Ascension St. Vincent

School of Medical Imaging
Radiologic Technology Program

Student Academic Handbook

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Ascension St. Vincent's
Schools of Medical Imaging
Radiologic Technology

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Certification

I certify that the following statements, together with any supplements that may be attached, are correct and accurate to the best of my belief.

Alexis Cran

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ADMISSIONS INFORMATION

Admission Requirements

Admission to the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program requires completion of the established application, selection, and enrollment process.

Students are responsible for maintaining compliance with all program, institutional, occupational health, and clinical education requirements throughout enrollment.

Additional admission requirements and application procedures are published in the Ascension St. Vincent's School of Medical Imaging Catalog.

Accepted Student Requirements

Students accepted into the Radiologic Technology Program must complete all required onboarding, institutional, occupational health, and clinical clearance requirements prior to beginning program coursework and clinical education.

Requirements may include:

- Institutional enrollment documentation
- Background screening
- Occupational health clearance
- Required education and compliance modules
- Identification badge requirements
- Access credentialing requirements
- Clinical affiliate requirements
- Additional documentation required for program participation

Students are responsible for submitting required documentation by established deadlines and maintaining compliance throughout enrollment.

Failure to complete or maintain required clearance requirements may prevent participation in program activities or delay progression.

Occupational Health Requirements

Prior to participating in clinical education, students must satisfy occupational health requirements established by Ascension St. Vincent's and affiliated clinical education sites.

Students are responsible for maintaining current health documentation throughout enrollment.

Requirements may include:

- Influenza vaccination
- Tdap vaccination
- Measles, Mumps, and Rubella (MMR) vaccination or immunity documentation
- Varicella vaccination or immunity documentation
- Hepatitis B immunity documentation
- Tuberculosis screening
- Drug screening when required
- Additional requirements established by Ascension St. Vincent's or clinical affiliates

Failure to maintain required health clearance may result in removal from clinical education activities until compliance is restored.

Professional and Legal Disclosure Requirements

The Radiologic Technology Program is committed to preparing students for ethical, safe, and professional practice within the healthcare environment. Students are required to disclose information that may affect patient safety, clinical participation, professional conduct, or eligibility for certification.

Disclosure of Criminal History

Students must promptly notify the Program Director of any criminal charges, arrests, convictions, or legal proceedings occurring during enrollment, excluding minor traffic violations.

Students are responsible for providing documentation related to reported incidents, including final legal documentation when available.

Failure to disclose required information may result in disciplinary action, up to and including dismissal from the program.

Students should be aware that certain criminal convictions may affect eligibility for certification through the American Registry of Radiologic Technologists (ARRT) and may require completion of an ARRT Ethics Review (Pre-Application Review).

The Program Director will review disclosed information considering:

- Patient safety
- Clinical affiliate requirements
- Professional standards
- Institutional policies
- Program completion requirements
- Certification eligibility considerations

Disclosure of Professional License or Certification Actions

Students must disclose any suspension, revocation, probation, investigation, or disciplinary action involving a professional license, certification, registration, or credential issued by a regulatory agency or credentialing organization.

The program will review disclosed information and determine appropriate action based on:

- Professional standards
- Patient safety considerations
- Certification eligibility concerns
- Clinical affiliate requirements
- Institutional policies

Failure to disclose required information will result in disciplinary action, denial of continued enrollment, or dismissal from the program.

Transfer and Advanced Placement Policy

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program does not offer advanced placement, transfer admission, or transfer of radiography program course credit.

Students accepted into the program must complete the Radiologic Technology curriculum in its entirety, beginning with Semester One.

Previous college coursework may only be applied toward completion of required general education prerequisites as outlined in the program's admission requirements.

Students transferring from another radiography program must complete the standard admission process and, if accepted, begin the program as a new student.

Reapplication Following Withdrawal or Dismissal

Students who voluntarily withdraw from or are dismissed from the Radiologic Technology Program and wish to return must reapply through the standard application and selection process. Reapplication does not guarantee readmission or acceptance into a future cohort.

For complete requirements and conditions governing reapplication following withdrawal or dismissal, refer to the Reapplication Following Withdrawal or Dismissal policy in Section III: Academic Policies.

SECTION I: WELCOME TO ASCENSION ST. VINCENT'S SCHOOL OF MEDICAL IMAGING

Welcome

Welcome to the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program.

The Radiologic Technology Program is a hospital-based educational program designed to prepare students for entry-level practice as radiologic technologists through integrated didactic instruction, laboratory education, simulation, and supervised clinical experiences.

The twenty-month competency-based curriculum requires academic dedication, clinical responsibility, and professional growth. Students are expected to actively participate in their education, demonstrate accountability, and uphold the standards of patient care, professionalism, ethics, and safety expected of healthcare professionals.

This Student Handbook outlines the academic, professional, and administrative policies governing student enrollment and progression within the Radiologic Technology Program. Students are responsible for understanding and following all program requirements and are encouraged to seek guidance from faculty throughout their educational experience.

Handbook Purpose

The Academic Handbook establishes the academic, professional, and student responsibility policies governing enrollment and participation in the Radiologic Technology Program.

The program maintains multiple resources that define student requirements and expectations, including:

- Institutional Catalog
- Academic Handbook
- Clinical Education Handbook
- Course Syllabi

The Institutional Catalog provides institutional and program information, including admissions requirements, curriculum information, resources, and institutional policies.

The Academic Handbook provides academic, professional, and student responsibility policies.

The Clinical Education Handbook provides policies specific to clinical education experiences, including clinical participation, supervision, competencies, evaluations, and progression.

Course syllabi provide course-specific requirements, grading criteria, learning activities, and expectations.

Students are responsible for understanding and complying with all applicable policies and requirements.

Handbook Revisions

The Radiologic Technology Program reserves the right to revise, modify, interpret, or update program policies, procedures, curriculum requirements, schedules, or other program expectations as necessary to maintain compliance with institutional policies, accreditation standards, regulatory requirements, and changes in professional practice.

Whenever practical, students will receive written notification of significant policy changes.

Students are responsible for following the most current version of program policies and procedures. The most recent edition of the Student Handbook supersedes all previous versions.

Mission Statement

Provide meaningful learning and prepare fully qualified radiography professionals who will provide quality healthcare services to the community, thereby enabling the students to achieve their expectations and attain full professional potential.

Program Philosophy

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program believes radiologic technology education requires a foundation of scientific knowledge, technical competence, critical thinking, communication, and compassionate patient care.

The program utilizes a competency-based educational model in which students develop knowledge and skills through didactic instruction, laboratory education, simulation, and supervised clinical experiences. As students progress through the curriculum, they are expected to demonstrate increasing responsibility, professionalism, accountability, and commitment to patient safety and ethical practice.

Faculty are committed to providing a supportive learning environment that promotes student growth, continuous improvement, and the development of the knowledge, skills, and behaviors necessary for successful entry-level practice in radiologic technology.

Program Goals

The Radiologic Technology Program is committed to graduating entry-level radiographers who demonstrate the knowledge, skills, and professional behaviors necessary for successful practice in medical imaging.

To accomplish this mission, the program has established the following goals:

Goal 1 — Clinical competence.

Outcomes:

- Perform radiographic procedures safely and accurately.
- Produce diagnostic-quality radiographic images.
- Apply appropriate radiation protection for patients, self, and others.

Goal 2 — Effective communication.

Outcomes:

- Communicate professionally with patients, families, physicians, technologists, and other healthcare team members.
- Demonstrate accurate written communication in clinical and academic documentation.

Goal 3 — Critical thinking and problem-solving.

Outcomes:

- Adapt radiographic procedures to patient condition and clinical circumstances.
- Evaluate radiographic images and determine appropriate corrective actions when needed.

Goal 4 — Professionalism.

Outcomes:

- Exhibit ethical behavior consistent with the ARRT Standards of Ethics.
- Demonstrate responsibility, accountability, dependability, and respect.
- Practice within institutional, professional, and regulatory standards.

Student Learning Outcomes

Upon successful completion of the Radiologic Technology Program, graduates will be able to:

- Communicate effectively with patients and members of the healthcare team.
- Demonstrate competency in routine and specialized radiographic procedures.
- Apply critical thinking and sound clinical judgment during patient care and image acquisition.
- Practice radiation protection principles consistent with the ALARA philosophy.
- Produce and evaluate diagnostic-quality medical images.
- Demonstrate safe operation of radiographic equipment and related imaging technologies.
- Deliver compassionate, patient-centered care while respecting cultural diversity and individual needs.
- Practice ethically in accordance with the ARRT Standards of Ethics and institutional policies.
- Demonstrate professionalism, accountability, and commitment to lifelong learning.
- Meet the qualifications for entry-level employment and eligibility to sit for the American Registry of Radiologic Technologists (ARRT) certification examination.

Program Accreditation

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program maintains compliance with applicable JRCERT Standards and participates in ongoing assessment and continuous improvement activities.

Graduates who successfully complete program requirements are eligible to apply for certification through the American Registry of Radiologic Technologists (ARRT), provided all ARRT eligibility requirements are satisfied.

Students who believe the program may not be maintaining compliance with JRCERT accreditation standards should follow the Program Grievance Procedure outlined in this handbook before submitting a formal allegation of noncompliance to JRCERT.

Program Administration

Program Director

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Radiologic Technology Program Director
Ascension St. Vincent's School of Medical Imaging

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The Radiologic Technology Program is administered by qualified faculty responsible for curriculum oversight, student instruction, laboratory education, clinical education oversight, program assessment, accreditation compliance, and continuous quality improvement.

Program faculty are committed to maintaining a supportive educational environment that promotes academic success, patient safety, professionalism, ethical practice, and student development. Students are encouraged to seek guidance from faculty regarding academic, clinical, or professional concerns.

SECTION II: PROGRAM OVERVIEW

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program is a twenty-month, competency-based educational program designed to prepare students for entry-level practice as radiologic technologists. The curriculum integrates didactic instruction, laboratory education, simulation, and supervised clinical education to develop the knowledge, technical skills, critical thinking, and professional behaviors necessary for safe and effective patient care. Students must successfully complete all academic, laboratory, and clinical requirements to progress through the program and meet graduation requirements.

Competency-Based Education

The Radiologic Technology Program follows a competency-based educational model in which student progression is determined by both academic achievement and demonstrated clinical ability. Students develop foundational knowledge through didactic and laboratory instruction before applying those skills during supervised clinical education.

Clinical competencies are completed only after students demonstrate readiness and under the supervision requirements established by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the American Registry of Radiologic Technologists (ARRT). Students must successfully complete all required clinical competencies and demonstrate professional behaviors prior to program completion.

Laboratory education provides opportunities for guided practice and faculty feedback but does not replace clinical competency requirements.

Laboratory Education

Laboratory education provides students with structured opportunities to develop and refine radiographic skills in a controlled learning environment before performing procedures in the clinical setting.

Laboratory activities may include demonstration, guided practice, simulation, positioning practice, equipment manipulation, image evaluation, and other skill-development activities appropriate to the student's level of education. Laboratory experiences are designed to promote technical skill development, critical thinking, and readiness for supervised clinical education.

All laboratory activities involving radiographic equipment and radiation exposure must be conducted under the direct observation and supervision of a program faculty member or a qualified radiographer designated by the Program Director to assist with laboratory instruction. Individuals selected to participate in laboratory instruction must meet program expectations and demonstrate appropriate knowledge and competency related to the assigned activity.

Students may not perform radiographic exposures on individuals solely for practice purposes. All laboratory exposures must occur as part of an approved educational activity under appropriate supervision and authorization.

Students must demonstrate adherence to radiation safety principles and ALARA practices during all laboratory activities. Students must be observed by qualified personnel whenever radiographic equipment is used to ensure that unnecessary radiation exposure to themselves or others does not occur.

Students are expected to arrive prepared, participate actively, demonstrate professionalism, and follow all safety requirements. Faculty provide instruction, supervision, and feedback to promote skill development and clinical readiness. Additional practice or remediation may be assigned when needed.

Laboratory attendance is required. Missed laboratory experiences may affect course objectives and may require additional practice as determined by program faculty.

Program Length

The Radiologic Technology Program is a full-time, twenty-month competency-based program consisting of five consecutive sixteen-week semesters.

Students must successfully complete all academic, laboratory, clinical, and program requirements before progression or completion.

Additional program information is available in the Ascension St. Vincent's School of Medical Imaging Catalog.

Program Schedule

The Radiologic Technology Program is a full-time educational program requiring participation in scheduled academic, laboratory, and clinical activities.

Students receive course schedules, syllabi, and clinical assignments each semester.

Program schedules include daytime, evening, weekend, holiday, or specialty experiences as necessary to meet educational objectives.

Additional clinical scheduling requirements are outlined in the Clinical Education Handbook.

School Hours

The School of Medical Imaging is open Monday through Friday. Program faculty are available during normal business hours and by appointment.

Program Office Hours:
Monday–Friday
8:00 a.m.– 4:30 p.m.

Clinical Hours

Clinical education schedules are assigned according to program curriculum requirements and clinical education objectives.

Students are responsible for following assigned clinical schedules and expectations outlined in the Clinical Education Handbook.

Program Calendar

The Radiologic Technology Program publishes an annual academic calendar containing semester dates, holidays, examinations, and scheduled program activities.

Students are responsible for reviewing the current program calendar.

Clinical Education Sites

Clinical education occurs at affiliated healthcare facilities selected to provide students with appropriate educational experiences across diverse patient populations, imaging procedures, and healthcare environments.

Clinical assignments and current clinical affiliate information are maintained within the Clinical Education Handbook.

Communication

Effective communication between students and program faculty is essential to academic success and the timely exchange of program information. Students are responsible for regularly monitoring all official communication platforms and remaining informed of program announcements, deadlines, schedule changes, and other important information.

Official Communication

The student's Ascension email account serves as the official method of communication for the Radiologic Technology Program. Google Classroom is used to distribute course materials, assignments, grades, and course announcements.

Students are responsible for checking these communication platforms regularly and maintaining current contact and emergency contact information with the Program Director.

Failure to review official communications does not excuse missed deadlines, schedule changes, or other program requirements.

Emergency Communication

In the event of an urgent or time-sensitive matter, program faculty may contact students by telephone or other approved communication methods. Students are responsible for promptly notifying the Program Director of any changes to their telephone number or emergency contact information.

Student Employment and Educational Role Separation

Students may maintain outside employment while enrolled in the Radiologic Technology Program; however, employment responsibilities must not interfere with attendance, academic performance, clinical performance, or completion of program requirements. Program schedules will not be modified to accommodate outside employment.

Students employed by Ascension St. Vincent's or any affiliated clinical site must clearly distinguish their role as an employee from their role as a student. Paid employment will not be substituted for scheduled clinical education, clinical competencies, evaluations, or any other program requirement.

Employment policies, eligibility requirements, and available student employment opportunities are outlined in the Ascension St. Vincent's School of Medical Imaging Catalog.

Accessibility and Disability Accommodations

Ascension St. Vincent's School of Medical Imaging is committed to providing equal educational opportunities for qualified students with disabilities in accordance with applicable federal and state laws.

Students requesting academic or program-related accommodations should contact Associate Relations and notify the Program Director as early as possible to allow adequate time for review and implementation of approved accommodations.

The complete Disability Accommodations Policy, Technical Standards, and Essential Skills and Abilities for the Radiologic Technology Program are published in the Ascension St. Vincent's School of Medical Imaging Catalog.

English Language Requirement

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program conducts all classroom instruction, laboratory education, clinical education, examinations, and official program communications in English.

Students must demonstrate sufficient English language proficiency to successfully participate in all aspects of the program, including understanding instructional materials, completing academic assignments, communicating effectively with patients and members of the healthcare team, and safely performing required clinical responsibilities.

Because radiologic technologists provide direct patient care, effective communication is essential to patient safety, professional practice, and successful completion of program requirements.

Student Feedback and Participation

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program values student input and recognizes student participation as an important component of continuous program improvement.

Students are provided opportunities to provide feedback regarding academic, laboratory, clinical, and overall program experiences through methods including:

- Course and clinical evaluations
- Laboratory feedback
- Graduate surveys
- Program meetings
- Direct communication with program faculty
- Participation in program assessment activities

Student feedback is reviewed by program faculty and considered during curriculum review, policy development, resource planning, and quality improvement initiatives.

The program maintains communication with its community of interest, including students, graduates, employers, clinical affiliates, faculty, and healthcare professionals. Students may be invited to participate in discussions or activities related to program effectiveness, educational outcomes, and improvement efforts.

Students are expected to provide feedback in a professional and constructive manner. While all feedback is considered, implementation of suggestions is based on program needs, accreditation requirements, institutional policies, and available resources.

Institutional Facilities and Resources

Students are provided access to institutional facilities, educational resources, equipment, and technology systems necessary to support academic and clinical education. Students are expected to use all institutional resources responsibly and in accordance with Ascension St. Vincent's policies and applicable clinical affiliate requirements.

Students are expected to:

- Use institutional property, equipment, and technology systems appropriately and only for authorized educational purposes.
- Protect institutional equipment, technology systems, and confidential information from misuse or unauthorized access.
- Wear the required identification badge while participating in classroom, laboratory, clinical, and other program-related activities.
- Comply with all facility access, parking, security, and technology policies established by Ascension St. Vincent's and assigned clinical affiliates.

Failure to comply with institutional resource and facility policies will result in disciplinary action in accordance with the Student Conduct and Progressive Discipline Policy.

SECTION III: ACADEMIC POLICIES

Academic Standards

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program provides a competency-based educational experience designed to prepare students for entry-level practice. Students must successfully complete all academic, laboratory, clinical, and program requirements while demonstrating knowledge, technical skills, critical thinking, and professionalism.

Students are responsible for maintaining satisfactory academic progress, meeting course requirements, and following all program policies throughout enrollment.

Course Sequence and Progression

The Radiologic Technology Program follows a structured, sequential curriculum in which knowledge, technical skills, and clinical competencies build progressively throughout the twenty-month program. Students must successfully complete all academic, laboratory, clinical, and program requirements for each semester before progressing to the next semester.

Students who fail to meet progression requirements will be subject to remediation, academic or clinical warning, probation, course repetition (when eligible), withdrawal, or dismissal from the program in accordance with applicable program policies.

Student Academic Responsibilities

Students are responsible for actively participating in their education and maintaining satisfactory academic progress. Students must:

- Attend and participate in scheduled classes, laboratories, examinations, and required activities.
- Complete assignments and assessments by established deadlines.
- Prepare for classroom and laboratory activities.
- Seek assistance when academic difficulties arise.
- Maintain academic integrity and professionalism.

Academic Performance Expectations

Students must demonstrate continued progress toward entry-level radiologic technology practice by applying knowledge, technical skills, critical thinking, and professional behaviors throughout the program.

Students are expected to:

- Apply knowledge of anatomy, radiographic procedures, patient care, and radiation safety.
- Apply classroom knowledge during laboratory and clinical education experiences.
- Demonstrate preparation, accountability, professionalism, and adaptability.
- Meet established course, laboratory, clinical, and program requirements.

Students who experience academic difficulty will be required to participate in academic advising, remediation activities, or improvement plans as determined by program faculty.

Academic Integrity

Students are expected to demonstrate honesty, integrity, and ethical behavior in all academic activities. Academic dishonesty, including cheating, plagiarism, falsification of records, or misrepresentation of work, will result in disciplinary action according to the Student Conduct Policy.

Grading System

The Radiologic Technology Program uses a structured evaluation system to assess student achievement of course objectives, knowledge, technical skills, and application of radiologic science concepts.

Course grading criteria are outlined in each course syllabus and may include examinations, quizzes, assignments, laboratory activities, projects, presentations, skill assessments, and other evaluation methods.

Students are responsible for reviewing course requirements, grading criteria, and evaluation policies outlined in each course syllabus.

Grading Scale

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program uses the following grading scale for all didactic courses:

Percentage	Letter Grade	Grade Points
93–100%	A	4.00
89–92.9%	A-	3.75
86–88.9%	B+	3.25
83–85.9%	B	3.00
80–82.9%	B-	2.75
75–79.9%	C	2.00

Percentage	Letter Grade	Grade Points
70–74.9%	D	1.00
Below 70%	F	0.00
Withdrawal	W	N/A

Students must achieve the minimum required grade established by program policy to successfully complete each course and progress within the Radiologic Technology Program.

Didactic Course Grading

Didactic courses evaluate student achievement of course objectives through assessment of knowledge, application of radiologic science concepts, and preparation for clinical practice.

Didactic course content may include evaluation of:

- Radiographic procedures and positioning.
- Radiation protection and safety principles.
- Patient care concepts.
- Anatomy and physiology.
- Image production and evaluation.
- Equipment operation and quality control.
- Professional practice concepts.

Course grading criteria and evaluation methods are identified within each course syllabus.

Laboratory Course Evaluation

Laboratory education provides students with structured opportunities to develop and practice radiographic skills prior to application in the clinical environment.

Laboratory performance may be evaluated through:

- Participation and preparation.
- Practice activities.
- Skill demonstrations.
- Practical examinations or performance assessments.
- Faculty observation and feedback.

Laboratory evaluations assess student development in positioning, equipment operation, radiation protection, patient care, and image evaluation. Laboratory activities are designed to promote technical proficiency, critical thinking, and readiness for clinical education.

Clinical Education Evaluation

Clinical education performance is evaluated according to the policies and procedures outlined in the Radiologic Technology Clinical Education Handbook.

Clinical evaluation includes assessment of student performance in areas such as:

- Clinical competency completion.
- Clinical performance evaluations.
- Professional behaviors.
- Safe patient care practices.
- Application of didactic and laboratory knowledge in the clinical environment.

Students must successfully complete all clinical education requirements, including required clinical hours, competencies, evaluations, and professional expectations, prior to program completion.

Minimum Passing Requirements

Students must successfully complete all required courses and program requirements in order to progress through the Radiologic Technology Program.

Students who fail to meet established academic, clinical, laboratory, competency, attendance, or professional standards will be subject to remediation, probation, course repetition, withdrawal, or dismissal according to applicable program policies.

Grade Point Average (GPA)

The Grade Point Average (GPA) reflects a student's academic performance and is calculated using the following formula:

Total Grade Points Earned ÷ Total Credit Hours Attempted = GPA

The Radiologic Technology Program recognizes:

- **Term GPA:** Academic performance achieved during the current semester.
- **Cumulative GPA:** Overall academic performance throughout enrollment in the program.

Students must maintain the minimum required course grades established by program policy:

- Academic courses: Minimum final grade of 80% (B-) or higher.
- Clinical courses: Minimum final grade of 85% (B) or higher.

Failure to meet these requirements will result in implementation of the Academic Warning and Probation Policy.

Assignments

Assignments are designed to reinforce course concepts, develop technical knowledge, and support the application of radiologic science principles.

Students are responsible for completing all assigned coursework and required activities by established deadlines. Assignment requirements, grading criteria, and submission expectations are outlined within each course syllabus.

Assignments may include:

- Written assignments.
- Case studies.
- Presentations.
- Online learning activities.
- Other course-specific learning activities.

Failure to complete required assignments or course activities will result in a grade of zero and will negatively impact successful course completion and progression within the Radiologic Technology Program.

Late Assignments

Students are expected to submit assignments by the deadlines established within each course syllabus.

Unless otherwise approved by the course instructor, late assignments are subject to the following deductions:

- One (1) day late: 10% deduction.
- Two (2) or more days late: Grade of zero (0).

Students are responsible for monitoring course deadlines, announcements, and submission requirements.

Failure to submit assignments within the established timeframe will affect course grades and successful course completion.

Clinical Education Assignments

Clinical education requirements, including clinical rotations, competencies, evaluations, documentation requirements, and clinical performance expectations, are governed by the Radiologic Technology Clinical Education Handbook.

Students are responsible for reviewing and complying with all clinical education policies and procedures throughout enrollment in the program.

Failure to meet clinical education requirements will affect clinical progression, course completion, and eligibility for program completion.

Testing

Assessments are used to evaluate student achievement of course objectives, knowledge application, technical skill development, and readiness for progression within the Radiologic Technology Program.

Assessment methods may include:

- Written examinations.
- Quizzes.
- Practical examinations.
- Image evaluation activities.
- Skill assessments.
- Other course-specific evaluation methods.

Students must complete assessments according to established course schedules and maintain academic integrity throughout all testing activities.

Test Expectations

Students are expected to demonstrate academic integrity and professional responsibility during all examinations and assessments.

Any form of academic dishonesty during examinations will result in disciplinary action according to the Academic Integrity Policy and Student Conduct Policy.

Students requiring examination accommodations must follow the Disability Services process and receive approved accommodations prior to the scheduled examination date.

Final Examinations

Final examinations are administered at the conclusion of each semester to evaluate student achievement of course objectives and readiness to progress within the Radiologic Technology Program.

Final examinations may include written examinations, practical examinations, comprehensive assessments, or other evaluation methods as determined by the course instructor. Final examinations assess cumulative knowledge and skills developed throughout the course.

The final examination grade constitutes 40% of the overall course average. In addition to the weighted contribution to the course grade, students must achieve a minimum score of 80% on required final examinations.

Students who do not achieve the required minimum final examination score will be provided one opportunity to complete an approved retake examination following completion of any required remediation activities determined by program faculty.

The retake examination will assess the same course objectives and content areas as the original final examination but may utilize different questions or assessment methods. The higher of the original final examination score or approved retake examination score will be recorded as the student's final examination grade.

Failure to achieve the required minimum final examination score after the permitted retake opportunity will result in course failure and implementation of the Course Failure Policy.

Semester Three, Four, and Five Final Examination Requirements

Students in semesters three, four, and five must achieve a minimum score of 80% on each course final examination. A student who scores below 80% will be offered one approved retake opportunity. A student who does not achieve 80% on the retake will not pass the course. Course failure in these semesters is addressed under the Course Repetition policy.

Semester Five Comprehensive Registry Preparation Examination

During semester five, students are required to complete a comprehensive mock registry examination as a program completion requirement. The examination, administered through CloverLearning (Rad Tech Boot Camp), is designed to assess overall readiness for the American Registry of Radiologic Technologists (ARRT) certification examination.

At the program's discretion, mock registry examinations may be administered in either an open or closed format.

Open mock examinations provide students and faculty with information regarding questions answered incorrectly and the associated rationale for correct responses. Closed mock examinations provide only an overall score and section performance summary, similar to the score reporting format provided by the ARRT.

Students must achieve a minimum score of 80% on the comprehensive mock registry examination prior to graduation and program completion.

Students who do not achieve the required score will participate in additional faculty-directed registry preparation and remediation activities. Students will continue assigned program activities and repeat the comprehensive mock registry examination until the required benchmark is achieved.

Failure to achieve the required benchmark will delay program completion, graduation, and eligibility to apply for the ARRT certification examination.

Academic Progress Standards

Student progression within the Radiologic Technology Program is based on successful completion of academic courses, laboratory requirements, clinical education requirements, competency requirements, attendance standards, and professional expectations.

Student progress is evaluated throughout enrollment using multiple measures, including:

- Examinations and assignments.
- Laboratory activities and assessments.
- Clinical evaluations and competency completion.
- Attendance records.
- Professional conduct and performance.

Students who do not meet established progression standards will be required to participate in remediation, academic or clinical probation, or other interventions as outlined in applicable program policies.

Satisfactory Academic Progress

To maintain satisfactory academic progress within the Radiologic Technology Program, students must:

- Maintain a minimum academic course average of 80% (B-) or higher in all didactic courses.
- Maintain a minimum clinical course average of 85% (B) or higher in all clinical courses.
- Successfully complete required laboratory activities and assessments.
- Successfully complete required clinical competencies and clinical education requirements.
- Complete courses in the sequence established by the program curriculum.
- Demonstrate safe, professional, and ethical behavior in academic, laboratory, and clinical environments.
- Meet all program requirements for progression and graduation.

Failure to maintain satisfactory academic progress will result in academic or clinical warning, probation, remediation, course repetition when eligible, withdrawal, or dismissal according to applicable program policies.

Academic Progress Review

Student progress is reviewed throughout each semester to evaluate academic performance, clinical development, competency progression, attendance, and professionalism.

Formal progress reviews occur at the midpoint and conclusion of each semester, with additional reviews conducted as needed.

Progress reviews may include:

- Academic and clinical performance.
- Assignment and examination performance.
- Laboratory skill development.
- Clinical competency progression.
- Attendance and professionalism.

When concerns are identified, faculty may provide advising, remediation recommendations, or other interventions to support successful progression within the program.

Academic and Clinical Warning/Probation Policy

Students who fail to meet established academic, clinical, or progression standards will be placed on academic or clinical warning/probation status.

Students may be placed on warning or probation due to:

- Academic course average below 80%.
- Clinical course average below 85%.
- Unsatisfactory competency progression.
- Failure to meet established program progression requirements.
- Significant concerns related to professional performance.

Students placed on warning or probation will receive written documentation identifying:

- The area(s) of concern.
- Required corrective actions.
- Expected improvements.
- Timeline for resolution.
- Consequences of failure to meet requirements.

The standard probation period is eight (8) weeks unless otherwise determined by program faculty based on the nature of the concern.

Failure to successfully resolve identified deficiencies will result in course failure, dismissal, or other action according to applicable program policies.

Final Semester Progression Requirements

Students completing their final semester must successfully complete all academic, laboratory, clinical, competency, and program completion requirements prior to graduation.

Students who are on academic or clinical warning/probation during their final semester must successfully resolve all identified deficiencies before being eligible for program completion and graduation.

Completion of program requirements does not guarantee eligibility for certification examination participation. Students must also meet current American Registry of Radiologic Technologists (ARRT) eligibility requirements.

Course Failure and Repetition Policy

Course Failure

A course failure occurs when a student does not successfully meet one or more established course completion requirements.

A student will be considered to have failed a course if any of the following occur:

- An academic course average below 80% (B-).
- A clinical course average below 85% (B).
- Failure to achieve the required minimum 80% final examination score after the permitted retake opportunity, when applicable.
- Failure to complete required course, laboratory, clinical, or competency requirements.

Successful completion of an academic course requires both a minimum course average of 80% and successful completion of the required final examination in accordance with the Final Examination Policy.

Course failure may result in course repetition, academic probation, withdrawal, or dismissal according to applicable program policies.

Course Repetition Eligibility

Students may repeat one eligible failed course during enrollment in the Radiologic Technology Program only with approval from the Program Director.

Approval for course repetition is based on program requirements, available resources, curriculum sequencing, course availability, and the student's academic and clinical standing.

A course may not be eligible for repetition if the course cannot be offered within the established program sequence or if an appropriate course repetition pathway is not available.

Approval to repeat a course does not guarantee continued progression with the student's original cohort or completion of the program within the original anticipated timeframe.

Students permitted to repeat a course must successfully complete all required coursework, laboratory activities, assessments, clinical requirements, competencies, and other applicable course completion requirements.

Academic courses repeated by students must also meet the required minimum final examination score outlined in the Final Examination Policy.

Failure to successfully complete a repeated course will result in dismissal from the Radiologic Technology Program.

Course Repetition During Semesters Three, Four, and Five

Because of the sequencing of the curriculum, clinical progression requirements, and timing of course offerings, courses in semesters three, four, and five may have limited or no opportunities for repetition with a future cohort.

A student who fails a course in these semesters, including by not meeting the final examination requirement, will be evaluated by the Program Director to determine whether the course is eligible for repetition and whether an approved repetition pathway is available within the program.

If an approved pathway is available, the student may repeat the course in accordance with this policy. If the course cannot be repeated within the established program sequence, or no approved pathway is available, the student will be dismissed from the Radiologic Technology Program for failure to meet academic progression requirements.

Multiple Course Failures

A student who fails a second course at any point during enrollment in the Radiologic Technology Program will be dismissed from the program due to failure to meet established academic progression requirements.

Clinical Education Requirements During Course Repetition

Students who are permitted to repeat a course will generally continue progressing through their assigned program sequence while simultaneously repeating the failed course with the cohort offering the course.

Students are responsible for attending all required classes and clinical education activities associated with their current semester of enrollment, as well as all required class sessions associated with the repeated course.

When scheduled class time for a repeated course conflicts with the student's regularly scheduled clinical education, the student is responsible for making up the clinical education time missed due to required attendance in the repeated course. Clinical makeup requirements are in addition to, and do not replace, the student's regularly scheduled clinical education requirements.

In accordance with JRCERT standards, students may not be scheduled for more than ten (10) hours per day or forty (40) hours per week in any combination of didactic, laboratory, and clinical education activities. These limits apply to all regularly scheduled and makeup time, and no makeup plan may exceed them.

The Program Director will establish an individualized clinical makeup plan based on the amount of clinical education time missed, program requirements, clinical site availability, and the student's academic and clinical schedule. The clinical makeup plan may include, but is not limited to:

- Additional clinical hours during regularly scheduled clinical days, within the daily and weekly limits.
- Extended clinical hours when approved by the Program Director and clinical affiliate, within the daily and weekly limits.
- Additional weekday clinical assignments, within the weekly limit.
- Weekend clinical assignments when available and appropriate, within the weekly limit.
- Make-up hours scheduled during designated programmatic breaks, as determined by the Program Director.
- Make-up hours completed on recognized holidays when the student voluntarily elects to do so and the clinical affiliate is operational and able to accommodate the student.
- Other approved make-up clinical hours necessary to satisfy the student's required clinical education time.

All make-up clinical hours must be completed within the diagnostic radiology department and must be approved in advance by the Program Director. Make-up time may not be completed through non-diagnostic clinical activities, employment, or outside clinical experiences.

For example, if a student is required to repeat a course that meets for four (4) hours per week over a sixteen (16)-week semester and those class sessions conflict with the student's regularly scheduled clinical education, the student will be responsible for completing the resulting sixty-four (64) hours of missed clinical education through an approved clinical makeup plan.

Students remain responsible for completing all required clinical education hours, competencies, clinical experiences, evaluations, and other program completion requirements associated with their current semester of enrollment. Clinical education requirements cannot be waived, substituted, or satisfied through employment activities or previous clinical experience. All required clinical education requirements must be completed before graduation clearance.

Failure to successfully complete required clinical makeup activities or other program completion requirements may delay graduation and eligibility to apply for the American Registry of Radiologic Technologists (ARRT) certification examination. Course repetition may result in delayed progression, a change in cohort placement, an extended program completion timeline, and additional clinical education requirements.

Academic Standing Following Course Repetition

Successful completion of a repeated course does not remove the original course failure from the student's academic record.

The repeated course grade will be used to determine successful progression within the Radiologic Technology Program; however, the original course attempt remains part of the student's academic history.

Students who successfully complete a repeated course must continue to meet all academic, clinical, competency, attendance, and professional requirements established by the Radiologic Technology Program.

Failure to maintain established program standards following course repetition may result in additional academic action, including dismissal when applicable.

Voluntary Withdrawal Policy

A student who chooses to discontinue enrollment in the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program must complete the program's voluntary withdrawal process.

Students requesting withdrawal must submit written notification to the Program Director. The request must be dated, signed by the student, and include the effective date of withdrawal.

Upon receipt of the withdrawal request, the Program Director will review the student's academic, clinical, and administrative status and complete the required withdrawal documentation.

Voluntary withdrawal from the program does not guarantee eligibility for future readmission. Students seeking to return must follow the Reentry Following Withdrawal Policy.

Course Grades Following Withdrawal

A student who voluntarily withdraws from the Radiologic Technology Program will receive a Withdrawal (W) grade for courses that are not completed during the semester in which withdrawal occurs.

A W course grade:

- Is recorded on the student's academic record.
- Is not calculated into the student's grade point average.
- Does not represent a passing or failing course grade.

Students who withdraw during or after final examination week will receive earned course grades for courses completed during that semester.

Return of Program Materials

Students who withdraw from or separate from the Radiologic Technology Program must return all program-issued materials and institutional property prior to separation from the program.

Required items may include, but are not limited to:

- Student identification badge.
- Program patches or uniform-related materials.

- Parking decal or access materials.
- Radiation dosimeter.
- Program documents or equipment issued for educational purposes.

Failure to return required materials may result in additional administrative follow-up according to institutional procedures.

Reapplication Following Withdrawal or Dismissal

Any student who voluntarily withdraws from or is dismissed from the Radiologic Technology Program and wishes to return to the program must reapply for admission through the standard application and selection process.

Reapplication does not guarantee readmission or acceptance into a future cohort. Students who previously enrolled in the program are not guaranteed priority consideration, placement, or acceptance into a future cohort.

Former students seeking to return must:

- Submit a new application by the established application deadline.
- Meet all admission and prerequisite requirements in effect at the time of reapplication.
- Complete all required application materials and participate in the established selection process.
- Meet all current program admission requirements, regardless of requirements previously satisfied during prior enrollment.
- Compete equally with other applicants and will not receive preferential consideration based solely on prior enrollment.
- Be selected for admission through the same application and selection process applicable to other applicants.

Prior enrollment in the Radiologic Technology Program does not guarantee acceptance into a future cohort. Reapplication and admission decisions are based on available program capacity, clinical site capacity, current admission requirements, curriculum requirements, and the applicant's qualifications and standing within the selection process.

Students who were dismissed from the program due to unsafe clinical practice, patient safety concerns, academic dishonesty, professional misconduct, or significant violations of program or institutional policies may be deemed ineligible for readmission.

Students who are granted readmission may be required to demonstrate readiness for program enrollment through examinations, remediation activities, laboratory assessments, clinical evaluations, or other requirements determined by the Program Director.

Students who are granted readmission to the Radiologic Technology Program must restart the program in its entirety beginning with Semester One. No academic credit, clinical education hours, clinical competencies, completed coursework, or other program requirements completed

during a previous enrollment period will be carried forward, transferred, or applied toward the student's new program enrollment.

Students granted readmission must complete all program requirements in effect at the time of readmission, including all academic coursework, laboratory education, clinical education, clinical competencies, program assessments, and other requirements established by the Radiologic Technology Program.

SECTION IV: STUDENT ATTENDANCE & PARTICIPATION

Attendance Policy

Regular attendance and punctuality are essential for successful completion of the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program.

As a full-time, competency-based program, students are expected to attend all scheduled classroom, laboratory, clinical education, examinations, and required program activities.

Attendance requirements ensure students obtain the educational experiences necessary to meet program objectives, accreditation standards, clinical competency requirements, and graduation requirements.

Students are responsible for monitoring their attendance, following required reporting procedures, and completing all missed academic, laboratory, and clinical requirements resulting from absences.

Attendance concerns may result in counseling, attendance coaching, disciplinary action, or review of the student's ability to meet program completion requirements.

Personal Time Off (PTO)

Students are allotted 128 personal time off (PTO) hours throughout the Radiologic Technology Program.

Absences from scheduled class, laboratory, and clinical activities will be deducted from the student's PTO balance unless otherwise approved by program policy.

Attendance coaching, counseling, and disciplinary action will occur at the following thresholds:

- 120 hours used: Attendance coaching and counseling with the Program Director to review attendance usage, discuss attendance expectations, identify barriers to successful attendance, and develop strategies to support successful program completion.
- 128 hours used: Verbal warning.
- More than 128 hours used: Written warning.

Students in the final semester may use remaining PTO hours provided all program completion requirements can still be met.

Excessive absences may impact a student's ability to meet program requirements and will be reviewed by the Program Director.

Scheduled Absences

Requests for planned absences must be submitted to the Program Director at least one (1) week in advance using the designated time-off request process.

Approval of a scheduled absence is determined by the Program Director and is based on the student's ability to successfully meet program, course, laboratory, clinical, and competency requirements.

When a planned absence is approved, the student is responsible for meeting with the Program Director and/or course instructor to develop a plan for completing any assignments, examinations, laboratory activities, clinical requirements, competencies, or other program obligations that may be missed due to the scheduled absence.

Approved absences do not excuse students from completing missed assignments, examinations, laboratory activities, clinical requirements, competencies, or other program obligations. The student is responsible for completing all required make-up work according to the plan established with the Program Director and/or course instructor.

The program is not responsible for ensuring that students complete missed or make-up assignments by the required deadlines. Students remain responsible for monitoring assignment requirements and due dates and for completing all required work in a timely manner. Any assignment, examination, or other required work that is submitted late or not completed according to established deadlines will be subject to the applicable course or program late policy.

Students assigned to clinical education are responsible for notifying the assigned clinical affiliate according to site-specific procedures when an absence has been approved.

Unscheduled Absences

If a student is unable to report for class or clinic due to illness, call the **Program Director's** cell phone, one hour prior to the scheduled start time. Students must then notify the **Clinical Facility** via a phone call, if no answer, leave a message Failure to notify the program director and clinical facility constitutes an unexcused absence and a written warning.

Program Director's Office 308-8552 Cell#

A Google Time Off Forms should be filled out by the end of the returned day. Failure to do so will invoke disciplinary action.

A student who requires more than two (2) consecutive days off due to illness is required to have

a doctor's excuse. The initial day of absence will be deducted from the student's personal hours; the additional days will not be deducted.

If a student becomes ill while in class or clinic, the student must contact **the Program Director and Clinical Supervisor** to explain their illness and request to leave class/clinic.

Excessive absences may result in termination due to the length of the illness and material missed. If the student is absent (6) hours or more from any one subject, the student may be dismissed from the program. Extended illnesses will be handled individually by the Program Director.

A no call/no show to class or clinic is a voluntary withdrawal from the program.

Illness During Class, Laboratory, or Clinical Education

Students who become ill during scheduled program activities must notify the appropriate faculty member, clinical supervisor, or supervising technologist before leaving the assigned area.

Students may not leave classroom, laboratory, or clinical activities without appropriate notification and approval.

Students experiencing illness during clinical education must follow all applicable Ascension St. Vincent's and clinical affiliate procedures regarding patient safety, infection prevention, and reporting requirements.

Students are expected to promptly communicate illness or other health concerns to appropriate program and clinical personnel so that applicable patient safety, infection prevention, occupational health, and other required safety protocols can be implemented.

Failure to follow established notification and call-out procedures, including leaving a classroom, laboratory, or clinical assignment without appropriate notification and approval, may result in disciplinary action.

Extended Illness

Students absent for more than two (2) consecutive scheduled program days due to illness may be required to provide healthcare provider documentation.

Extended absences will be reviewed individually by the Program Director based on the student's ability to meet academic, laboratory, clinical, competency, and program completion requirements.

Students returning from an extended illness may be required to complete additional documentation, remediation activities, or a plan for completion of missed requirements as determined by program faculty.

Excessive absences may result in academic or clinical concerns, including the inability to successfully complete program requirements.

No Call/No Show Policy

Failure to report to a scheduled classroom, laboratory, or clinical education assignment without appropriate notification is considered a no call/no show.

A no call/no show is considered a serious professionalism violation due to the impact on program operations, clinical site expectations, and patient care responsibilities.

A no call/no show may result in disciplinary action, up to and including dismissal from the Radiologic Technology Program.

Students assigned to clinical education must follow both program notification procedures and clinical affiliate reporting procedures.

Missed Assignments and Examinations

Students are responsible for completing missed assignments, examinations, laboratory activities, and other required program activities following an approved or documented absence.

Students must communicate with the appropriate faculty member regarding missed requirements and complete all make-up work within the timeframe established by the course instructor.

Failure to complete required work within the assigned timeframe may result in a grade of zero (0).

Make-up examinations may differ from the original assessment and may evaluate the same course objectives using alternate questions, formats, or assessment methods.

Students requiring examination accommodations must follow the Disability Services process and receive approved accommodations prior to the examination date.

Tardiness Policy

Students are expected to arrive on time and prepared for all scheduled classroom, laboratory, and clinical education activities.

Tardiness includes arriving after the scheduled start time, leaving early without approval, or failing to report to an assigned activity within the required timeframe.

Students who anticipate being late to classroom, laboratory, or clinical activities must notify the appropriate program personnel as soon as possible.

Students assigned to clinical education must follow the attendance and punctuality requirements outlined in the Clinical Education Handbook, including notification procedures and documentation requirements.

Repeated tardiness, failure to properly notify the program, or patterns of attendance concerns may result in counseling, disciplinary action, or implementation of the Attendance Policy.

Bereavement Leave

Students may receive up to three (3) scheduled days of bereavement leave following the death of an immediate family member. Approved bereavement leave will not be deducted from the student's PTO balance.

Students must notify the Program Director as soon as possible and provide any required documentation.

Students remain responsible for completing missed assignments, examinations, laboratory activities, clinical requirements, competencies, or other program obligations.

Additional time away from the program may be considered on an individual basis based on program requirements and the student's ability to successfully progress.

Jury Duty

Students summoned for jury duty must notify the Program Director within forty-eight (48) hours of receiving the summons and provide appropriate documentation.

Approved jury duty absences of up to five (5) scheduled program days will not be deducted from the student's PTO balance.

Students requiring additional time away from program activities must meet with the Program Director to determine a plan for completion of missed academic, laboratory, clinical, or competency requirements.

Students remain responsible for completing all required program activities following an approved jury duty absence.

Military Leave

Students participating in required military reserve obligations may receive up to ten (10) scheduled program days of military leave per academic year without deduction from their PTO balance.

Students requiring additional time away from program activities must communicate with the Program Director to develop a plan for completion of missed academic, laboratory, clinical, competency, and program requirements.

Students called to active military duty will work with the Program Director to determine available options, which may include continuation of enrollment when feasible, an approved leave of absence, or reentry consideration following completion of military obligations.

Military leave decisions will be based on program requirements, curriculum sequencing, clinical availability, and the student's ability to successfully complete program requirements.

Natural Disaster and Emergency Closures

In the event of a natural disaster, severe weather event, emergency situation, or institutional closure affecting program operations, the Program Director will determine whether classroom, laboratory, or clinical education activities will be canceled, modified, relocated, or rescheduled.

Decisions will be made based on guidance from Ascension St. Vincent's, clinical affiliate requirements, public safety recommendations, and the ability to safely continue educational activities.

Students are responsible for monitoring official program communication and following instructions provided by program faculty.

Students may be required to complete alternative assignments, make-up activities, or additional clinical experiences when necessary to meet program requirements.

Emergency closures will not automatically waive academic, laboratory, clinical, competency, or graduation requirements.

SECTION V: STUDENT POLICIES

Student Professional Expectations

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program prepares students to demonstrate the professionalism, ethical behavior, and personal responsibility expected of entry-level radiologic technologists.

Students represent the Radiologic Technology Program, Ascension St. Vincent's, and the radiologic technology profession during all academic, laboratory, clinical, and program-sponsored activities. Students are expected to:

- Demonstrate honesty, integrity, accountability, and ethical decision-making.
- Treat patients, families, faculty, staff, classmates, and healthcare professionals with dignity and respect.
- Maintain patient confidentiality and comply with HIPAA and institutional privacy policies.
- Accept responsibility for personal actions, performance, and professional development.
- Arrive prepared, punctual, and ready to participate.
- Communicate professionally and respond appropriately to feedback.
- Maintain professional boundaries and follow all program, institutional, clinical affiliate, and professional standards.

Failure to meet professional expectations will result in counseling, remediation, probation, or disciplinary action according to the Discipline Process.

Professional Conduct Policy

Students are expected to maintain conduct consistent with healthcare professional standards during all classroom, laboratory, clinical, volunteer, and program-related activities.

Professional conduct includes:

Respectful Behavior

Students must:

- Communicate respectfully with patients, families, faculty, staff, classmates, and healthcare team members.
- Demonstrate cultural awareness and respect for individual differences.
- Accept instruction and constructive feedback professionally.

Accountability and Ethical Practice

Students must:

- Complete assigned responsibilities appropriately.
- Follow established policies and procedures.
- Report errors, concerns, or safety issues appropriately.
- Maintain academic and clinical honesty.
- Accurately document information and avoid falsification.
- Protect patient confidentiality.

Examples of unacceptable conduct include, but are not limited to:

- Disrespectful, threatening, intimidating, or inappropriate behavior.
- Dishonesty, falsification, or misrepresentation of records.
- Breach of patient confidentiality.
- Failure to follow safety policies.
- Inappropriate technology or social media use.
- Disruptive behavior.
- Failure to accept responsibility for assigned duties.
- Conduct that negatively reflects on the program, Ascension St. Vincent's, clinical affiliates, or the radiologic technology profession.

Violations may result in counseling, remediation, probation, suspension, or dismissal according to the Discipline Process.

Dress Code and Professional Appearance

Students must maintain a clean, neat, and professional appearance during all classroom, laboratory, clinical, and program-sponsored activities.



Professional appearance expectations support patient confidence, infection prevention practices, safety, and the professional image of the radiologic technology profession.

Failure to comply with dress code or appearance requirements may result in removal from the activity, required corrective action, professionalism documentation, or disciplinary action.

General Appearance

Students must:

- Maintain appropriate hygiene and grooming.
- Keep hair clean, neat, and secured away from the face when required for safety.
- Maintain facial hair in a clean and professional manner.
- Use conservative hairstyles and accessories appropriate for healthcare.
- Use makeup in moderation.
- Avoid fragrances (perfume, cologne, scented lotions) in clinical environments.

Uniform Requirements

During clinical education and designated activities, students must wear:

Scrubs

- Solid teal scrub pants.
- Matching teal tunic-style scrub tops extending over the hips.
- School patch sewn on the right shoulder.

Jogger-style scrub pants are not permitted.

Undershirts

- Optional white or teal crew-neck undershirts.
- Must be tucked in.

Lab Coats

- White or teal lab coats with a school patch on the right sleeve.

Outerwear

- Hoodies, jackets, sweaters, or other outerwear are not permitted unless approved by faculty or the clinical site.

Footwear

Shoes must:

- Be white, black, or a combination of both.
- Be closed-toe and appropriate for healthcare.
- Remain clean and in good condition.

Mesh athletic shoes, multicolored shoes, and Crocs® are not permitted.

Identification and Required Equipment

Students must have:

Identification Badge

- Worn at collar level.
- Visible at all times.
- Free from alterations or decorations.

Radiation Dosimeter

- Worn at collar level during clinical education.
- Missing dosimeters must be reported immediately.

Radiographic Markers

- Students must carry personal left and right markers during clinical education.
- Competencies cannot be completed without appropriate markers.

Pen

- Students must carry a pen during program activities.

Jewelry and Accessories

Students must maintain professional appearance and patient safety.

Allowed:

- One pair of small post earrings.
- Wedding or engagement rings.
- One conservative necklace worn beneath scrubs.
- Watch or smartwatch used only for approved purposes.

Not permitted:

- Dangling earrings.
- Visible facial, oral, or body piercings.
- Jewelry interfering with patient care.

Nails and Tattoos

Students must:

- Maintain clean, professional nails.
- Not wear artificial nails.
- Keep nails less than ¼ inch beyond the fingertip.

Visible tattoos are permitted unless they contain offensive, discriminatory, vulgar, or inappropriate content. Tattoos requiring coverage will be determined by the Program Director.

Professional Communication Policy

Professional communication is required during all academic, laboratory, clinical, and program-related activities.

Students are expected to:

- Communicate respectfully with faculty, staff, patients, classmates, and healthcare professionals.
- Use appropriate language, tone, and professional judgment.
- Address concerns through appropriate communication channels.
- Maintain confidentiality in all forms of communication.
- Accept feedback professionally and respond appropriately.

Students are responsible for demonstrating professional communication practices consistent with healthcare standards and the expectations of the radiologic technology profession.

Failure to communicate professionally may result in documentation, counseling, remediation, or disciplinary action according to the Discipline Process.

Electronic Communication and Device Use Policy

Students must demonstrate professional communication practices when using email, messaging platforms, electronic systems, or other forms of digital communication related to the program.

Professional electronic communication includes:

- Appropriate greetings and identification.
- Clear, complete, and respectful messages.
- Professional language and tone.
- Appropriate consideration of confidentiality and privacy.

Students must use professional judgment when communicating electronically and may not send inappropriate, disrespectful, or confidential information through unauthorized communication

methods. Unprofessional electronic communication may result in documentation, counseling, remediation, or disciplinary action according to the Discipline Process.

Classroom and Laboratory

Electronic devices may not be used during classroom or laboratory instructional activities unless the instructor has specifically approved and communicated their use.

Students must:

- Keep cell phones and other electronic devices put away during lectures and other instructional activities.
- Refrain from using devices for personal calls, texting, social media, or other personal or unrelated activities during scheduled classroom or laboratory time.
- Use devices only during designated breaks or when the instructor permits their use for an approved educational activity, such as a Kahoot! quiz.
- Follow all faculty instructions regarding the use of electronic devices.

Failure to follow these expectations may result in disciplinary action in accordance with program policies.

Clinical Education

Students are expected to demonstrate professional judgment and appropriate electronic device use during clinical education. Personal electronic devices may not be used during clinical education activities unless authorized by the Program Director or required for an approved educational purpose.

Students must comply with all program, Ascension St. Vincent's, and clinical affiliate policies regarding electronic devices, privacy, confidentiality, and technology use.

Students may not:

- Access personal devices during patient care activities.
- Photograph, record, transmit, or store patient information or images.
- Use unauthorized devices for communication, documentation, or personal activities.

Students who need access to an electronic device because of an extenuating circumstance must receive prior approval from the Program Director. Specific clinical technology expectations and procedures are outlined in the Clinical Education Handbook.

Violations of electronic device or privacy expectations may result in disciplinary action in accordance with the Discipline Process.

Communication With Program Faculty During Clinical

Students needing to contact program faculty during clinical education must use approved communication methods.

Students may:

- Call from an approved department telephone.
- Request assistance from a supervising technologist to contact the Program Director.
- Email the Program Director requesting a return call.

Students may not text program faculty from personal devices during clinical hours unless specifically authorized.

Students must follow clinical site expectations regarding communication and maintain professionalism when requesting assistance.

Failure to follow clinical communication expectations may result in documentation and disciplinary action.

Community Service and Volunteer Activities

The Radiologic Technology Program encourages participation in community service and volunteer activities that support professional growth, service, healthcare engagement, and community involvement. Students are required to participate in a minimum of three (3) approved volunteer activities during each ten-month period of the program.

Volunteer activities provide opportunities for students to develop professionalism, communication skills, community awareness, and engagement with healthcare-related initiatives.

Volunteer Activity Expectations

Students participating in program-sponsored or approved volunteer activities must:

- Maintain a professional appearance consistent with the program's Dress Code and Professional Appearance Policy.
- Demonstrate professional, respectful, and compassionate communication with patients, families, community members, faculty, staff, volunteers, and other participants.
- Protect patient, organizational, and confidential information in accordance with HIPAA and Ascension St. Vincent's policies.
- Follow all Ascension St. Vincent's policies, procedures, and expectations applicable to the activity.
- Represent the Radiologic Technology Program, Ascension St. Vincent's School of Medical Imaging, and the radiologic technology profession in a positive and professional manner.

Failure to demonstrate appropriate professional conduct during volunteer activities may result in counseling, remediation, or disciplinary action according to the Program Discipline Process.

Program-Sponsored Volunteer Activities

Program-sponsored volunteer activities may include, but are not limited to:

- Community outreach events.
- Healthcare education events.
- Program recruitment activities.
- Professional organization activities.
- Service opportunities coordinated through Ascension St. Vincent's.

Students participating in required program-sponsored activities are expected to arrive prepared, actively participate, and complete assigned responsibilities. Attendance and participation expectations will be communicated by program faculty in advance.

Volunteer Activities and Academic Credit

Volunteer activities completed outside scheduled program requirements are considered separate from academic, laboratory, and clinical education.

Students may not receive academic, laboratory, or clinical credit for volunteer activities unless the activity has been specifically approved by program faculty and directly aligns with established educational objectives.

Program Representation

Students represent Ascension St. Vincent's School of Medical Imaging and the radiologic technology profession whenever participating in program-related activities.

Student professionalism, communication, appearance, and behavior during volunteer and community activities contribute to the reputation of the program and may be considered when evaluating overall professional development.

SECTION VI: CLINICAL EDUCATION

Clinical Education Overview

Clinical education is an essential component of the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program and provides students with supervised opportunities to apply didactic and laboratory knowledge in the healthcare environment.

Through clinical education experiences, students develop technical skills, clinical judgment, communication abilities, radiation safety practices, and professional behaviors necessary for entry-level practice as radiologic technologists.

Students complete clinical education experiences at Ascension St. Vincent's facilities and affiliated clinical education sites to gain exposure to diverse patient populations, imaging procedures, equipment, and healthcare environments.

Specific policies and procedures related to clinical education are outlined in the Radiologic Technology Clinical Education Handbook.

Purpose of Clinical Education

Clinical education provides structured learning experiences that allow students to:

- Apply classroom and laboratory knowledge to patient care.
- Develop competency in radiographic procedures.
- Apply radiation protection principles consistent with ALARA.
- Develop communication skills, professionalism, and ethical practice.
- Strengthen critical-thinking and clinical decision-making skills.
- Prepare for entry-level practice as a radiologic technologist.

Clinical education experiences are designed to progressively develop student knowledge, skills, and professional behaviors throughout the program curriculum.

Clinical Education Expectations

Clinical education is an extension of the classroom and laboratory learning environment. Students are expected to actively participate in clinical learning experiences while demonstrating professionalism, accountability, safe patient care practices, and compliance with program and clinical site policies.

Students must comply with the policies and procedures of the Radiologic Technology Program, Ascension St. Vincent's, and assigned clinical affiliates.

Detailed requirements related to clinical attendance, supervision, competencies, evaluations, documentation, grading, and progression are established in the Radiologic Technology Clinical Education Handbook.

Students are responsible for reviewing and following both the Student Handbook and Clinical Education Handbook throughout enrollment in the program.

Clinical Education Handbook Overview and Relationship Between Handbooks

The Radiologic Technology Clinical Education Handbook is the primary resource governing policies and procedures specific to clinical education experiences within the program.

The Clinical Education Handbook establishes requirements related to:

- Clinical orientation and schedules.
- Clinical rotation assignments.

- Clinical supervision requirements.
- Clinical competencies and examinations.
- Image evaluation.
- Clinical documentation and evaluations.
- Clinical grading and progression.
- Remediation and disciplinary procedures related to clinical education.
- Radiation safety and clinical professionalism expectations.

The Student Handbook establishes academic, administrative, and student policies applicable throughout enrollment in the Radiologic Technology Program. The Clinical Education Handbook provides additional requirements specific to clinical education experiences.

Students are responsible for reviewing and complying with both handbooks throughout their enrollment in the program.

When a policy specifically addresses clinical education requirements, the Clinical Education Handbook serves as the primary governing document. Student Handbook policies remain applicable unless otherwise specified.

SECTION VII: STUDENT HEALTH & SAFETY

Campus Safety and Security

Ascension St. Vincent's is committed to maintaining a safe learning environment for patients, visitors, associates, and students. Students must comply with all hospital safety procedures, emergency protocols, and security requirements during classroom, laboratory, clinical, and program-related activities.

Security services are available to support a safe environment and may include:

- Security patrols.
- Controlled building access.
- Security escorts upon request.
- Surveillance systems.
- Coordination with law enforcement.

Students must immediately report suspicious activity, safety concerns, injuries, or emergencies according to institutional procedures and notify the Program Director when related to program activities.

Emergency Preparedness

Students must complete required Ascension St. Vincent's safety training and follow institutional emergency procedures during classroom, laboratory, clinical, and program-sponsored activities.

Required safety training may include:

- Fire safety.
- Disaster preparedness.
- Active threat response.
- Hazardous material response.
- Severe weather procedures.
- Emergency codes.

Students must follow directions provided by hospital personnel during emergency situations and comply with all institutional safety requirements.

Weapons-Free Campus

Ascension St. Vincent's maintains a weapons-free campus. Students are prohibited from possessing firearms, knives, or other weapons during program activities unless specifically authorized by hospital administration or carried by approved law enforcement personnel.

Violations of the weapons-free campus policy may result in disciplinary action up to and including dismissal from the Radiologic Technology Program.

Environmental and Occupational Safety

Clinical education involves potential occupational hazards associated with healthcare environments. Students must follow all Ascension St. Vincent's safety policies, utilize required personal protective equipment (PPE), and demonstrate safe practices during classroom, laboratory, clinical, and program-related activities.

Potential occupational hazards may include:

- Bloodborne pathogens.
- Infectious diseases.
- Hazardous chemicals.
- Radiation exposure.
- Sharps injuries.
- Patient-related injuries.
- Ergonomic injuries.

Students must immediately report injuries, exposures, accidents, or unsafe conditions according to institutional procedures and notify the Program Director when related to program activities.

Student Injury and Exposure Reporting

Any injury, exposure, accident, or safety event occurring during classroom, laboratory, clinical, or program-related activities must be reported immediately according to Ascension St. Vincent's procedures.

Students must notify:

- Program Director.
- Clinical Instructor or Department Supervisor (when applicable).
- Occupational Health or Safety Department when required.

Required incident documentation must be completed according to institutional procedures.

Students are responsible for reporting injuries and exposures promptly to ensure appropriate evaluation, treatment, follow-up, and documentation.

Failure to report an injury, exposure, or safety event may result in disciplinary action.

Infection Prevention and Standard Precautions

Students must comply with all Ascension St. Vincent's infection prevention policies and demonstrate appropriate infection control practices during classroom, laboratory, clinical, and program-related activities.

Students must follow established requirements related to:

- Hand hygiene.
- Standard and transmission-based precautions.
- Personal protective equipment (PPE).
- Sharps safety.
- Biohazard disposal.
- Isolation procedures.

Failure to follow infection prevention practices may result in removal from clinical activities, remediation, or disciplinary action.

Hand Hygiene

Students must consistently perform appropriate hand hygiene according to Ascension St. Vincent's infection prevention policies and healthcare standards.

Students must:

- Perform hand hygiene with soap and water when hands are visibly soiled.
- Use alcohol-based hand sanitizer before and after patient contact unless otherwise required by isolation precautions or institutional policy.
- Follow organism-specific precautions, including precautions for Clostridioides difficile.
- Perform hand hygiene before and after glove use.

Failure to comply with hand hygiene expectations may result in remediation, clinical counseling, removal from clinical activities, or disciplinary action.

Communicable Illness

Students experiencing symptoms of a communicable illness must notify the Program Director and follow Ascension St. Vincent's infection prevention and Occupational Health requirements.

Examples of communicable illnesses may include, but are not limited to:

- Influenza (flu)
- COVID-19
- Respiratory syncytial virus (RSV)
- Measles
- Mumps
- Pertussis (whooping cough)
- Tuberculosis (TB)
- Varicella (chickenpox)
- Shingles (herpes zoster), when lesions cannot be appropriately covered or otherwise present a transmission risk
- Norovirus or other infectious gastrointestinal illnesses
- Streptococcal infections (such as strep throat), when exclusion from activities is required
- Other infectious diseases or conditions identified by Occupational Health or infection prevention personnel as presenting a risk of transmission

Students may not participate in classroom, laboratory, or clinical education activities if they:

- Present a risk of transmission to patients, visitors, classmates, or healthcare personnel.
- Are restricted or excluded by Occupational Health.
- Have symptoms requiring removal from educational activities.

Students may be required to obtain medical clearance or Occupational Health approval prior to returning to clinical education.

Students are responsible for following institutional guidance regarding communicable illness, exposure, testing, and return-to-activity requirements.

Latex Sensitivity

Students with known latex allergies or sensitivities must notify the Program Director and appropriate clinical personnel to determine necessary precautions, accommodations, or alternative materials.

Students are responsible for communicating health-related concerns that may affect their ability to safely participate in program activities.

Radiation Protection

The Radiologic Technology Program follows the ALARA (As Low As Reasonably Achievable) principle to minimize radiation exposure to students, patients, faculty, staff, and the public.

Students must consistently apply radiation protection principles, including:

- Time.
- Distance.
- Shielding.

Students are required to:

- Wear appropriate lead protective apparel during mobile radiography and fluoroscopic procedures.
- Wear assigned radiation dosimeters according to program and institutional requirements.
- Utilize available radiation protection devices and equipment.
- Follow all radiation safety policies and procedures.
- Immediately report unsafe radiation practices or concerns to the Program Director and appropriate clinical personnel.

Students shall never:

- Hold a patient during an x-ray exposure.
- Hold an image receptor during an x-ray exposure.
- Expose individuals used for laboratory positioning practice.

Failure to comply with radiation safety requirements will result in removal from clinical activities, remediation, or disciplinary action.

Radiation Monitoring

Students are assigned individual radiation dosimeters to monitor occupational radiation exposure during clinical education.

Students must:

- Wear the assigned dosimeter according to institutional requirements.
- Wear the dosimeter at collar level outside the lead apron when wearing lead protective apparel.
- Prevent misuse, intentional exposure, or alteration of the dosimeter.
- Report lost, damaged, or malfunctioning dosimeters immediately.
- Return dosimeters according to the established processing schedule.

Radiation exposure reports are reviewed quarterly by:

- Radiation Safety Officer.

- Program Faculty.
- Individual student.

Radiation reports are distributed electronically through Landauer. Students are responsible for reviewing their individual radiation reports through Ascension email and addressing any questions or concerns with the Program Director.

Radiation Exposure Investigation Thresholds

Radiation exposure levels are monitored to ensure student exposures remain consistent with ALARA principles and applicable regulatory requirements.

Per Administrative Policy Manual #04-12, the institutional investigation level for student occupational radiation exposure is:

Level II Investigation Threshold

Whole Body Dose:
750 mR (7.5 mSv) per calendar quarter

This threshold represents a level requiring investigation and does not represent an acceptable routine exposure level or a radiation dose goal.

Radiation exposures meeting or exceeding this threshold will be reviewed by the Radiation Safety Officer and Program Director.

Review may include:

- Evaluation of clinical assignments.
- Review of radiation safety practices.
- Review of dosimeter usage.
- Student counseling.
- Additional radiation safety education.
- Corrective action when appropriate.

Students are expected to maintain radiation exposures well below investigation thresholds whenever reasonably achievable.

MRI Safety Policy

Students entering clinical areas where MRI services are provided must complete required MRI safety requirements prior to entering MRI-controlled areas or participating in MRI-related activities.

MRI safety requirements may include:

- Completion of MRI safety screening.
- MRI safety education.

- Completion of required MRI safety assessments or post-tests.
- Compliance with MRI zone restrictions and institutional MRI safety procedures.
- Reporting any changes in MRI safety status.

Students may not enter MRI Zones III or IV unless cleared and authorized by qualified MRI personnel.

Pregnancy-related inquiries on MR screening forms are not used for student disclosure of pregnancy under the program's pregnancy policy.

Students must follow all MRI safety requirements established by Ascension St. Vincent's and affiliated clinical education sites.

Pregnancy and Prenatal Radiation Safety

The Radiologic Technology Program follows the recommendations of NRC Regulatory Guide 8.13 regarding pregnancy and occupational radiation exposure. Declaration of pregnancy is voluntary.

A student who becomes pregnant may choose to:

- Continue participation in the program without modification.
- Voluntarily declare pregnancy and request consideration of clinical modifications.
- Request a Leave of Absence.
- Withdraw from the program in writing.
- Undeclare pregnancy through written notification to the Program Director.

A student electing to declare pregnancy must submit written notification to the Program Director. The written declaration should include the estimated date of conception or expected delivery date for purposes of radiation dose monitoring and counseling.

All pregnancy-related information will be maintained confidentially and shared only with individuals who have a legitimate educational or safety-related need to know.

Prenatal Radiation Dose Limits

For a student who voluntarily declares pregnancy, occupational radiation exposure limits to the embryo/fetus are:

Maximum total gestational dose:
5 mSv (0.5 rem / 500 mrem)

Recommended exposure should remain as uniform as reasonably achievable and should not exceed:

0.5 mSv (50 mrem) per month

These limits are based on:

- NRC 10 CFR 20.1208.
- NRC Regulatory Guide 8.13.
- NCRP Report No. 116.
- Applicable institutional and state guidance.

Radiation monitoring reports for declared pregnancies will be reviewed by the Program Director and Radiation Safety Officer.

Clinical Education During Pregnancy

Students who declare pregnancy may continue clinical education without modification unless a modification is requested.

Declared pregnant students will receive counseling regarding:

- Radiation risks.
- Occupational exposure limits.
- Radiation protection practices.
- Available educational options.

Students who wish to request a reasonable accommodation or modification related to pregnancy must follow the accommodation request process outlined in the Institutional Catalog. Students should refer to the Institutional Catalog for information regarding the process for submitting a request for reasonable accommodation.

Possible options may include:

- Continuing clinical education without modification.
- Modified clinical assignments when feasible and approved through the applicable accommodation process.
- Leave of Absence.
- Withdrawal from the program in writing.

Pregnancy does not reduce or eliminate program requirements. Students must complete all required coursework, laboratory activities, clinical competencies, and clinical education requirements for graduation.

Substance Abuse Policy

The Radiologic Technology Program is committed to maintaining a safe and professional learning environment. Students must not participate in classroom, laboratory, clinical, simulation, volunteer, or program-sponsored activities while impaired by alcohol, illegal substances, misuse of medications, or any substance that may affect safe performance.

Students are prohibited from:

- Reporting to program activities while impaired.
- Possessing, using, distributing, or manufacturing illegal substances during program activities.
- Misusing prescription or non-prescription medications in a manner that affects safe performance.
- Participating in patient care activities while unable to perform safely.

Medication Use

Students are responsible for understanding how medications may affect their ability to safely participate in program activities.

Students should notify the Program Director when medication use may impact their ability to safely perform required academic, laboratory, or clinical responsibilities.

Reasonable Suspicion of Impairment

A student may be removed from the learning environment when impairment is suspected.

Indicators may include:

- Changes in behavior or performance.
- Impaired coordination.
- Difficulty communicating.
- Confusion or poor judgment.
- Odor of alcohol or substances.
- Unsafe behavior.

Actions may include removal from activities, evaluation, documentation, and disciplinary review.

Drug Screening

Students must comply with drug screening requirements established by Ascension St. Vincent's and affiliated clinical education sites.

Failure to complete required screening, refusal to test, or a positive result may prevent clinical participation and may result in disciplinary action up to and including dismissal from the program.

Policy Enforcement

Violations of this policy may result in:

- Written warning.
- Academic or clinical probation.
- Removal from clinical education.

- Suspension.
- Dismissal.

SECTION VIII: STUDENT CONDUCT & PROGRESSIVE DISCIPLINE

Student Conduct

Students enrolled in the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program are expected to demonstrate professional, ethical, respectful, and accountable behavior throughout all classroom, laboratory, clinical, and program-sponsored activities.

Students must comply with:

- Radiologic Technology Program policies.
- Clinical Education Handbook policies and procedures.
- Ascension St. Vincent's policies and procedures.
- Clinical affiliate requirements.
- Applicable professional standards and ethical expectations.

Failure to meet established expectations may result in corrective action, remediation, disciplinary action, suspension, or dismissal from the program.

Students are responsible for understanding that their conduct reflects upon the Radiologic Technology Program, Ascension St. Vincent's, clinical affiliates, and the radiologic technology profession.

Progressive Discipline Process

The Radiologic Technology Program utilizes a progressive discipline process to address student concerns, promote accountability, establish performance expectations, and provide opportunities for improvement when appropriate.

The purpose of progressive discipline is to assist students in recognizing concerns, correcting behaviors, and successfully meeting academic, clinical, professional, and program expectations.

Disciplinary action may include:

- Step One – Informal Coaching Session.
- Step Two – Counseling Session (Verbal Warning).
- Step Three – Written Warning.
- Step Four – One-Day Suspension.
- Dismissal from the Program.

The level of disciplinary action will be determined based on the severity, frequency, and circumstances of the concern.

The Program Director may accelerate, modify, or bypass progressive discipline when concerns involve:

- Patient safety.
- Legal or regulatory requirements.
- Accreditation standards.
- Institutional policy violations.
- Academic dishonesty.
- Conduct that presents a significant risk to patients, others, or the learning environment.

Students receiving formal disciplinary action will receive written documentation outlining the concern, required corrective actions, performance expectations, and potential consequences of continued violations.

Formal disciplinary documentation becomes part of the student's educational record.

Step One – Informal Coaching Session

An Informal Coaching Session provides education, guidance, and mentoring regarding minor concerns or areas requiring improvement.

Examples may include:

- Minor professionalism concerns.
- Communication concerns.
- Organizational or preparedness concerns.
- First-time minor policy concerns.

The purpose of an Informal Coaching Session is to clarify expectations, identify improvement strategies, and support student success.

Informal Coaching Sessions may be documented by program faculty. Failure to demonstrate improvement or repeated concerns may result in progression to formal disciplinary action.

Step Two – Counseling Session (Verbal Warning)

A Counseling Session is the first level of formal disciplinary action and may occur when:

- Previous informal coaching has not resulted in improvement.
- A policy violation requires formal documentation.
- Student behavior impacts academic performance, laboratory participation, clinical performance, or professional expectations.

During the Counseling Session, the student will be informed of:

- The concern or policy violation.
- Expected corrective actions.
- Performance expectations moving forward.
- Potential consequences of continued concerns or additional violations.

The Counseling Session will be documented by the Program Director and maintained according to program recordkeeping procedures.

Step Three – Written Warning

A Written Warning documents significant, repeated, or unresolved concerns requiring formal corrective action.

A Written Warning may include:

- The policy violation(s) or identified concern(s).
- Required improvement expectations.
- Corrective actions or remediation requirements.
- A timeline for improvement when applicable.
- Potential consequences of additional violations.

Students must acknowledge receipt of the Written Warning. Student signature confirms receipt of the documentation and does not necessarily indicate agreement with the contents.

Repeated Written Warnings will result in additional disciplinary action, up to and including dismissal from the Radiologic Technology Program.

Step Four – One-Day Suspension

A One-Day Suspension removes the student from scheduled classroom, laboratory, and/or clinical activities for one program day due to significant or repeated concerns.

A One-Day Suspension may occur when:

- Previous corrective actions have not resulted in improvement.
- A serious policy violation occurs.
- Student conduct or performance requires removal from program activities.

Suspended time is considered an unexcused absence and must be completed according to program attendance requirements.

The student will be required to complete additional remediation, meetings, assignments, or other corrective actions before returning to program activities.

A second suspension will result in dismissal from the Radiologic Technology Program.

Dismissal from the Program

Except as provided elsewhere in this Handbook, any of the following items can result in dismissal from the program. A student can be terminated upon recommendation of the Program Faculty for any of the reasons listed below, considering the nature and severity of the infraction.

Reasons for dismissal can include, but are not limited to:

- Accumulation of three (3) written warnings.
- Second occurrence of suspension.
- Improper professional conduct.
- Failure to abide by program policies and procedures.
- Inadequate technical ability in the classroom or clinical setting.
- Unsatisfactory didactic and/or clinical average.
- Insubordination, including rude or discourteous behavior toward supervisors, staff technologists, hospital personnel, or fellow students; verbal arguments; failure to participate in assignments; use of abusive and/or threatening language; disobeying written or verbal directions; disputing or ridiculing authority; or posting inappropriate statements on social media.
- Chronic absenteeism, tardiness, and/or sick call violations.
- Absence from clinic or class without proper notification or approval (no call/no show).
- Leaving the clinic or classroom without proper permission.
- Theft.
- Intoxication or substance abuse (see policy).
- Gambling.
- Misappropriating or intentionally damaging property belonging to the Hospital, its employees, or its patients.
- Accepting gratuities from patients or from firms doing business with the Hospital.
- Continued interference with the work of other students or staff.
- Falsification of personnel or other hospital records.
- Cheating and/or plagiarism.
- Failure to properly report an injury related to work in the clinical environment.
- Parking outside boundaries outlined by security at any clinical site.
- Violation of HIPAA laws.
- Dismissal from, or failure to rotate through, a required clinical site.

Students terminated from the program due to unsafe clinical practice will not be eligible for readmission.

Program Grievance Procedure

Policy

The Radiologic Technology Program provides students with a fair, impartial, and consistent process to address concerns related to program policies, procedures, decisions, or actions that affect the student's educational experience.

Students may submit grievances without fear of retaliation.

Students are encouraged to first attempt resolution through appropriate communication with involved individuals whenever possible. If a concern cannot be resolved informally, students may initiate the formal grievance process outlined below.

A grievance must be submitted in writing and should include sufficient information to allow appropriate review of the concern.

Step One – Program Director Review

Students must submit a written grievance to the Program Director within three (3) business days of the incident, decision, or action being questioned.

The grievance must include:

- Description of the concern.
- Date(s) involved.
- Individuals involved.
- Supporting documentation, if applicable.
- Requested resolution or outcome.

The Program Director will review the concern, applicable policies, and supporting documentation.

The Program Director will provide a written response following completion of the review.

Step Two – Medical Advisor Review

If the concern is not resolved following the Program Director review, the student may submit a written appeal to the Medical Advisor within three (3) business days of receiving the Program Director’s decision.

The Medical Advisor may review:

- Applicable program policies and procedures.
- Student records.
- Relevant documentation.
- Information provided by involved individuals.

The Medical Advisor will provide a written decision following review.

Step Three – Senior Executive Management Review

If the concern remains unresolved following the Medical Advisor review, the student may submit a final written appeal to Senior Executive Management of Ascension St. Vincent's.

Senior Executive Management may review:

- Previous grievance documentation.
- Program policies and procedures.
- Relevant student records.
- Information from involved individuals.

The decision of Senior Executive Management is final and concludes the internal grievance process.

Scope of the Grievance Process

The grievance procedure applies to concerns involving the student's enrollment in the Radiologic Technology Program and the interpretation, application, or implementation of program policies, procedures, or educational decisions.

This process does not replace established procedures for:

- Academic progression decisions.
- Clinical performance evaluations.
- Disciplinary actions.
- Institutional employment-related concerns.

Students may submit grievances when they believe program policies or procedures have been applied inconsistently, unfairly, or contrary to established requirements.

Nothing within this procedure limits the student's right to file complaints with external agencies when appropriate.

JRCERT Complaint Process

The Radiologic Technology Program at Ascension St. Vincent's School of Medical Imaging is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Students, graduates, faculty, clinical affiliates, or members of the public who believe the program may not be maintaining compliance with JRCERT accreditation standards may submit an allegation of noncompliance to JRCERT.

Concerns related to program policies, procedures, academic decisions, clinical evaluations, or disciplinary actions should first be addressed through the Radiologic Technology Program's internal grievance process.

JRCERT allegations address program compliance with accreditation standards and are not intended to serve as an appeal process for:

- Individual course grades.
- Clinical evaluation decisions.
- Competency evaluations.
- Disciplinary actions.
- Student disputes that do not involve potential noncompliance with JRCERT standards.

Submitting a complaint to JRCERT will not result in retaliation and will not affect a student's academic standing, grades, or disciplinary status.

Students and other stakeholders may contact JRCERT using the information below:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182

Phone: (312) 704-5300
Email: mail@jrcert.org

Additional information regarding JRCERT's complaint process and accreditation standards is available through JRCERT resources.

SECTION IX: STUDENT RECORDS & PRIVACY

Student Records

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program maintains student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), applicable laws and regulations, and institutional policies.

Educational records may include, but are not limited to:

- Admission documents.
- Academic records.
- Clinical evaluations and competency documentation.
- Attendance records.
- Advising documentation.
- Disciplinary documentation.
- Required program forms and documentation.

Student records are maintained securely and are accessible only to authorized individuals with a legitimate educational interest.

Students may request access to their educational records by submitting a written request according to program and institutional procedures. Requests will be reviewed in accordance with FERPA requirements.

Educational records will not be released to third parties without written student authorization unless disclosure is permitted by FERPA or other applicable laws.

Record Retention

Student records are maintained according to institutional record retention policies and applicable requirements.

The Radiologic Technology Program retains student educational records for five (5) years following graduation or separation from the program unless a longer retention period is required by institutional policy or applicable regulations.

Permanent records maintained may include:

- Official transcript documentation.
- Final program completion status.
- Other required institutional records.

Records that are no longer required for retention will be securely destroyed according to institutional procedures.

Transcript Requests

Students and graduates requesting official transcripts must submit a written request according to institutional transcript request procedures.

Official transcripts will only be released with written authorization from the student and in accordance with FERPA requirements.

Transcripts will not be released to parents, spouses, employers, or other third parties without appropriate student authorization unless otherwise permitted by law.

FERPA Student Privacy Rights

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program complies with FERPA regulations protecting the privacy of student educational records.

Students have the right to:

- Inspect and review their educational records.

- Request correction of inaccurate information.
- Control disclosure of educational records except when disclosure is permitted by law.
- Obtain information regarding their FERPA rights and institutional privacy practices.

Questions regarding FERPA, student records, or access requests should be directed to the Program Director or appropriate institutional representative.

SECTION X: PROGRAM COMPLETION & GRADUATION

Program Completion Requirements

The Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program awards a Certificate of Completion to students who successfully fulfill all academic, laboratory, clinical, competency, and administrative requirements established by the program.

To successfully complete the Radiologic Technology Program, students must:

- Successfully complete all required didactic courses with a minimum final grade of 80% (B-) or higher.
- Successfully complete all required clinical courses with a minimum final grade of 85% (B) or higher.
- Successfully pass all of the final comprehensive examinations with a minimum score of 80% or higher.
- Complete all required laboratory activities and assessments.
- Complete all required clinical education hours.
- Successfully complete required clinical competencies as outlined in the Clinical Education Handbook.
- Complete required patient care, image production, and professional competency requirements.
- Successfully complete final semester registry preparation requirements.
- Complete all required program documentation and administrative obligations.

Students must complete all program requirements within the established program timeline unless an approved exception or extension has been granted by the Program Director.

Registry Preparation

During the final semester, students complete structured registry preparation activities designed to support transition into professional practice and preparation for the American Registry of Radiologic Technologists (ARRT) certification examination.

The Registry Review course (RAD 204) provides comprehensive review of examination content areas, including:

- Radiation protection.
- Equipment operation and maintenance.
- Image production and evaluation.
- Radiographic procedures.
- Patient care.

As part of program completion requirements, students must complete the program's comprehensive mock registry preparation examination with a minimum score of 80%.

Students who do not achieve the required benchmark will participate in additional faculty-directed registry preparation activities and remediation as determined by program faculty.

Failure to achieve the required benchmark will delay program completion, graduation, and eligibility to apply for the ARRT certification examination.

Professional Conferences

The Radiologic Technology Program encourages student participation in approved professional conferences as opportunities for professional development, networking, and registry preparation.

Conference opportunities, dates, and locations will be communicated by program faculty. Conference attendance is optional and requires prior approval from the Program Director.

Students who elect to attend are expected to:

- Participate fully in required conference activities.
- Follow conference attendance verification requirements.
- Maintain professional behavior consistent with program expectations and the ARRT Standards of Ethics.

Students who attend an approved professional conference and provide acceptable documentation of participation may receive clinical attendance credit for approved conference dates, as determined by the Program Director.

Attendance at a conference does not excuse students from coursework. Students remain responsible for all assignments, quizzes, examinations, laboratory activities, and other course requirements missed because of conference attendance. Missed work must be made up within an approved time frame established by the Program Director. Students should contact the Program Director before the conference to arrange the make-up plan, and work not completed within the approved time frame may be subject to the program's late work and attendance policies.

Students who do not attend an approved conference are expected to report to their assigned clinical education site according to their regular clinical schedule.

Professional conferences are educational experiences, and students are expected to represent Ascension St. Vincent's School of Medical Imaging and the radiologic technology profession in a professional manner.

ARRT Certification Eligibility

Graduates of the Radiologic Technology Program must apply for the American Registry of Radiologic Technologists (ARRT) certification examination in Radiography following successful completion of all program requirements.

Program completion does not guarantee ARRT certification, examination eligibility beyond program completion requirements, or examination success.

Students are responsible for meeting current ARRT requirements, including:

- Ethics requirements.
- Application procedures.
- Examination eligibility requirements.

Students should consult current ARRT guidelines or program faculty for additional information regarding certification requirements.

Program Completion Documentation

Upon successful completion of all program requirements, students will receive official documentation verifying completion of the Radiologic Technology Program.

Completion documentation may include:

- Certificate of Completion.
- Program completion verification.
- Official transcript documentation.
- Certification examination eligibility documentation.

Alumni Information

Graduates are encouraged to maintain communication with the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program following completion of the program.

Graduate information and feedback may be collected through:

- Graduate surveys.
- Employment information.
- Program outcome reviews.
- Community of Interest participation.

Graduate participation supports ongoing program assessment, program effectiveness review, and continuous quality improvement.

APPENDIX A: STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Radiologic Technology Program Student Handbook Acknowledgement

I acknowledge that I have received access to the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program Student Handbook and Clinical Education Handbook. I understand that I am responsible for reviewing, understanding, and complying with all policies, procedures, and expectations outlined within these documents.

I understand that these handbooks establish the academic, clinical, professional, and administrative requirements for successful participation and progression within the Radiologic Technology Program. I acknowledge that program expectations apply to all academic, laboratory, clinical, simulation, volunteer, and program-sponsored activities.

By signing this acknowledgement, I confirm that:

- I have reviewed the Student Handbook and Clinical Education Handbook and have had the opportunity to ask questions regarding program policies and expectations.
- I understand that I am responsible for maintaining professional behavior, meeting program requirements, and complying with all program, institutional, and clinical affiliate policies.
- I understand that failure to meet program expectations may result in remediation, counseling, probation, disciplinary action, delayed progression, withdrawal, or dismissal from the program.
- I understand that I am responsible for staying informed of current program policies and procedures throughout my enrollment.

My signature below confirms that I have received, reviewed, and acknowledged my responsibility to comply with the policies and expectations established by the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program.

Student Name (Print): _____

Student Signature: _____

Date: _____

Program Representative: _____

Date: _____

APPENDIX B: EXTERNAL STANDARDS AND PROFESSIONAL REFERENCES

The Radiologic Technology Program maintains compliance with applicable external standards and professional requirements. The following organizations and resources are referenced throughout this handbook and are provided for student and stakeholder reference. Students should consult the current official versions maintained by the respective organizations.

American Registry of Radiologic Technologists (ARRT)
Radiography Clinical Competency Requirements
https://www.arrt.org/

Joint Review Committee on Education in Radiologic Technology (JRCERT)
Standards for an Accredited Educational Program in Radiography
https://www.jrcert.org/

Document Control Statement
External standards and regulatory requirements are maintained and updated by their respective governing organizations. The official and most current versions of external standards are available through the organizations' official websites. Program policies will be reviewed and updated as necessary to maintain alignment with applicable external standards and requirements.