Center (1)**

<table>
<thead>
<tr>
<th>Setting</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>234 N. Chestnut St.</td>
<td>Nicole Bagliore RT (R)</td>
<td>8:00 am – 4:00 pm</td>
</tr>
<tr>
<td>Jefferson, OH 44047</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 440-576-8933</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clinical Preceptor: Nicole Bagliore RT (R)
Clinical Hours: 8:00 am – 4:00 pm

**Lake Health Madison Medical Campus (1)**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Preceptors</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6270 N. Ridge Road</td>
<td>Wendy Gluvna RT(R)(M), Jennifer Adams RT(R)(CT), Chris Turner RT (R)(CT)</td>
<td>8:00am – 4:00pm</td>
</tr>
<tr>
<td>Madison, Ohio 44057</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 440-428-6800</td>
<td></td>
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</tr>
</tbody>
</table>

Clinical Preceptors: Wendy Gluvna RT(R)(M), Jennifer Adams RT(R)(CT), Chris Turner RT (R)(CT)
Clinical Hours: 8:00am – 4:00pm

**Lake Health Mentor Medical Campus (3)**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Preceptor</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>9485 Mentor Ave. Suite 4</td>
<td>Karen Abbey RT (R) (M)/Veronica Klebe RT (R)</td>
<td>8:00am – 4:00pm</td>
</tr>
<tr>
<td>Mentor, Ohio 44060</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 440-974-6800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Clinical Education Settings

Clinical Preceptors

Lake Health System Tripoint Medical Center (2)
7590 Auburn Road
Concord, Ohio 44077
Phone: 440-354-1680

Clinical Preceptor: Molly Messner RT (R)
Clinical Hours: 8:00am – 4:00pm

Lake Health West Medical Center (8)
36000 Euclid Ave.
Willoughby, Ohio 44094
Phone: 440-953-6041

Clinical Preceptors: Julie Molinyawe RT (R) (M), Christopher Iskander RT (R)
Clinical Hours: 8:00am – 4:00pm

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

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

St. Vincent Charity Hospital (6)
2351 E. 22nd Street
Cleveland, OH 44115
Phone: 216-363-2592

Clinical Preceptor: Janelle Swann RT (R)
Clinical Hours: 8:00 am – 4:00 pm

UH Ahuja Medical Center (4)
3999 Richmond Road
Beachwood, Ohio 44122
Phone: 216-593-1457

Clinical Preceptor: Timothy Volk RT (R)
Clinical Hours: 8:00 am – 4:00 pm
Clinical Education Settings

Clinical Preceptors

**UH Conneaut Medical Center** (6)
158 W. Main St.
Conneaut, OH 44030
Phone: 440-593-0150

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

**UH Euclid Health Center** (2)
18599 Lakeshore Blvd. Suite 700
Euclid, Ohio 44119
Phone: 216-383-5992

Clinical Preceptor: Ashley Rutledge RT (R)
Clinical Hours: 8:00am – 4:00pm

**UH Geauga Medical Center** (7)
13207 Ravenna Rd.
Chardon, OH 44024
Phone: 440-285-6386

Clinical Preceptor: Megan Scribben RT (R)(BD)
Clinical Hours: 8:00 am – 4:00 pm

**UH Geneva Medical Center** (5)
870 W. Main St.
Geneva, OH 44041
Phone: 440-415-0165

Clinical Preceptor: Dan Luoma RT (R) (CT) (BD)
Clinical Hours: 8:00am – 4:00pm

**UH Landerbrook (Mayfield Hts.) Health Center** (1)
5850 Landerbrook Dr.
Mayfield Hts., OH 4412
Phone: 440-646-2324

Clinical Preceptor: Sandra Battaglia-Kobe RT (R)
Clinical Hours: 8:00am - 4:00pm (Not taking students at this time due to Covid)
Clinical Education Settings

Clinical Preceptors

UH Madison Health Center (1)
701 N. Lake St.
Madison, Ohio 44057
Phone: 440-428-5593

Clinical Preceptor: Nicole Anderson RT (R) (CT)
Clinical Hours: 8:30/9:00 am – 4:30/5:00pm (Limited hours due to Covid)

UH Mayfield Village Health Center
730 SOM Center Road
Mayfield Village, OH 44143
Phone: 440-446-9800

Clinical Preceptor: Sandra Battaglia-Kobe RT (R)
Clinical Hours: 8:30am - 4:30pm

UH Painesville Health Center (1)
470 Bacon Rd.
Painesville, Ohio 44077
Phone: 440-354-4487

Clinical Preceptor: Melody Leasko RT (R)
Clinical Hours: 8:00am – 4:00pm (Temporary closure due to COVID)

UH Richmond Medical Center (3)
27100 Chardon Rd.
Richmond Hts., OH 44143
Phone: 440-585-6120
Clinical Preceptors: Kevin Seekely RT (R) (CT), Jill Benes RT (R)
Clinical Hours: 8:00am – 4:00pm

UH Twinsburg Health Center (1)
8819 Commons Blvd. Suite 103
Twinsburg, OH 44087
Phone: 330-486-9686
Clinical Preceptor: Lindsey Coppock RT (R) (CT)
Clinical Hours: 8:00am -4:00pm
Clinical Education Settings

Clinical Preceptors

UH Westlake Health Center (3)
960 Clague Rd.
Suite 1100B
Westlake, OH 44115
Phone: 440-250-2100
Clinical Preceptor: Heather Miller RT (R) (CT)
Clinical Hours: 8:00am – 4:00pm
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 attitudes to become qualified, professional practitioners who provide quality service and care to the community and to prepare students for the changing needs of the profession. Kent State University transforms lives and communities through the power of discovery learning and creative expression in an inclusive environment.
Goals and Student Learning Outcomes of the Radiologic Technology Program

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

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

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

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

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

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

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

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

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

Student Learning Outcome
1. Students will successfully complete assessment exams on the first attempt.
## Radiologic Technology Two Year Sequence of Courses

<table>
<thead>
<tr>
<th>1st Summer</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hour</th>
<th>Days of the Week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Summer I</strong></td>
<td>*AHS 24010 (or)</td>
<td>*Medical Terminology (or)</td>
<td>1</td>
<td>Online</td>
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<tr>
<td>Semester</td>
<td>*HED 14020</td>
<td>*Medical Terminology</td>
<td>3</td>
<td>Online</td>
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<td></td>
<td>*UC 10097</td>
<td>*Destination Kent State 1st year experience</td>
<td>1</td>
<td>See course schedules.</td>
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<tr>
<td></td>
<td>RADT 14003</td>
<td>Introduction to Radiologic Tech.</td>
<td>2</td>
<td>T, W, R, F</td>
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</tbody>
</table>

| 1st Summer | | | 4-6 | |
| **First Year** | | | | |
| **Summer III** | *Hum/Fine Art | *Kent Core Humanities or Fine Art | 3 | See course schedules. |
| Semester | RADT 14005 | Clinical Education I (begins 5th week of Summer I) | 1 | M, R; F: 7.5 hours each day |
| | RADT 14006 | Radiographic Procedures I | 1 | T, W |

| Semester One | | | | |
| **First Year** | | | | |
| **Fall Semester** | *BSCI 11010 | *Anatomy & Physiology I for Allied Health | 3 | T, R |
| | RADT 14015 | Clinical Education II | 3 | M, W, F: 7.5 hours each day |
| | RADT 14016 | Patient Care Management | 2 | T, R |
| | RADT 14018 | Imaging Equipment | 2 | T, R |
| | RADT 14021 | Radiographic Procedures II | 4 | T, R |

| Semester Two | | | | |
| **First Year** | | | | |
| **Spring Semester** | *CHEM 10050 (or) | *Fundamentals of Chemistry (or) | 3 | T, R |
| | *CHEM 10055 | *Molecules of Life | 3 | T, R |
| | *BSCI 11020 | *Anatomy & Physiology II for Allied Health | 3 | T, R |
| | RADT 14024 | Radiographic Procedures III | 4 | T, R |
| | RADT 14025 | Clinical Education III | 3 | M, W, F: 7.5 hours each day |
| | RADT 14034 | Image Acquisition & Processing | 2 | T |

| 2nd Summer | | | | |
| **Second Year** | | | | |
| **Summer II** | *ENG 11011 | *College Writing, I | 3 | See course schedule. |
| Semester | RADT 14085 | Clinical Education IV | 2 | M, T, W: 7.5 hours/day |
| | | R Class day (campus) | | |

| Semester Three | | | | |
| **Second Year** | | | | |
| **Fall Semester** | *MATH 11009 (or) | * Modeling Algebra (or) | 4 | TBA |
| | *MATH 11010 | * Algebra for Calculus | 3 | TBA |
| | RADT 24014 | Advanced Imaging | 2 | W |
| | RADT 24008 | Radiobiology and Radiation Protection | 3 | W, F |
| | RADT 24015 | Clinical Education V | 3 | M, T, R: 7.5 hours each day |
| | RADT 24016 | Imaging Physics | 2 | W, F |

| Semester Four | | | | |
| **Second Year** | | | | |
| **Spring Semester** | *PSYC 11762 | *General Psychology | 3 | W, F |
| | RADT 24028 | Radiologic Pathology | 3 | W, F |
| | RADT 24025 | Clinical Education VI | 3 | M, T, R: 7.5 hours each day |
| | RADT 24048 | Elective: Radiologic Techniques | 3 | W, F |
| | RADT 24058 | Elective: Diversified Employment Skills | 3 | W, F |

| | | | 9-15 | |

* Students may complete Foundational Anatomy and Physiology I and II (BSCI 11010, 11020) or Anatomy and Physiology I and II (BSCI 21010, 21020) with a C or better prior to the program start. They must be completed within 5 years of the program start. Also, BSCI 11010, 11020 must be completed with a grade of C or better prior to the start of the second year of the program or the result will be program dismissal.

** CLINICAL HOURS: ** A clinical day consists of 7.5 hours on the three clinical days of the week during fall and spring semesters. This time does not include the 0.5-hour lunch break. ** Note:** Students will be assigned clinical rotations for some weekend, afternoon and midnight shifts throughout the program.

All Radiologic Technology (RADT) courses require admittance into the program and follow the prescribed sequence.
Course Descriptions for Radiologic Technology Curriculum

RADT 14003  Introduction to Radiologic Technology  (2 credit hours)  Summer I

Introduction to radiologic technology program, general anatomy, radiographic procedures, imaging equipment and

techniques, radiation protection, professional organizations and clinical education. Prerequisite: Admission to technical

study; and radiologic technology major.

1.5 lecture hours and 0.5 lab hours

RADT 14005  Clinical Education I  (1 credit hour)  Summer I/III

Supervised observation and experience at the clinical education site with emphasis on clinical practice of basic skills of

radiologic technology and the exams covered in Radiographic Procedures I (chest and abdomen). Student is assigned to

the clinical education site for 15 hours per week for 7.5 weeks in summer. Prerequisite: None. Corequisite: None.

2.5 lab hours and 5.0 other hours

RADT 14006  Radiographic Procedures I  (1 credit hours)  Summer III

Introduction to radiographic procedures and positioning of the chest and abdomen. Prerequisites: None. Corequisite:

None.

2.0 lab hours

RADT 14015  Clinical Education II  (3 credit hours)  Fall

Continuation of Clinical Education I with emphasis on skeletal radiography that includes upper and lower extremities,

shoulder and pelvic girdles, vertebral spine and bony thorax. Student is assigned to the clinical site 22.5 hours per week.

Prerequisites: RADT 14005 and RADT 14006.

7.5 lab hours and 15 other hours

RADT 14016  Patient Care Management  (2 credit hours)  Fall

Patient interactions and communication, human diversity, patient histories, medical legal issues, patient safety and

transfer, vital signs and oxygen administration, infection control and sterile techniques, contrast media, tubes and lines,

medical emergencies and pharmacology are topics covered. Prerequisite: RADT 14003 with a minimum grade of C (2.00)
or better.

1.0 lecture hours and 2.0 lab hours

RADT 14018  Imaging Equipment  (2 credit hours)  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. Prerequisites: None.

1.8 lecture hours and 0.2 lab hours
Course Descriptions for Radiologic Technology Curriculum

**RADT 14021  Radiographic Procedures II**  (4 credit hours)  Fall
Radiographic anatomy, positioning and image evaluation of the upper extremities, shoulder girdle, lower extremities, pelvic girdle, vertebral spine and bony thorax. Prerequisite: None.  3.0 lecture hours and 2.0 lab hours

**RADT 14024  Radiographic Procedures III**  (4 credit hours)  Spring
Radiographic anatomy, positioning, procedures and image evaluation of the gastrointestinal, biliary, and urinary systems, and skull and facial bones positioning. Prerequisite: BSCI 11010 or ATTR 25057 or EXSC 25057; and RADT 14021. Corequisite: RADT 14025.  3.0 lecture hours and 2.0 lab hours

**RADT 14025  Clinical Education III**  (3 credit hours)  Spring
Continuation of Clinical Education II with emphasis on clinical practice of previous course content plus digestive, biliary and urinary procedures, as well as skull and facial bones positioning. Students assigned to clinical education setting 22.5 hours per week. Prerequisites: RADT 14015. Corequisite: RADT 14024.  7.5 lab hours and 15 other hours

**RADT 14034  Image Acquisition & Processing**  (2 credit hours)  Spring
Study of the technical factors and process of image acquisition, factors affecting image quality, processing of digital images and data management. Prerequisite: RADT 14018.  1.0 lecture hour and 2.0 lab hours

**RADT 14085  Clinical Education IV**  (2 credit hours)  Summer II
Continuation of Clinical Education III with emphasis on clinical practice of content in previous clinical courses. More emphasis on independent clinical practice of procedures previously mastered. Clinical and lab time is equivalent to 262.5 hours. Prerequisites: RADT 14025.  2.5 lab hours and 15 other hours

**RADT 24008  Radiobiology and Radiation Protection**  (3 credit hours)  Fall
Biological aspects of radiation, radiation interaction with matter, minimizing patient radiation exposure, and personnel protection are topics covered. Prerequisites: BSCI 11010 and 11020 or BSCI 21010 and BSCI 21020, or ATTR 25057 and ATTR 25058, or EXSC 25057 and EXSC 25058; and RADT 14003. Corequisite: RADT 24015.  3.0 lecture hours
Course Descriptions for Radiologic Technology Curriculum

RADT 24014 Advanced Imaging (2 credit hours) Fall

Procedures and equipment used in advanced imaging modalities including fluoroscopy, mammography, CT, MRI, interventional imaging, nuclear medicine, PET imaging, diagnostic medical sonography, radiation therapy and fusion studies as well as quality assurance. Prerequisites: RADT 14025. 2.0 lecture hours

RADT 24015 Clinical Education V (3 credit hours) Fall

Continuation of Clinical Education IV with emphasis on clinical practice of content of previous courses. More emphasis on independent clinical practice previously mastered. Students assigned to clinical education setting 22.5 hours per week and rotates to special medical imaging areas. Prerequisites: None. Corequisite: RADT 24014. 7.5 lab hours and 15 other hours

RADT 24016 Imaging Physics (3 credit hours) 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. Prerequisites: RADT 14018. 3.0 lecture hours

RADT 24025 Clinical Education VI (3 credit hours) Spring

Continuation of Clinical Education V with emphasis on mastery of clinical procedures. Students assigned to clinical education site 22.5 hours per week. Prerequisites: None. 7.5 lab hours and 15 other hours

RADT 24028 Radiologic Pathology (3 credit hours) Spring

Disease processes and the pathologies associated with each anatomical system are described and their application to all imaging modalities in the radiologic and imaging sciences. Prerequisites: Radiologic technology (RADT) major; and admission to technical study; and HED 14020; and BSCI 11010 and BSCI 11020 all with a minimum grade of C (2.0). Corequisite: RADT 24025. 3.0 lecture hours
Course Descriptions for Radiologic Technology Curriculum

**ELECTIVE COURSES in Radiologic Technology:**

- **RADT 24058**  Diversified Employment Skills: (3 credit hours)  Spring 2nd Year
  
  Course features multiple topics in medical imaging to prepare graduates for employment in healthcare. Prerequisite: RADT 14016.
  
  3.0 lecture hours

- **RADT 24096**  Individual Investigation in Radiologic Technology (1 credit hour)  Spring 1st & 2nd Year
  
  Directed research of special interest or need in the student’s program. A research paper will be written on an assigned topic in radiologic technology. Prerequisite: Admission to technical study; and RADT 14003 with a minimum C grade; and radiologic technology major.
  
  3.0 other hours

- **RADT 24196**  Individual Investigation in Advanced Readings in Radiologic Technology (3 credit hours)  Spring 1st & 2nd Year
  
  (Repeatable for credit) Course permits scholarly activities for research, study and summary of medical journal articles. Information aids in understanding recent advancements in medical imaging. Prerequisite: Admission to technical study; and radiologic technology major.
  
  3.0 other hours

- **RADT 24048**  Radiographic Techniques: (3 credit hours)  Spring 2nd Year
  
  Review of radiologic technology to include patient care, anatomy and physiology, radiologic procedures, equipment and image production, radiologic physics, and radiation protection in preparation for the radiography certification exam. Prerequisite: None.
  
  3.0 lecture hours
Course Descriptions for Radiologic Technology Curriculum

Other Courses required by Radiologic Technology Students:

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

**BSCI 11010 Foundational Anatomy & Physiology I** (3 credit hours) Fall

Anatomy and physiology to include organization of the human body, cells, tissues, organs and systems, integumentary, skeletal, muscular, circulatory and respiratory systems and overviews of the nevous and circulatory system.

**BSCI 11020 Foundational Anatomy & Physiology II** (3 credit hours) Spring

Anatomy and physiology of the circulatory, digestive, urinary, nervous, endocrine and reproductive systems.

**CHEM 10050 Fundamentals of Chemistry** (3 credit hours) Spring

Basic concepts of chemistry (including atomic structure, chemical bonding, and reactions) necessary for courses in elementary organic chemistry and physiologic chemistry. Prerequisite: Minimum 16 ACT math score or MATH 10675 or MATH 11009 or MATH 11010 or MATH 11012 or MATH 12002 or MATH 12011 or MATH 12021.

OR

**CHEM 10055 Molecules of Life** (3 credit hours) Spring

An integrated introduction to molecular systems and their participation in the processes of life. Prerequisite: None

**ENG 11011 College Writing I** (3 credit hours) Summer

The study and practice of academic writing, including an introduction to rhetorical principles, the writing process, critical reading, research, and technology. Students with a GED Reasoning Through Language Arts score of 165 or higher to contact the department for approval. Prerequisite: ACT English score of 18-25; or SAT Evidence Based Reading and Writing score of 480-590; or Accuplacer Reading Comprehension score of 80 or higher and WritePlacer score of 4; or WritePlacer score 5 or higher.

**AHS 24010 Medical Terminology** (1 credit hour) Summer I

Terminology utilized by the medical profession. Emphasis is on definition, spelling, pronunciation and correct usage of terms. Prerequisite: none.

OR

**HED 14020 Medical Terminology** (3 credit hours) Summer I

Identification of the meaning of various roots and terms and combining forms that are components of medical words, including anatomical, physiological, and pathological therapeutic terminology and implications for health literacy. Prerequisite: none
Course Descriptions for Radiologic Technology Curriculum

OTHER COURSES REQUIRED BY RADIOLOGIC TECHNOLOGY STUDENTS:

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

MATH 11009 Modeling Algebra (4 credit hours) Fall
(Equivalent to MATH 10772) Study of algebra arising in the context of real-world applications, including linear, polynomial, exponential and logarithmic functions. Intended for students not planning to take calculus.

OR

MATH 11010 Algebra for Calculus (3 credit hours) Fall
(Equivalent to MATH 10675 or MATH 10775) Course includes an extensive and rich immersion into the structure of functions. Routine analysis includes discussion of domain, range, zeros, general function behavior (increasing, decreasing, extrema, etc). Operations with functions, including addition, subtraction, multiplication, division, composition and inversion. Functions are studied as a tool to analyze rates of change in real-world scenarios. Emphasis is on linear, polynomial, exponential and rational function, with an extensive problem-solving component. Prerequisite: Minimum 55 ALEKS math score; or MATH 10772 or MATH 11009 with a minimum B grade.

PSYC 11762 General Psychology (3 credit hours) Spring
Introduction to the scientific approach to understanding of human behavior and mental processes such as emotions, perceptions and cognition. Topics may include personality, social and environmental factors, biological aspects of behavior and the experience of emotion and psychological disorders. Prerequisite: none.

US 10097 Destination Kent: First Year Experience (1 credit hour) Summer I
(Equivalent to UC 10002 or UC 20007) Course assists students in making a successful academic transition to the university through experiential or intellectually engaging discipline-based content. Required of all first-year students. Not required of transfer students with 25 or more credit hours. Prerequisite: none.
# Teaching Assignments for Radiologic Technology Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Number</th>
<th>Course</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>First Year</td>
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<tr>
<td>Summer I</td>
<td>RADT 14003</td>
<td>Introduction to Radiologic Technology</td>
<td>Tammy McClish, Stacy Beck,</td>
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<tr>
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<td>Guy Keener, Jenna Senita Saksa</td>
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<td>Summer I/III</td>
<td>RADT 14005</td>
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<td>Guy Keener</td>
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<td>Summer III</td>
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<td>Radiographic Procedures I</td>
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<td>Patient Care Management</td>
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<td>RADT 14018</td>
<td>Imaging Equipment</td>
<td>Stacy Beck</td>
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<td>Spring</td>
<td>RADT 14034</td>
<td>Image Acquisition and Processing</td>
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<td>Radiologic Pathology</td>
<td>Stacy Beck</td>
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<td>Spring</td>
<td>RADT 24048</td>
<td>Elective: Radiologic Techniques (Testing)</td>
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<tr>
<td>Spring</td>
<td>RADT 24058</td>
<td>Elective: Diversified Employment</td>
<td>Stacy Beck</td>
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</table>
American Registry of Radiologic Technologists

Code of Ethics for the Profession of Radiologic Technology

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders 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 Certificate Holders, and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

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

**Principle 2**  
The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

**Principle 3**  
The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

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

**Principle 5**  
The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

**Principle 6**  
The radiologist technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

**Principle 7**  
The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

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

**Principle 9**  
The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

**Principle 10**  
The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

**Principle 11**  
The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

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Radiologic Technology Program
Advisory Committee Members: 2021-2023

Radiologic Technology: Tammy McClish, Academic Program Director
Faculty:
- Guy Keener, Full-time Clinical Coordinator
- Stacy Beck, Full-time faculty
- Jenna Senita Saksa, Adjunct faculty

Radiologic Technology: First Year Student:
Student: Second Year Student: Kelsey Bibey

Community of Interest Member:
- Stephen Gaglione, Community Member
- Cheryle Chiaramonte, Community Member

Clinical Members:

<table>
<thead>
<tr>
<th>Clinical Education Site</th>
<th>Radiology Directors</th>
<th>Clinical Preceptors</th>
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<tbody>
<tr>
<td>Ashtabula County Medical Center</td>
<td>Nancy Shaw-Hertzog, MPA, RT (R)(M)</td>
<td>Heriberto (Tito) Hernandez, RT (R)</td>
</tr>
<tr>
<td>2420 Lake Ave. Ashtabula, Ohio 44004</td>
<td></td>
<td>Jessica Baldwin, RT (R)</td>
</tr>
<tr>
<td>ACMC – Conneaut Family Health Center</td>
<td>Nancy Shaw-Hertzog, MPA, RT (R)(M)</td>
<td>Karen Spence, RT (R) (M)</td>
</tr>
<tr>
<td>354 West Main Rd. Conneaut, OH 44030</td>
<td></td>
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</tr>
<tr>
<td>ACMC – Jefferson Family Health Center</td>
<td>Nancy Shaw-Hertzog, MPA, RT (R)(M)</td>
<td>Nicole Bagliore, RT (R)</td>
</tr>
<tr>
<td>234 N. Chestnut St. Jefferson, OH 44047</td>
<td></td>
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<tr>
<td>Lake Health Madison Medical Campus</td>
<td>Michelle Nocera</td>
<td>Wendy Gluvna, RT (R) (M)</td>
</tr>
<tr>
<td>6270 N. Ridge Rd. Madison, Ohio 44057</td>
<td></td>
<td>Jennifer Adams, RT (R) (CT)</td>
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<tr>
<td></td>
<td></td>
<td>Chris Turner, RT (R) (CT)</td>
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<tr>
<td>Lake Health Mentor Medical Campus</td>
<td>Michelle Nocera</td>
<td>Karen Abbey, RT (R) (M)</td>
</tr>
<tr>
<td>9485 Mentor Ave. Suite #4 Mentor, Ohio 44060</td>
<td></td>
<td>Veronica Klebe RT (R): June 2021</td>
</tr>
<tr>
<td>Lake Health Tripoint Medical Campus</td>
<td>Michelle Nocera</td>
<td>Molly Messner, RT (R)</td>
</tr>
<tr>
<td>7590 Auburn Road Concord, Ohio 44077</td>
<td></td>
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<tr>
<td>Lake Health West Medical Campus</td>
<td>Michelle Nocera</td>
<td>Christopher Iskander, RT (R)</td>
</tr>
<tr>
<td>36000 Euclid Ave. Willoughby, Ohio 44094</td>
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<td>Julie Molinyawe, RT (R) (M)</td>
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<tr>
<td>Rainbow Babies and Children’s Hospital</td>
<td>Mike Morley, RT (R)</td>
<td></td>
</tr>
<tr>
<td>11100 Euclid Ave. Cleveland, Ohio 44106</td>
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</tbody>
</table>
## Radiologic Technology Program
### Advisory Committee Members: 2021-2023

<table>
<thead>
<tr>
<th>Clinical Education Site</th>
<th>Radiology Directors</th>
<th>Clinical Preceptors</th>
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</thead>
<tbody>
<tr>
<td><strong>St. Vincent Charity Hospital</strong></td>
<td>Judith Hadam</td>
<td>Janelle Swann, RT (R)</td>
</tr>
<tr>
<td>2351 E. 22nd Street Cleveland, Ohio 44115</td>
<td></td>
<td></td>
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<tr>
<td><strong>UH Ahuja Medical Center</strong></td>
<td>Paul Benjamin</td>
<td>Tim Volk, RT (R)</td>
</tr>
<tr>
<td>3999 Richmond Ave. Beechwood, Ohio 44122</td>
<td></td>
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<tr>
<td><strong>UH Conneaut Medical Center</strong></td>
<td>Bonnie Blood, RT (R)</td>
<td>Tiffany Ferl, RT (R) (M) (CT)</td>
</tr>
<tr>
<td>158 W. Main Street Conneaut, Ohio 44030</td>
<td></td>
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<tr>
<td><strong>UH Geauga Medical Center</strong></td>
<td>Maria Schmidt, MPA, RT (R)</td>
<td>Megan Scribben, RT (R)(BD)</td>
</tr>
<tr>
<td>13207 Ravenna Rd. Chardon, Ohio 44024</td>
<td></td>
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<tr>
<td><strong>UH Geneva Medical Center</strong></td>
<td>Krissy Stich, RT (R)</td>
<td>Dan Luoma, RT (R) (CT) (BD)</td>
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<tr>
<td>870 W. Main St. Geneva, Ohio 44041</td>
<td></td>
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<tr>
<td><strong>UH Euclid Health Center</strong></td>
<td>Ron Collister, RT (R)</td>
<td>Ashley Rutledge, RT (R)</td>
</tr>
<tr>
<td>18599 Lakeshore Blvd. Euclid, Ohio 44119</td>
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<tr>
<td><strong>UH Landerbrook Health Center</strong></td>
<td>Ron Collister, RT (R)</td>
<td>Sandra Bataglia-Kobe, RT (R)</td>
</tr>
<tr>
<td>5850 Landerbrook Dr. Mayfield Hts., Ohio 44124</td>
<td></td>
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<tr>
<td><strong>UH Madison Health Center</strong></td>
<td>Ron Collister, RT (R)</td>
<td>Nicole Anderson, RT (R) (CT)</td>
</tr>
<tr>
<td>701 N. Lake St. Madison, Ohio 44057</td>
<td></td>
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<tr>
<td><strong>UH Mayfield Village</strong></td>
<td>Ron Collister, RT (R)</td>
<td>Sandra Bataglia-Kobe, RT (R)</td>
</tr>
<tr>
<td>730 SOM Center Road Suite 110 Mayfield Heights, Ohio 44143</td>
<td></td>
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<tr>
<td><strong>UH Painesville Health Center</strong></td>
<td>Krissy Stich, RT (R)</td>
<td>Melody Leasko, RT (R)</td>
</tr>
<tr>
<td>470 Bacon Rd. Painesville, Ohio 44077</td>
<td></td>
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<tr>
<td><strong>UH Richmond Medical Center</strong></td>
<td>Ron Collister, RT (R)</td>
<td>Kevin Seekely, RT (R) (CT)</td>
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<tr>
<td>271000 Chardon Rd. Richmond Hts., Ohio 44143</td>
<td></td>
<td>Jill Benes, RT (R)</td>
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<td><strong>UH Twinsburg Health Center</strong></td>
<td>Ron Collister, RT (R)</td>
<td>Lindsey Coppock, RT (R) (CT)</td>
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<tr>
<td>8819 Commons Blvd. Suite 101 Twinsburg, Ohio 44087</td>
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<td><strong>UH Westlake Health Center</strong></td>
<td>Ron Collister, RT (R)</td>
<td>Heather Miller, RT (R) (CT)</td>
</tr>
<tr>
<td>960 Clague Rd. Suite 1100B Westlake, Ohio 44115</td>
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</tr>
</tbody>
</table>
Introduction to the Radiologic Technology Program

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

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

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

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

History of the Program

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

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

A Radiologic Technology program was added at Kent State University Ashtabula under the direction of Jackie Hammonds in 2007. In 2008, Gail Schroeder became the next program director, and in 2021 Tammy McIlish became program director. In 2011, elective courses in the Mammography modality were introduced. In 2019, the Bachelor of Radiologic and Imaging Sciences Online degree program in the MRI and CT concentrations was first offered.
Academic Standards Policy

1. Students are required to achieve a grade of at least a "C" or better in each "RADT" core course. If these requirements are not met; it will lead to dismissal from the program.

2. Students are required to achieve a grade of at least a “C” or better in BSCI 11010 and 11020 (Anatomy and Physiology for Allied Health I and II) or BSCI 21010 and 21020 or their equivalents. If an accepted student receives a grade less than the required “C” (2.00) in the spring semester prior to program start, admission will be revoked.

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

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

5. If a final grade lower than "C" (2.0) is earned in any "RADT" course or the “BSCI 11010 and 11020 or BSCI 21010 and 21020” courses, the student will be dismissed from the program.

6. 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).

7. Students who request re-entry should refer to the policy on re-entry into the program. Re-entry is not assured. Students have a right to follow the due process and grievance policy.

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

9. Grading Scale for RADT courses:

<table>
<thead>
<tr>
<th>100 – 94%</th>
<th>A</th>
<th>4.0</th>
<th>84</th>
<th>C+</th>
<th>2.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>93</td>
<td>A-</td>
<td>3.7</td>
<td>83</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>92</td>
<td>B+</td>
<td>3.3</td>
<td>77</td>
<td>C</td>
<td>1.7</td>
</tr>
<tr>
<td>91 – 86</td>
<td>B</td>
<td>3.0</td>
<td>76</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>85</td>
<td>B-</td>
<td>2.7</td>
<td>75</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>68 and below</td>
<td>F</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

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 student’s official transcripts.

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 student’s official transcripts.
Accidents and Injuries Occurring at the Clinical Education Setting

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

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

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

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

5. While students are attending the clinical education settings, they are not considered KSU or clinical education setting employees and as such are not covered under worker’s compensation.
Accreditation of the Radiologic Technology Program
National Accreditation: JRCERT

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

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

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

4. The JRCERT may be notified as follows:

   JRCERT
   20 N. Wacker Drive, Suite 2850
   Chicago, IL  60606-3182
   Phone (312) 704-5300
   Fax (312) 704-5304
   Website: www.jrcert.org
   Email: mail@jrcert.org

State Accreditation: ODH

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

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

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

First Year Allowed Class Absences

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

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

Second Year Allowed Class Absences

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

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

Grade Drop for Excessive Absences

4a. Lecture: Each absence after the allotted time will drop the final grade by one letter for each absence unless an extended illness is involved, or special circumstances exists, or the student brings in an excuse (examples of an excuse include a physician’s excuse or court date excuse). A written warning will be given to the student prior to a grade drop.

4b. 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 prior to a grade drop.

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

Missed and Made-up Exams

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

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

Reporting Absences from Radiologic Technology Courses:

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

COURSE ABSENCE ACTION FORM

Student’s Name: ___________________________________________ Date: _______________________

Course: ___________________________________________ Class of: ___________________________

Date of Unexcused Absence: _______________ Instructor Signature: __________________________

Date of Unexcused Absence: _______________ Instructor Signature: __________________________

Date of Unexcused Absence: _______________ Instructor Signature: __________________________

Course Policy: ATTENDANCE POLICY

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

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

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

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

Student Signature: ___________________________________________ Date: _______________________

Instructor Signature: ___________________________________________ Date: _______________________

Director Signature: ___________________________________________ Date: _______________________

Attendance Policy for Clinical Education Courses

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

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

Clinical education requires approximately 215 clinical days (1612.5 hours)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SEMESTER</th>
<th>WEEKS</th>
<th>DAYS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>Summer III</td>
<td>5 weeks</td>
<td>15 days</td>
<td>112.5 hours</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>15 weeks</td>
<td>42 days</td>
<td>315 hours</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>15 weeks</td>
<td>42 days</td>
<td>315 hours</td>
</tr>
<tr>
<td>Second Year</td>
<td>Summer II</td>
<td>8 weeks</td>
<td>31 days</td>
<td>232.5 hours</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>15 weeks</td>
<td>42 days</td>
<td>315 hours</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>15 weeks</td>
<td>43 days</td>
<td>322.5 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>215 days (approx.) 1612.5 hours (approx.)</td>
</tr>
</tbody>
</table>

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 Standards: 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 KSUA. The student can request to exceed this time limit in order to complete course requirements for the semester. The student must complete the Clinical Course Requirements Form (Form F-22).

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

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

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

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

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

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

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

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

E. Attendance Chart

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

<table>
<thead>
<tr>
<th></th>
<th>Number of weeks in the semester</th>
<th>Number of Award Days</th>
<th>Time to Complete Course Requirements During Finals Week</th>
<th>Clinical Grade Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Semester</td>
<td>5 weeks</td>
<td>No days</td>
<td>None</td>
<td>On the 3rd absence</td>
</tr>
<tr>
<td>First Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Monday, Wednesday and/or Friday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>First Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Monday, Wednesday and/or Friday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>Second Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Semester</td>
<td>8 weeks</td>
<td>0 days</td>
<td>Wednesday and/or Saturday of finals week</td>
<td>On the 3rd absence</td>
</tr>
<tr>
<td>Second Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Monday, Tuesday and/or Thursday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>Second Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Monday, Tuesday and/or Thursday of finals week</td>
<td>On the 4th absence</td>
</tr>
</tbody>
</table>

F. Absent Time Missed Less than Eight Hours:

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

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

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

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

G. Lunch Times

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

H. Bonus Day

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

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

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

4. There is one occasion when the bonus days may not be taken: the day that is designated as National Radiologic Technology Day on campus.

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

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

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

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

I. Bereavement

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

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

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

4. Any additional clinical time missed must be made up following the clinical course requirements.
Attendance Policy for Clinical Education Courses

J. Authorization of Make-Up Time

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

K. Absence of Scheduled Make-Up Time

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

L. Make up Time and Clinical Grades

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

M. Reporting Absences from the Clinical Education Setting:

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

2. Failure to follow this procedure will result in disciplinary action and a student conference report.
Attendance Policy for Clinical Education Courses

N. Scheduling of Afternoon Evening and Weekend Clinical Hours

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

Cardiopulmonary Resuscitation

Students enrolled in RADT courses are required to hold a current certification in cardiopulmonary resuscitation from the American Heart Association. This certification must be completed by the first clinical education day and kept current for the duration of the program. An American Heart Association BLS course will be offered to incoming students.

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

American Heart Association: BLS

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


Cheating and Plagiarism

Kent State University Administrative Policy 3-01.8

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

(B) Definitions. As used in this rule:

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

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

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

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

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

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

(f) Falsifying experimental data or information;

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

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

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

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

Cheating and Plagiarism

Kent State University Administrative Policy 3 -01.8

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

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

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

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

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

https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism
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 Settings. Clinical assignments are made by the Program Officials. On-campus Radiologic Technology courses are scheduled each semester.

2. Clinical site assignment: students may be assigned to one or more clinical site; drive up to 90 minutes.

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

4. Clinical Hours are as follows:

   **First Year:**
   - Summer III (5 weeks): 22.5 hours/week: Monday, Thursday, and Friday: 7.5 hours each day
   - Fall Semester (15 weeks): 22.5 hours/week: Monday, Wednesday, and Friday: 7.5 hours each day
   - Spring Semester (15 weeks): 22.5 hours/week: Monday, Wednesday, and Friday: 7.5 hours each day

   **Second Year:**
   - Summer II (8 weeks): 30 hours/week 7.5 hours each day except Thursdays (Class on campus on Thursdays)
   - Fall Semester (15 weeks): 22.5 hours/week Monday, Tuesday, and Thursday: 7.5 hours each day
   - Spring Semester (15 weeks): 22.5 hours/week Monday, Tuesday, and Thursday: 7.5 hours each day

   *Days assigned subject to change

4. While assigned to Clinical Education Setting, student will be rotated through various areas of the Radiology Department.

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

6. Clinical rotation assignments are posted on the learning management system prior to the start of the semester and posted at each of the Clinical Education Settings.

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

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

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

10. Students are required to complete clinical objectives for each rotation at the clinical education setting. Students are encouraged to coordinate their RADT course objectives with their clinical assignments.

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 in order to:

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

---|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|-------|-------|--------|--------|--------|
| Observe and absorb information given | Accurately prepare for procedures | Correctly follow directions | Organize duties efficiently | Apply knowledge correctly | Practice quality patient care | Communicate effectively | Accurately perform exams & correct errors | Perform in a timely and efficient manner | Demonstrate dependability | Conduct oneself in a professional manner | Use self-direction within capabilities | Demonstrate logic and good judgment | Consistently cooperate with others | Demonstrate self-confidence in abilities | Adjusts and handles stressful situations | Accept suggestions & constructive criticism |

Revision: 2013
Clinical Experience Records

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


Clinical Experience Site Assignments

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

Clinical Conduct Policy

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

ALL STUDENTS:

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

Clinical Placement of Students Policy

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

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

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

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

## Student Information

<table>
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<tr>
<th>Last Name:</th>
<th>First Name:</th>
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<tr>
<th>City:</th>
<th>State:</th>
<th>County:</th>
<th>Zip Code:</th>
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<th>Cell Phone #:</th>
<th>Other Phone #:</th>
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<th>Emergency Contact:</th>
<th>Phone #:</th>
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<tr>
<th>Emergency Contact Address:</th>
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<thead>
<tr>
<th>Favorite Color:</th>
<th>Mother’s Maiden Name:</th>
<th>Birth City:</th>
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## Vehicle Information

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<th>Vehicle Make:</th>
<th>Model:</th>
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<th>License Plate #:</th>
<th>Driver’s License #:</th>
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## Student Work Information

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

<table>
<thead>
<tr>
<th>Student’s Current Place of Healthcare Employment:</th>
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<table>
<thead>
<tr>
<th>Student’s job/floor/unit:</th>
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## Family Work Information

<table>
<thead>
<tr>
<th>Family Members Working in Healthcare (Where):</th>
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<tr>
<td>(Do not list family members by name)</td>
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<tr>
<th>Relationship to student:</th>
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<tr>
<th>Work Shift of Family Member:</th>
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<tr>
<th>Department/Unit/Floor:</th>
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******INFORMATION NEEDS TO BE UPDATED EACH SEMESTER******

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

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

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

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

   **Repeat images** must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient 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.

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

Policy: 2007; Revision: 2014
Communicable Disease Policy

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

I. **Students who are exposed to a communicable disease**

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

A. Notify the clinical preceptor as soon as possible.

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

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

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

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

II. **Students who are diagnosed with a communicable disease**

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

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

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

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

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

Conduct Regulations for Student Behavior at Kent State University

Policy Register
4-02.1: Kent State University: Administrative policy and procedure regarding regulations for student behavior and administration of student conduct

1. Purpose. Paragraph (F)(1) of rule 3342-4-02 of the Administrative Code authorizes the vice president for student affairs to establish administrative procedures as necessary to fulfill the intent of this rule. The vice president for student affairs may delegate the responsibility to manage the student conduct process to the director of student conduct.

   1. It is the responsibility of the director of student conduct to determine if referrals should be assigned to conduct hearings; provide student conduct hearings and officers with technical advice, training, and clerical support; establish procedures to ensure an ongoing evaluation of student conduct rules; collect and maintain all records of formal disciplinary action; establish means to inform all members of the university community of student conduct policies and issues; and serve as a consultant to students and staff in the administration of the student conduct process. This policy establishes procedural direction and is subject to change by action of the vice president for student affairs. The procedures are intended to assure proper implementation of the policy regarding administration of student conduct.

   2. The director of student conduct (or designee) is responsible for a review of information contained in an incident report, and reserves the right to add, adjust, or remove accusations prior to issuing a notice of hearing (which includes an incident report and pending accusations) for any case.

   3. After reviewing the information contained in an incident report, the director of student conduct (or designee) shall assign the appropriate process for resolution, including but not limited to a sanction hearing, hearing panel, or referral to administrative conversation, administrative hearing, or referral to alternative conflict resolution.

   4. The vice president for student affairs (or designee) may uphold, alter or reverse any student conduct decision.
B. Student rights and procedural standards.

1. The university shall provide respondents and complainants (either of who may be a student or members of a student organization) the following rights:
   a. For the respondent to be sent a written notice of accusations including the identity of the complainant(s).
      Complainant’s name(s) may not be forwarded if the office of compliance and equal opportunity and affirmative action suggests a potential detrimental risk as a result of doing so.
   b. To be notified of the scheduled hearing in writing at least forty-eight hours in advance of the hearing.
      Respondents and complainants may waive this right if an earlier hearing date is agreed upon by the respondent and complainant and scheduled through the office of student conduct.
   c. To have a person or persons of their choice (not to exceed a total of two) accompany a respondent or complainant throughout the disciplinary process (individually referred to as a "conduct advisor").
   d. To participate in person or, upon request, have a logistical accommodation to participate outside of the hearing room (when necessary and/or requested in advance), during the entire proceeding except as per paragraph (C) of this rule.
   e. To be given an opportunity to present evidence, including witnesses on the student's or student organization's behalf.
   f. To question the respondent/complainant, witnesses, and investigators.
   g. To be informed of the outcome of the hearing in writing.
   h. To appeal, as defined in the code of student conduct and section (D) of this rule.
2. In addition to paragraphs (B)(1) of this rule, complainants of accusations including sexual harassment, harassment, and physical violence maintain the following rights:
   a. Indirect questioning may be conducted at the discretion of the student conduct convener or administrative hearing officer, verbally or in writing, supplying questions to the student conduct convener.
   b. To submit a "victim impact statement" in writing for consideration by the hearing panel or administrative hearing officer if the accused is found in violation of the code of student conduct.

3. Multiple complaints regarding the same incident shall be administered in the order they are received, and at the discretion of the director of student conduct (or designee).

C. Procedures for student conduct hearings.
   1. Student conduct hearings are administrative procedures and do not follow the specific steps, methods, or standards of proof or evidence used in civil or criminal courts.
   2. Any member of the university community may file an incident report accusing a student or student organization (respondent) of violating the code of student conduct. Incident reports may be submitted to the director of student conduct (or designee) in writing. The director of student conduct (or designee) will determine if the allegations are within the parameters of university policy regarding the administration of student conduct (rule 3342-4-02 of the Administrative Code) and may assign appropriate accusations based on the information provided.
   3. Action. Formal disciplinary action shall be instituted against a respondent only after the director of student conduct (or designee) has determined that such action, rather than medical or counseling services, or alternative conflict resolution / mediation referral, is appropriate.
   4. Type of hearing or referral. A sanction hearing may be assigned for violations that, even with a finding of responsibility, may not lead to suspension or dismissal from the university. A hearing panel may be convened when a respondent does not accept responsibility for accusations, or when assigned by the director of student conduct.
conduct (or designee). An administrative hearing may be assigned by the director of student conduct (or designee) in cases where the accusation includes an alleged act of violence, significant personal or property damages, and/or the alleged behavior may be considered detrimental to the health or safety of the university. The office of student conduct sends written notification to the respondent(s) as per the code of student conduct and paragraph (C)(5) of this rule.

- **Sanction hearing**: A sanction hearing is composed of one hearing officer and facilitated by a student conduct convener. A student conduct convener may serve as a sanction hearing officer and function in both roles. If a respondent, any time prior to the start of deliberation, informs the hearing officer and/or student conduct convener that responsibility for one or more accusations is not accepted, the sanction hearing is nullified, and a hearing panel may be scheduled. The sanction hearing process will immediately cease, and the hearing panel process will follow the code of student conduct and paragraph (C)(12) of this rule.

- **Hearing panel**: A hearing panel is composed of three hearing officers and facilitated by a student conduct convener. The purpose of a hearing panel is to decide if a respondent is responsible for accusations, and if so, to apply educational sanctions. A student conduct convener may serve on a hearing panel and function in both roles.

- **Administrative hearing**: An administrative hearing panel is composed of one hearing officer appointed by the director of student conduct (or designee). The purpose of an administrative hearing is to decide if a respondent is responsible for accusations, and if so, to apply educational sanctions.

- **Referral to alternative conflict resolution**: A student or student organization may be referred to alternative conflict resolution in lieu of and/or in addition to a student conduct hearing.

5. **Notice**: A respondent shall be sent a written (and/or electronic) letter that includes accusation(s) in addition to a copy of the corresponding incident report. A date and location for a hearing shall be set and sent in writing to the respondent(s) that will
be no less than three calendar days and no more than thirty calendar days after the letter of accusation(s) and incident report has been sent. Time limits may be extended at the discretion of the director of student conduct (or designee); see paragraph (B)(1)(b)(i) of this rule for further information the letter of accusation(s) and incident report shall contain links to access information about the student conduct process, the code of student conduct, and accessibility of a conduct advisor.

6. Separate hearings. In proceedings involving more than one respondent, a separate hearing may be requested by a respondent or complainant and granted at the discretion of the director of student conduct (or designee). Also, upon reasonable request submitted in writing, a delay in the hearing may be granted by the director of student conduct (or designee). In all cases, the proceedings may be delayed no more than two times.

7. Conduct advisor. A student may have up to, but not more than, two persons serving as a conduct advisor. If an accommodation is required for a respondent or complainant, a person such as an interpreter, sign language communicator, or physical needs assistant may attend a hearing and may not be counted as a conduct advisor. A conduct advisor may not serve in any other capacity in the hearing.

8. Impartial hearing. Prior to the start of a hearing, a respondent and complainant may question a hearing officer regarding that person's ability to participate fairly in the hearing. Questions should be directed to the director of student conduct (or designee), who will decide whether or not to remove a hearing. If the director of student conduct (or designee) determines no changes are necessary the hearing will begin as scheduled; if changes are deemed to be necessary, a hearing may be delayed or rescheduled at the discretion of the director of student conduct (or designee).

9. Standard of review. A hearing officer or panel shall evaluate the points of view presented by the respondent(s), complainant(s), and law enforcement/investigators and shall determine by a preponderance of the evidence (more likely than not) if
the respondent(s) engaged in behavior that is a violation of university rules. The consideration of information presented will be conducted in a closed session(s).

10. Closed hearings. All hearings are closed to the public. Attendees may include respondent(s), complainant(s), law enforcement/investigator(s), hearing officer(s), student conduct staff /convener, and conduct advisor(s). Witnesses will be allowed in the hearing room only for introductions and when the student conduct convener and/or hearing officer authorizes entry.
   a. In situations where it is known that the student conduct process is in progress addition to a pending, current, or potential legal process, Kent state university general counsel may attend the student conduct hearing.
   b. For sanction hearings, where the respondent has already accepted responsibility for the accusations, complainants may not be asked to participate in the hearing process.

11. Failure to appear. If a complainant, respondent, or law enforcement/investigator fails to appear to a scheduled student conduct hearing, the hearing will proceed in accordance with student conduct procedures.

12. Hearings. The office of student conduct shall create and make publicly available a guideline for hearing expectations that will include the following information:
   a. Decorum.
   b. Hearing proceedings.
   c. Questioning.
   d. Student organization hearings.

13. All student conduct hearing decisions are final, pending the appeal process.

14. Decisions. A letter containing the decisions of a hearing and the procedures for appeal shall be sent to the respondent(s) (and complainant(s) where appropriate). Individuals and appropriate members of the university community who are affected by/involved in the decision may also be notified, including but not limited to: the president, vice president for student affairs, dean of students, academic dean(s), academic advisor(s), university registrar, bursar, residence services, psychological services, university health services, center for student involvement, recreational
services, department of athletics, and university police services.
If the respondent(s) is not present, the decision may be sent to the respondent's official Kent state university email address. If the respondent(s) is a student organization and is not present, the decision may be sent to the official Kent state university email addresses of minimally the president and vice president of the accused student organization.

15. Retaliation. A retaliatory action is any materially adverse action taken against a person because they participated in the process for reporting or in an investigation regarding complaints of discrimination. A materially adverse action is one that might deter a reasonable person from participating in the process. It may include, but is not limited to, termination, discipline, and harassment, but does not include petty slights, minor annoyances, or trivial punishment.

D. Appeals.

1. Appeal of a decision from a student conduct hearing must be submitted by the respondent(s) or complainant(s) in writing to the office of student conduct within seven calendar days from the conclusion of the hearing (or the next available business day after seven calendar days – for example holidays or recesses). An appeal must be submitted using the appeal form available through the office of student conduct. The office of student conduct compiles the written appeal and documentation from the respondent(s), complainant(s), law enforcement/investigator(s), the student's disciplinary file(s), the digital recording of the hearing, and any additional information provided by the hearing officer(s) and submits these materials to an appeal panel.

2. Appeals may be made on the basis that:
   a. Procedural irregularity that affected the outcome of the matter; and/or
   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/or
c. The hearing officer(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; and/or
d. For decisions resulting in separation from Kent State University only (including but not limited to suspension, dismissal, removal from university housing, and persona non grata): sanction(s) imposed were not appropriate for the conduct violation for which the respondent(s) was found responsible.

3. If the office of student conduct receives an appeal that does not meet any of the criteria listed in paragraph (D)(2) of this rule, it may reject the appeal.

4. The director of student conduct (or designee) has the discretion to extend the date to appeal process timelines for extenuating circumstances.

5. Composition. An appeal panel is composed of at least two Kent State University faculty, staff, and/or student hearing officers appointed by the vice president for student affairs who are trained by the director of student conduct (or designee). No member of the appeal panel shall have participated in the original hearing in any capacity.

6. Authority. The vice president for student affairs (or designee) may:
   a. Accept or deny an appeal depending on the basis of the appeal, and/or
   b. Alter an assigned accusation, and/or
   c. Alter or reverse a finding of responsible/not responsible, and/or
   d. Alter or reverse any sanction decision, and/or
   e. Remand the case to another hearing. A case may not be remanded more than once.

7. Timeline. An appeal panel will provide a recommendation in writing to the vice president for student affairs (or designee) within fifteen calendar days of receipt of the appeal. The vice president for student affairs (or designee) shall provide a written decision within fifteen calendar days of receipt from an appeal panel. The decision will be provided to the respondent(s) and complainant(s) in writing from the office of student conduct.
8. Appeal decisions made by the vice president for student affairs (or designee) are final.

E. Interim actions. When the vice president for student affairs (or designee) has reasonable cause to believe that a student(s) or student organization(s) may pose a risk to the safety or well-being of those involved or others in the university community, the student(s) or student organization(s) may be issued an interim action. Interim actions may include but are not limited to: no contact order(s); restriction from specific classes, campus facilities or locations; requirement to secure a psychological evaluation; cease and desist mandates; restriction from facilitating or participating in student organization business or activities; suspension of student status or student organization recognition; etc. An interim action shall remain in effect until removed or altered by the vice president for student affairs (or designee) or as the result of the student conduct process. A student or student organization may challenge an interim action in writing to the vice president for student affairs. Failure to comply with an interim action may result in a referral to the office of student conduct and/or the Kent State University Police Department.

1. Interim suspension. An interim suspension immediately revokes a student's or student organization's access from all or any specific portion of university premises, university-related activities and/or registered student organization activities. An interim suspension will be confirmed by a written notice and shall remain in effect until the conclusion of an administrative hearing, student conduct hearing, or decision by the vice president for student affairs or designee). Such action may occur in conjunction with, or in lieu of, Ohio Campus Disruption Act (House Bill 1219) proceedings, at the discretion of the vice president for student affairs (or designee). A student or student organization may challenge an interim suspension in writing to the vice president for student affairs (or designee). Failure to comply with an interim suspension may result in a referral to the office of student conduct and/or the Kent State University Police Services.

F. Voluntary and involuntary withdrawal. Rule 3342-4-02.5 of the Administrative Code is applied when a health emergency or condition renders a student’s continued participation in university academics, programs, or services impossible, impractical or unsafe to any
member of the university community. Voluntary and involuntary withdrawal may not preclude the student conduct process from occurring. In these specific instances, at the discretion of the vice president for student affairs (or designee), the student conduct process may be indefinitely delayed, and the student placed on ineligible hold, thus prohibiting future class registration. If/when the student attempts to re-enter the university, the pending student conduct proceedings may be reinstated.

G. Student organizations registered with the university. Resolution of a student organization issue pertaining to an alleged violation of university policy will be addressed through the student conduct process.

1. A student organization and its officers and membership may be held collectively and individually responsible when violations of the code of student conduct by the organization, or its members take place. A student organization and/or individual members of a student organization alleged to have violated university rules, regulations, or policies may be referred to the office of student conduct for adjudication. If an incident involving a student organization is forwarded to the office of student conduct for adjudication, minimally the president and vice president (or equivalent executive positions) are considered representatives of the student organization and will be provided notice in accordance with paragraph (C)(5) of this rule for participation in the student conduct process. The student organization/campus advisor may also be notified.

2. Disciplinary hearings for student organizations follow paragraphs (C)(1) to (C)(16) of this rule.

H. All-university hearing board. As stated in the university undergraduate student senate charter (provided for in rule 3342-2-08 of the Administrative Code), the all university hearing board is established to recommend sanctions regarding the violation of university rules and regulations. In addition, the all university hearing board is vested with the judicial authority for the undergraduate student government (USG).

1. Jurisdiction. With regard to undergraduate student government, the all university hearing board shall have jurisdiction to hear and decide all cases concerning:
   a. Interpretations of the charter of the USG of Kent state university.
b. The legality, with respect to this charter, of all USG resolutions and bills.
c. Charges of fraud, malfeasance, or illegal procedure taking place within any general student election.
d. Disputes between student organizations or between a student or students and any organization or organizations.

I. Alternative conflict resolution.

1. Alternative conflict resolution (ACR) is an informal option for seeking redress with an issue(s). ACR may be available for issues pertaining to students or student organizations. If all persons personally and directly affected by the conflict agree to attempt resolution through an alternative process (such as mediation, facilitated dialogue, etc.) and the director of student conduct (or designee) has not already assigned the formal student conduct process, than an ACR process may be available. The nature of some conflicts, especially those involving violence, may not be appropriate for ACR options.

2. Participation in an ACR process may or may not result in an agreement or resolution. When a mutually satisfactory resolution is reached, the situation is considered resolved with no disciplinary record being maintained. Resolutions reached through ACR may not be appealed. If a resolution is not achieved through an attempt at ACR and the matter involves a potential violation of university policy, a complainant may initiate the formal disciplinary process from the university policy regarding administration of student conduct provided for in rule 3342-4-02 of the Administrative Code.

3. The director of student conduct (or designee) may refer incidents to ACR in lieu of adjudication. Failure of a student or student organization to make a good faith and timely effort with ACR may result in the case being referred back to student conduct for adjudication.

J. Ohio Campus Disruption Act. The Ohio Campus Disruption Act, passed by the 108th Ohio General Assembly (House Bill 1219), directly affects the operation of state universities in Ohio. The Act has specific ramifications for university students, faculty, and staff. In essence, any individual who commits an act of violence and is arrested for that violation is
subject to immediate suspension from the university. The act reads in part that a student, faculty or staff member, or employee of a college or university which receives any state funds in support thereof who is arrested for any of the so-called "trigger" offenses listed within division (A)(9) of section 2901.01 of the Revised Code shall be afforded a hearing, as provided in this act, to determine whether the accused person shall be immediately suspended from that college or university. Such hearings shall be held within not more than five days after an arrest of the accused person, subject to reasonable continuances for good cause shown. Continuances shall not exceed a total of ten days. If at the hearing the referee finds by a preponderance of the evidence that the person whose suspension is being considered committed any of the specified trigger offenses, the referee shall order the person suspended. Except for cases in which the good order and discipline of a college or university will be prejudiced or compromised thereby, the referee may permit the person to return to the college or university on terms of strict disciplinary probation. Subsequent violation of the terms of the probation automatically causes the provisions of the Ohio Campus Disruption Act to go into effect. Based on section 3345.23 of the Revised Code, the conviction of a student, faculty or staff member, or employee is cause for dismissal or suspension pursuant to section 3345.22 of the Revised Code.

K. Family Educational Rights and Privacy Act (FERPA). Kent State University complies with the Family Educational Rights and Privacy Act of 1974 in its maintenance of student educational records. This act was established to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction or deletion of inaccurate or misleading data through informal and formal hearings. Disciplinary records fit within the purview of FERPA.

1. Parental notification. Pursuant to the Family Educational Rights and Privacy Act, the office of student conduct may send written notice to the parents and/or legal guardians of a student under twenty-one years of age who is found to be responsible for violating any state or local laws pertaining to possession, consumption, or inappropriate sale of any alcoholic beverages or controlled substances.
L. Student disciplinary records.
   1. All hearings are digitally recorded. Recordings may be listened to or viewed by students wishing to appeal a decision. Recordings will be provided to the student only at the student's request and expense. Digital recordings are maintained only if an appeal is accepted and/or a sanction of disciplinary suspension or disciplinary dismissal is assigned.
   2. All student disciplinary records are maintained by the office of student conduct in accordance with the federal Family Educational Rights and Privacy Act, all state of Ohio laws, and the Kent state university records retention policy. See university administrative policy regarding public records (provided for in rule 3342-5-15.1 of the Administrative Code) for further details.
   3. Notation of a disciplinary record in any case shall not appear on a student's official transcript.

M. Expunction. A student (current or former) may request expunction in writing to the office of student conduct regarding a student disciplinary record. Decisions regarding expunction made by the vice president for student affairs (or designee) are final and not subject to appeal, and may be based on behavior subsequent to the original violation, the nature of the original violation, and/or other relevant information or factors.

N. Revisions and applicability.
   1. Revisions. Throughout any given year, changes to the code of student conduct may be approved. As members of the university community, students are encouraged to be aware of any public announcements concerning changes to the rules and regulations governing student behavior. Updates and other changes to the code of student conduct shall be submitted the director of student conduct.
   2. Applicability. This rule and the code of student conduct reflect language found in various university policies and procedures located in the Kent state university policy register. Revisions, changes or updates to the policy register are considered the authority in situations where conflicting information exists.

https://www.kent.edu/policyreg/administrative-policy-and-procedures-regarding-regulations-student-behavior-and

Policy Effective Date: Aug. 14, 2020
Confidential Information

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

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

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

4. Student files at the clinical education setting are confidential and will be kept in a locked file cabinet. Only the clinical preceptor and clinical coordinators have access to these files. A student will be able to view only his/her own file. This will be done under the supervision of the clinical preceptor or clinical coordinator, based on the Family Educational Right and Privacy Act (FERPA).

5. Any proven break in confidentiality by a student will result in immediate dismissal from the program. If a student is accused of a confidentiality violation, an investigation will ensue. The grievance policy will be followed.

Disciplinary Action

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

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

ACTIONS:

Stage I: Written Conference Report

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

Stage II: Probation:

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

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

During the probationary period, the appropriate authority will monitor the behavior or performance and the student will be placed on a performance improvement plan.

Stage III: Suspension:

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

Stage IV: Dismissal:

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

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

1. breach of confidentiality,
2. falsifying information,
3. attending the Clinical Education Setting under the influence of alcohol or illegal drugs, or having either on Clinical Education Setting property,
4. fighting or attempting to injure others on Clinical Education Setting property, including the use of a weapon with the intent to cause harm,
5. gambling or immoral behavior on Clinical Education Setting property,
6. stealing property,
7. deliberately destroying property,
8. abusing a patient, fellow student, employee, or anyone at the Clinical Education Setting, physically or verbally,
9. cheating on any examination or through plagiarism,
10. not meeting the academic standards at the close of a semester,
11. leaving the clinical education setting (walking off their assigned clinical rotation),
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.

Dress Code and Professional Appearance at the Clinical Sites

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

**Required attire:**

1. Clean and well-pressed uniforms or scrubs at all times. No jeans, stretch pants, or uniforms made of tee-shirt material. Fabric for all uniforms should be of weight and weave so that undergarments are not visible. No tee-shirts with writing on them (except white T-shirts under uniforms where permitted). Slacks cannot be rolled or pegged and must be of proper length (not touching the floor). No sweaters, sweatshirts, hooded sweatshirts or jackets -- only warm-up jackets or lab coats are acceptable. Plain white 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 minimal color 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 and artificial nails and nail tips are not permitted because they may injure patients and are unclean because they may harbor bacteria and spread staph infections.

5. Make-up must be in moderation.

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

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

8. Jewelry:
   a. Body Piercing
      Earrings: One pair of small metal or white posts for pierced ears to be worn in earlobe only. Any other areas of the body that are pierced must not have pierced jewelry that is visible. A pierced tongue or nose is not permitted at the clinical site.
   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 will be required to follow the dress code: any student with inappropriate appearance will be asked to leave the Clinical Education Setting. The student must still meet clinical course requirements. Repeated violations of the dress code will warrant appropriate disciplinary action.

Due Process/ Grievance Procedure

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

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

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

   b. If the student is not satisfied with the ruling, the student may proceed to the Kent State University Policy Register "Administrative policy and procedures for student complaint" http://www.kent.edu/policyreg/administrative-policy-and-procedures-student-complaints

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

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

Joint Review Committee on Education in Radiologic Technology (JRCERT)

Process for Reporting Allegations

Important Notes

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

2. The investigation process may take several months.

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

Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)

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

   Chief Executive Officer
   Joint Review Committee on Education in Radiologic Technology
   20 North Wacker Drive, Suite 2850
   Chicago, IL 60606-3182
   Ph: (312) 704-5300
   Fax: (312) 704-5304
   e-mail: mail@jrcert.org

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

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

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

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

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

Please print or type all information.

Name of Complainant: ____________________________________________

Address: ________________________________________________________

City: ___________________ State: ___________________ Zip Code: __________

Signature: ___________________ Date: ___________________________

Institution sponsoring the program:

Name: __________________________________________________________

City: ___________________ State: _________________________________

Type of Program (Check one):

☐ Radiography        ☐ Radiation Therapy        ☐ Magnetic Resonance    ☐ Medical Dosimetry

The following materials must be submitted:

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

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

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

Example

<table>
<thead>
<tr>
<th>Objective</th>
<th>Allegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4 direct supervision pre-competency</td>
<td>Students often do patient exams without supervision before they have completed a competency check-off.</td>
</tr>
</tbody>
</table>
Early Release from a Clinical Education Course

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

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

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

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

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

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

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

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

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

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

Unlawful Discrimination and Harassment

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, disability, or protected 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. This policy also shall apply with reference to discrimination on the basis of age insofar as required by law.

B. 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 senior vice president for finance and administration, 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 affirmative action plan shall be the principal official arrangement, as to organization, methods and procedures, whereby the university shall pursue that effort in employment.
2. The affirmative action plan 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, 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:
   a. Establishment of responsibilities for conduct and monitoring of the university's affirmative action program.
   b. Internal and external dissemination of the university's equal opportunity policy and affirmative action plan.
   c. Workforce analyses; analyses of major job groups; appraisal of labor force utilization; and annual reports of progress.
   d. Development and pursuit of goals and timetables, which could reasonably be attained through good faith efforts.
   e. Equal opportunity of access by employees to educational and training programs for advancement of occupational and professional qualifications.
   f. Application of the university's equal opportunity policy in all employment actions.
   g. Design and implementation of appropriate audit and reporting systems.
   h. 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.
   i. Provisions for resolution of complaints and grievances.

3. The affirmative action plan 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.

4. The university shall publish and shall update and republish, from time to time, a publication titled, "Affirmative Action Plan." 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 Human Resources, full text of the affirmative action plan 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 affirmative action plan, 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 compliance, equal opportunity and affirmative action (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.

https://www.kent.edu/policyreg/university-policy-regarding-equal-opportunity

Policy Effective Date:
Jul. 01, 2018
Evaluations by Students

Evaluations to be completed by students.

A. **STUDENT SELF-EVALUATION**
   Students will complete a self-evaluation each semester that will be reviewed by the clinical 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 and spring 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 and spring semester.

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

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

Evaluation of the program at completion by students:

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

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

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 Clinical Instructor will distribute the evaluation form to the proper technologist. The evaluation is not given a grade but it is closely examined and reviewed by the Clinical 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 on the back of the Competency/Proficiency Summary Sheet.

   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 (designated on the Student Record of Competencies/Proficiencies) but the decision is up to the clinical instructor. The competency evaluations are graded and are part of the clinical education course grade.

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

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

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

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

EXAMINATION POLICY KENT STATE UNIVERSITY at ASHTABULA – RADIOLOGIC TECHNOLOGY PROGRAM

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

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

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

PROCEDURE FOR EXAMINATION REVIEW

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

A. Required Extension of a Clinical Education Course

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

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

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

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

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

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

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

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

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

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

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

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

First Year Assessment Test

A first-year assessment test will be given Summer II semester to the second-year students on the second to last Thursday of the semester. The student will be given three attempts to pass the test with an 80% or above. If the student is unsuccessful after the third attempt, the student will be dismissed from the program.

Fluoroscopic Procedures/Fixed and Mobile Equipment

A. Prior to entering the clinical education facilities, students will be educated on 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 Instructor or supervising technologist or physician.

D. In Ohio, the clinical preceptor and all technologists must have a Radiographer License from the Ohio Department of Health that allows them to perform fluoroscopy. A General X-ray Machine Operator license forbids fluoroscopy and mobile radiography.
Graduation Requirements for the Associate of Applied Science Degree in Radiologic Technology

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

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

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

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

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

6. A student must successfully complete the Graduation Assessment Examination in the Clinical Education VI course with a passing grade of 80% or higher prior to the ARRT examination. If a student does not pass the exam on the first attempt, the student will be required to do remedial coursework as deemed by the radiologic technology faculty. The student will be required to take up to two additional exams until successful completion. If the student is still unsuccessful, additional coursework may be necessary. This may delay the eligibility of the student to take the ARRT examination.

The student must complete all requirements of Kent State University prior to graduation.
Guidance and Counseling Services

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

Community Counseling Center of Ashtabula County

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

North Coast Center

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

Kent Campus Counseling

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

For more information visit the website at https://www.kent.edu/ehhs/centers/chdc or https://www.kent.edu/ashtabula/counseling

Revision: 2014
Health Policy and Background Check

1. Students must comply with the required health program of Kent State University and their assigned Clinical Education Setting. Failure to comply with the health program of the Clinical Education Setting is cause for dismissal from the program.
   
a. New students are required to have a negative drug screen report and physical completed prior to entry into the program. Students with a positive or inconclusive drug screen cannot be assigned to a Kent State University at Ashtabula clinical education site.
   
b. New students are required to submit TB testing and immunization records prior to entry into the program.

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

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

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

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

6. Background checks are required.

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

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

Hepatitis “B” Immunization

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

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

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

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

*Please note that radio and television announcements will specifically state Kent State Ashtabula Campus. Sign up for FlashAlerts. Check email and Blackboard announcements daily.*

In the case of inclement weather, we will make every attempt to make class cancellations by 5:45 a.m. for morning classes, 10 a.m. for afternoon classes and 3 p.m. for evening classes. If no announcement is made, classes will be held as usual.

1. When Kent Ashtabula classes are canceled, clinical education is also canceled, and radiology program officials will notify the Clinical Education Settings. (If there is a power outage or water outage at the Ashtabula campus then the students will still report to their clinical sites and lectures were be held virtually).

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

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

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

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

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

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

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

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

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

CLINICAL SETTING

Under the supervision policy, students are NOT permitted to do mobile procedures ALONE. 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 which 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 entire length of the program, whether the student has or has not yet 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 in the confines of the Radiology Lab rooms. An instructor MUST be physically present at ALL times during the lab session when the mobile radiography unit is in operation.

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 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.

While participating in campus interdisciplinary exercises where the mobile radiography unit may be necessary, ONLY the act of patient positioning and tube alignment is permitted. Under NO circumstance will a radiation emitting exposure be allowed. This exercise MUST be observed by an instructor at ALL times.

This policy is enforced throughout the entire duration of the program. This is a ZERO tolerance policy.
National Certification (ARRT) Examination in Radiography

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

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

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

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

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

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

Phones and Electronic Devices

CELL PHONE POLICY

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

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

Laptop Policy:
If a student chooses to utilize a laptop or any other computer type of electronic device, i.e. IPad, etc. during lecture class it is to be strictly used for note taking purposes only. A laptop being used for purposes other than note taking during class, i.e. internet surfing, e-mailing, 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 be marked unexcused for repeat offenses.

Classroom

Students are not allowed to turn on or use cellular phones within the classroom setting. Use of this device during the classroom time or clinical rotations will be considered a violation of the student conduct code as it relates to disruptive behavior.

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

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

A student will go through disciplinary action, the second time that a cell phone activates in class.
Phones and Electronic Devices

CLINICAL EDUCATION SITES

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

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

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

If there is a pending family emergency, the student is to discuss this with their clinical 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.
Pregnant Patient Procedure Policy

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

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

For Applicants and Students Enrolled in the Radiologic Technology Program

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

Written notice of voluntary declaration: the female student would provide written notification of the pregnancy to the program director. It would indicate the expected due date. If the student chooses to disclose her pregnancy, she must immediately notify the Clinical Coordinator and the Program Director. The student will be provided with Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure with its appendix of the United States Nuclear Regulatory Commission. The student must then sign a witnessed "Attest" form that was read and discussed. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupational exposed women, which is no more than 0.5 rem during the entire gestational period and no more than .05 rem in any month, both with respect to the fetus. It is the policy of the program to instruct all students on radiation protection procedures with respect to the embryo/fetus.

Voluntary declaration has the following options:

a. Continuing the educational program with modification in clinical assignments. The program would offer clinical component options such as clinical reassignments from areas such as fluoroscopy, mobile procedures and nuclear medicine.
   1) The student who chooses to disclose her pregnancy and continue at the clinical site will be required to purchase and wear an additional dosimeter for fetal dose measurement if the clinical site does not provide a dosimeter for her.
   2) Any time missed from clinical education must be made up per the attendance policy. Graduation depends on the student meeting all didactic and clinical requirements.

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

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

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

Neither Kent State University Ashtabula Campus nor the student's assigned Clinical Education Setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

Revision: 2014
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 millisevert) (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 guideline] and fully understand the possible risks to unborn children who are occupationally exposed to radiation during pregnancy. Therefore, I have made the following decision:

Check One:

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

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

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

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

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

Student Signature ____________________________________________ Date: __________ 
Program Director’s Signature ________________________________ Date: __________ 
Clinical Coordinator’s Signature ______________________________ Date: __________
Professional Conduct Policy

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

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

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

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

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

   **Educational Grants:** The Ohio Society of Radiologic Technologists annually awards educational grants. Award winners are announced at the OSRT Annual Meeting. Grants will be awarded to students, technologists and to one registered technologist. Grants are awarded on the basis of merit, academic ability and demonstrated financial need. Deadline is February 1st of each year. In 2015, KSU Ashtabula first year student was awarded a $500.00 grant. In 2017, there were four recipients for the grants.

   See [www.osrt.org](http://www.osrt.org) for more information.

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

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

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

Program Complaint Resolution Policy

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

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

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

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

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

B. **Methods:**

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

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

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

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

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

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

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

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

Revision: 2013
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. Radiation monitoring device is exchanged quarterly.

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

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

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

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

6. The Clinical Coordinator meets with each student quarterly to review their radiation monitoring report; the clinical reading (collar). 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 by the student as part of course fees for Clinical Education I-VI.

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

10. Radiation badge guidelines are provided in the Clinical Education Course Syllabi 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 Instructor will review these methods with the student in a radiographic, mobile, and fluoroscopic setting.

3. Any student that has received an exposure reading of greater than the allowable limits of 25mRem (0.25 mSv) will be notified and asked to fill out an excessive exposure report. The excessive-exposure report will be sent to the appropriate agency and a copy of the original report will be filed with the radiation monitoring report.

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

Radiologic Technology Club

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

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

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

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

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

Remedial work will be determined by the individual instructor.
Repeat Policy for Radiographic Images

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

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

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

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

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

The Equal Employment Opportunity Council defines sexual harassment as:

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

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

Complaint procedures:

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

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

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

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

STUDENT EMPLOYMENT IN AN AREA OUTSIDE OF RADIOGRAPHY

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

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

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

STUDENT EMPLOYMENT AS A STUDENT RADIOGRAPHER

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

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

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

Student Records at Kent State Ashtabula

1. The University maintains accurate and confidential student records.

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

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

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

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

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

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

Student Records at the Clinical Site

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

2. All records are to be kept in a locked file cabinet and students are to view their own records only while under the supervision of the clinical preceptor or clinical coordinator.
Student Re-Entry Policy

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

To request re-entry:

1. 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 would have input into the process. Factors that would be considered before re-entry would occur would be the student’s cause for dismissal as well as possible future success rate in the program.
3. Faculty’s decision would be sent to student within one month of the decision following application interview process.
4. The re-entry date is the decision of the radiologic technology faculty.
5. A student may or may not be re-entered into the same clinical education setting, depending on circumstances.
6. A student who disagrees with the decision has the option of following due process policy of the program.
7. For a student who is repeating a course due to a grade below a C in a RADT or BSCI 11010 or 11020 course, a second unsuccessful attempt will result in ineligibility to remain in the program.
8. Students accepted back into the program must maintain a grade of “C” in all courses. In the event a student receives a course grade below C in any other RADT courses, the student will be ineligible to remain in the program.
9. Student who does NOT wish to re-enter the program is encouraged to seek advisement with a career counselor of the Ashtabula Campus for an alternate career pathway.
10. Student who re-enters the program must meet all of the requirements of program and American Registry of Radiologic Technologists certification examination which includes both academic and clinical competencies.

To request re-entry/entry – executing the Articulation Agreement with Cleveland Clinic School of Diagnostic Imaging:

1. Student completes new application to program along with articulation agreement application and the requested date of re-entry.
2. Student may not be accepted under the Articulation Agreement for following reason: a.) Student has been dismissed from the Kent State University Radiology program (Ashtabula or Salem campus) after second unsuccessful attempt.
Student Representatives on the Advisory Committee

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

The representative will:

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

Student Responsibility Guidelines and Expectations for Students

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

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

Radiation Protection

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

A. The location of the radiation monitoring device is worn properly at all times when assigned to the clinical setting and/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 site’s 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, selves 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 as long as a qualified radiographer is immediately available to assist a student.

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

H. Students will not perform any mobile radiologic procedures alone, without a qualified radiographer immediately available for student assistance 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 concerning fluoroscopic procedures at the clinical site.

Magnetic Resonance Imaging (MRI)

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

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 that appears threatening or dangerous at the clinical education site. Students should always seek assistance from staff personnel when needed in a threatening situation.

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

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

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

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

G. All students will adhere to the Digest of Rules and Regulations of Kent State University, especially areas concerning student conduct regulations for student behavior that must be followed at the university and the clinical sites.
Student Smoking/ Chewing of Tobacco Policy/ “E/Vapor” Cigarette Policy

On July 1, 2017, Kent State University implemented a smoke-free, tobacco-free policy on any property owned, operated or leased by the university to include all outside areas and personal vehicles parked on university property. This strong commitment to a healthier lifestyle played a significant part in Kent State’s selection for the prestigious 2018 Healthy Campus Award as one of the Healthiest Universities in the Nation.

The policy includes **personal vehicles parked** on university property. All smoking is prohibited, including the use of electronic smoking devices, mod boxes, or electronic nicotine delivery systems that create an aerosol or vapor. The policy also prohibits the use of nicotine, tobacco-derived or plant-based products, and oral tobacco.

Restricted products include: cigarettes, cigars, cigarillos, cloves, hookahs, e-cigarettes, herbal and oil vaporizers, pipes, water pipes, all smokeless tobacco (chew, snuff, dip, etc.) and all other non-FDA approved nicotine products.

Our goal is to achieve maximum voluntary compliance through communication about the smoke- and tobacco-free policy to our students, employees, and visitors. Violation of the policy could result in disciplinary action. Any student who repeatedly refused to adhere to the policy may be referred to student conduct.

[https://www.kent.edu/smoke-free](https://www.kent.edu/smoke-free)
Student Transfer Policy

Kent State University Admission Requirements states:

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

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

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

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

Kent State University Radiologic Technology Program Selective Requirements states:

Transfer between Radiology Programs within the University System

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

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

Transfer between Radiology Programs outside the University System (cont’d)

4. Student must transfer into the radiology program with a minimum 2.75GPA.
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:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

Policy Effective Date: Mar. 01, 2015
Tardiness

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

Ashtabula Campus Classes

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

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

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

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

Clinical Education Setting Tardiness

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

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

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

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

COURSE TARDY ACTION FORM

Student Name: _____________________________________________  Class of: __________

Course: ________________________________________________  Date: ______________

Date of Tardiness: ______________________

Date of Tardiness: ______________________

Date of Tardiness: ______________________

Course Policy:

TARDINESS

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

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

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

Student Signature: ______________________________________  Date: ______________

Instructor Signature: ______________________________________  Date: ______________

Director Signature: ______________________________________  Date: ______________

Revision: 2013, 2014, 2021
Textbooks

1. All textbooks used in the Kent State University Radiologic Technology Program are on sale at the Kent State University Ashtabula 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.
## 2021-2023 TEXTBOOKS and COURSE FEES

<table>
<thead>
<tr>
<th>Course Number/Price</th>
<th>COURSE/TEXTS or WORKBOOKS</th>
<th>SEMESTER</th>
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<tbody>
<tr>
<td>RADT 14003</td>
<td>Intro to Radiologic Technology</td>
<td>Summer I</td>
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<tr>
<td><strong>Text(s) required from a previous course</strong></td>
<td><strong>All books are approximate costs</strong></td>
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<tr>
<td><strong>Bundle for Elsevier:</strong> ISBN: 9780323867351: $409.92</td>
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<tr>
<td>(Bundle) Bontrager Adaptive Quizzing: ISBN: 978-0323832335</td>
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<tr>
<td>Kent State University Ashtabula, <em>Radiologic Technology Student Handbook</em>.</td>
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<tr>
<td>RADT 14005</td>
<td>Clinical Education I</td>
<td>Summer I/III</td>
</tr>
<tr>
<td><em>Bontrager textbook, adaptive quizzing, and pocket handbook</em></td>
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<tr>
<td>RADT 14006</td>
<td>Radiographic Procedures I</td>
<td>Summer III</td>
</tr>
<tr>
<td><em>Bontrager textbook, adaptive quizzing, handbook</em></td>
<td></td>
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<tr>
<td>BSCI 11010/11020</td>
<td>Anatomy and Physiology for Allied Health I and II</td>
<td>Fall and Spring</td>
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<tr>
<td>RADT 14015</td>
<td>Clinical Education II</td>
<td>Fall</td>
</tr>
<tr>
<td><em>Bontrager textbook, adaptive quizzing, and pocket handbook</em></td>
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<tr>
<td>RADT 14016</td>
<td>Patient Care Management</td>
<td>Fall</td>
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<tr>
<td><em>Adler &amp; Carlton</em></td>
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<tr>
<td>RADT 14021</td>
<td>Radiographic Procedures II</td>
<td>Fall</td>
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<td><em>Bontrager textbook, adaptive quizzing, handbook</em></td>
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<tr>
<td>RADT 14018</td>
<td>Imaging Equipment</td>
<td>Fall</td>
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<tr>
<td>RADT 14034</td>
<td>Image Acquisition and Processing</td>
<td>Spring</td>
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<tr>
<td></td>
<td>*Textbook: * Orth, Denise</td>
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<td>*Textbook: * Carter, Christi &amp; Veale, Beth</td>
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<tr>
<td>RADT 14024</td>
<td>Radiographic Procedures III</td>
<td>Spring</td>
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<td>*Bontrager textbook and handbook</td>
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<td></td>
<td>*Bontrager adaptive quizzing</td>
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<tr>
<td>RADT 14025</td>
<td>Clinical Education III</td>
<td>Spring</td>
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<tr>
<td></td>
<td>*Bontrager textbook, adaptive quizzing, handbook and KSUA Handbook</td>
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<tr>
<td><strong>Second Year</strong></td>
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<tr>
<td>RADT 14085</td>
<td>Clinical Education IV</td>
<td>Summer II</td>
</tr>
<tr>
<td></td>
<td>*KSUA Student Handbook</td>
<td></td>
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<td></td>
<td>*Bontrager adaptive quizzing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>($50.00)</td>
<td>*Workbook: *Lange’s Review for Radiography Exam (newest ed.) ($50.00)</td>
</tr>
<tr>
<td>RADT 24016</td>
<td>Imaging Physics</td>
<td>Fall</td>
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<td>*Textbook: * Orth, Denise</td>
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<tr>
<td>RADT 24008</td>
<td>Radiobiology and Radiation Protection</td>
<td>Fall</td>
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<tr>
<td>RADT 24014</td>
<td>Advanced Imaging</td>
<td>Fall</td>
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<tr>
<td>RADT 24015</td>
<td>Clinical Education V</td>
<td>Fall</td>
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<td></td>
<td>*Bontrager textbook, adaptive quizzing, handbook and KSUA Handbook</td>
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<tr>
<td></td>
<td>*Workbook: *Lange’s Review for Radiography Exam (newest ed.)</td>
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<tr>
<td>RADT 24025</td>
<td>Clinical Education VI</td>
<td>Spring</td>
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<tr>
<td></td>
<td>*Bontrager textbook, adaptive quizzing, handbook and KSUA Handbook</td>
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<tr>
<td></td>
<td>*Workbook: Lange’s Review for Radiography Exam (newest ed.)</td>
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<tr>
<td>RADT 24028</td>
<td>Radiologic Pathology</td>
<td>Spring</td>
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<tr>
<td>RADT 24048</td>
<td>Radiographic Techniques</td>
<td>Spring</td>
</tr>
</tbody>
</table>

*Workbook: Lange’s Review for Radiography Exam (newest ed.)*

### COURSE FEES

- **RADT 14005**: Clinical Education I: $50.00: Summer Semester: 1st year student: Radiation monitoring device
- **RADT 14015**: Clinical Education II: $50.00: Fall Semester: 1st year student: Radiation monitoring device
- **RADT 14016**: Patient Care Management: $35.00: Fall Semester: 1st year student: Supplies
- **RADT 14025**: Clinical Education III: $50.00: Spring Semester: 1st year student: Radiation monitoring device
- **RADT 14085**: Clinical Education IV: $50.00: Summer Semester: 1st year student: Radiation monitoring device
- **RADT 24015**: Clinical Education V: $50.00: Fall Semester: 2nd year student: Radiation monitoring device
- **RADT 24025**: Clinical Education VI: $50.00: Spring Semester: 2nd year student: Radiation monitoring device

### PROGRAM FEES

- Trajecsys: Clinical Reporting System: time record, activity report, checkoffs, forms, and scheduling: $150 (covers 2 years)
- Background Check: Fast Fingerprint: BCI/FBI: $78 (at the start of year 2)
Transportation

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

The program and Kent State University are not responsible for any problems that may occur during a field trip or educational trip.
Venipuncture/Injections in the Clinical Education Setting

Rationale

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

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

Policy

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

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

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

Process & Procedure

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

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

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

2. I realize that I will be held responsible for behavior that is not considered to be within the expected norms for a university student and that I am also bound by the professional conduct statement in my Radiologic Technology Program Student Handbook, 2021-2023. 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 Rules and Regulations and understand that I may refer to this document for questions concerning the University procedures. Available on the web at: https://www.kent.edu/studentconduct/code-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 that have been presented in the student Handbook of the Radiologic Technology program at Kent State University Ashtabula and I agree to abide by them. Students must also adhere to policies at their assigned clinical education site. Any violation of these policies may lead to probation, suspension or dismissal. I also understand that these policies may be changed, with notice, if necessary, by the Radiologic Technology program officials.

Student Signature ____________________________________________

Date ______________________

Program Director’s Signature ____________________________________________

Date ______________________

Clinical Coordinator’s Signature ____________________________________________

Date ______________________