Table of Contents

WELCOME ...................................................................................................................................... 4
RADIOGRAPHY PROGRAM FACULTY AND STAFF ................................................................. 5
CLINICAL EDUCATION CENTERS ........................................................................................ 5
MISSION STATEMENT ................................................................................................................. 6
PROGRAM GOALS ....................................................................................................................... 6
EQUAL OPPORTUNITY STATEMENT ......................................................................................... 6
LATEX ALLERGY .......................................................................................................................... 6
TRANSFER STUDENT POLICY .................................................................................................... 6
ACCREDITATION/ COMPLIANCE WITH JRCERT STANDARDS ............................................. 8
STUDENT EMPLOYMENT POLICY ............................................................................................. 9
CURRICULUM EXPENSES ......................................................................................................... 9
STUDENT HEALTH INSURANCE ............................................................................................... 9
ADDITIONAL PROGRAM REQUIREMENTS ............................................................................... 9
DISABILITY STATEMENT ............................................................................................................ 9
CRIMINAL BACKGROUND CHECK ............................................................................................ 11
CLINICAL AGENCY POLICY ADHERENCE ............................................................................... 11
RADIOGRAPHY CURRICULUM GUIDE SHEET .......................................................................... 12
RADIOGRAPHY COURSES ......................................................................................................... 13
PROGRESSION GUIDELINES ...................................................................................................... 16
Guidelines for Reentry into Health Occupation Programs .................................................... 17
RADIOGRAPHY PROGRAM GRIEVANCE POLICY .................................................................. 18
ELIGIBILITY FOR ARRT EXAMINATION ................................................................................. 21
ARRT CERTIFICATION .............................................................................................................. 22
INITIAL ARRT CERTIFICATION AND REGISTRATION ............................................................ 22
Education Requirements for ARRT Certification and Registration ........................................ 22
Primary Pathway .......................................................................................................................... 22
Ethics Requirements for ARRT Certification and Registration .................................................... 23
Examination Requirements for ARRT Certification and Registration ..................................... 23
ARRT STANDARDS OF ETHICS ................................................................................................. 25
Assignments ............................................................................................................................... 26
Tests and Quizzes ....................................................................................................................... 26
Recording Lectures ................................................................................................................. 26
Cell Phones/Pagers Policy ........................................................................................................ 26
Use of Calculators .................................................................................................................... 26
Grading Scale ........................................................................................................................... 28
SENATE POLICY 4.015 - COURSE DROPS/ADS AND WITHDRAWAL .................................... 29
SENATE POLICY 4.060 - INTEGRITY OF ACADEMIC WORK .................................................. 30
CLINICAL EDUCATION ASSIGNMENT .................................................................................. 31
CLINICAL EDUCATION ASSIGNMENT PROCEDURE ............................................................ 32
CLINICAL SCHEDULES ............................................................................................................. 33
RADIOGRAPHY LABORATORY RULES AND USE .................................................................. 34
RADIATION SAFETY .................................................................................................................. 34
RADIATION MONITORING ......................................................................................................... 34
STANDARD PRECAUTIONS ........................................................................................................ 35
EXPOSURE PLAN ....................................................................................................................... 35
PREGNANCY POLICY .............................................................................................................. 37
STANDARDS FOR PERSONAL ATTIRE AND HYGIENE IN CLINICAL EDUCATION CENTERS.... 39
CLINICAL STUDENT RESPONSIBILITIES AND CLINICAL SUPERVISION POLICY ......................... 40
CLINICAL EVALUATIONS/COMPETENCIES .............................................................................. 40
CLINICAL GRADING .................................................................................................................... 41
ADVERSE WEATHER CONDITIONS RELATED TO CLINICAL ATTENDANCE ................... 41
  Confidential Information .......................................................................................................... 43
  Cell phone/Computer Use ...................................................................................................... 43
RULES, REGULATIONS, AND DISCIPLINARY ACTION ........................................................... 44
  GROUP I .................................................................................................................................. 44
  GROUP II ............................................................................................................................... 45
DELTA COLLEGE RADIOGRAPHY PROGRAM ........................................................................... 46
DELTA COLLEGE RADIOGRAPHY PROGRAM ........................................................................... 47
HANDBOOK ACKNOWLEDGMENT FORM ................................................................................ 48
CODE OF CONDUCT ACKNOWLEDGMENT FORM ............................................................... 49
STUDENT GRIEVANCE FORM ................................................................................................... 50
  I. Grievance ............................................................................................................................ 50
  II. Second Resolution Step ................................................................................................. 51
  III. Third Resolution Step .................................................................................................. 51
Delta College Academic Calendar 2016 – 2018 .................................................................... 52
  2016 Fall Semester (15 weeks August 27 – December 17) .................................................... 52
  2017 Winter Semester (15 weeks January 7 – April 28) ....................................................... 52
IMPORTANT RADIOLOGIC TECHNOLOGY ORGANIZATIONS ............................................. 53
WELCOME

Welcome to the Delta College Radiography Program. As a new radiography student we hope to assist you in becoming a highly competent radiographer. We use the word “assist” to help you understand that you are responsible for successfully completing the program, as well as passing the American Registry of Radiologic Technologists examination.

This handbook has been written to provide you with program guidelines and helpful information. Since this experience will probably be a very different learning experience than any you have encountered before, we expect that you will become familiar with all college, and program policies. These policies encompass the professional, clinical and academic behaviors that are to be followed throughout your time in the program. It is your responsibility to become knowledgeable of the contents of this handbook. You will sign a statement (Memorandum Agreement) verifying that you do understand the contents of the handbook, and that you do agree to abide by the guidelines set forth within it. That form will be retained in your permanent file for the duration of your participation in the program.

This handbook has not been written to replace the student Code of Conduct, the Delta College Catalog, or any procedures and policies at various the clinical sites. It is to be considered a supplement to these documents. All radiography students are subject to the current rules and regulations set forth by Delta College, all clinical affiliates, and the contents of this handbook.

During your Radiography education, the program faculty will strive to prepare you to become a professional radiologic technologist who is eligible to sit for the national certification examination. However, graduation does not guarantee passage of the exam. This health care career program is one which takes much time and dedication on your part. Realizing this, we would like to wish you all success as you make a commitment to yourselves and this course of study for next the twenty months.

Also, let us offer our assistance in helping you make this time a fulfilling experience. The faculty and staff at Delta College are available to assist you in many ways. Please take advantage of all of the available resources. We believe that your graduation from the Radiography Program and your successful career in the field will be very rewarding.
RADIOGRAPHY PROGRAM FACULTY AND STAFF

Program Coordinator          Cindy Kramer Reszke  686-9533
Clinical Coordinator         Lisa Wall  686-9430
Adjunct Faculty              Joel Carter; Stacey Cochran
                              Dawn Dickinson; Ashley Fairfield
Medical Director             Kristin M. Nelson, M.D.  583-4240
Counselor                    Melanie Dancer  686-9321
Division Chair               Donovan Traverse  686-9018
Dean of Teaching and Learning David Peruski  686-9291
Office Professional, F-Wing  Kate Roedel  686-9025

CLINICAL EDUCATION CENTERS

Saint Mary’s of Michigan
800 South Washington Avenue
Saginaw, MI 48601
Phone: 989-907-8210
Clinical Instructor: Jennifer Kipfmiller

Covenant Healthcare
700 Cooper St.
Saginaw, MI 48602
Phone: 989-583-4290
Clinical Instructor: Howard Rankins

Covenant Healthcare
700 Cooper St.
Saginaw, MI 48602
Phone: 989-583-4290
Clinical Instructor: Howard Rankins

MidMichigan Medical Center
4000 Wellness Drive
Midland, MI 48640
Phone: 989-839-1541
Clinical Instructor: Jason Baldwin

McLaren – Bay Region
1900 Columbus Avenue
Bay City, MI 48708
Phone: 989-894-3080
Clinical Instructor: Kelly Link
MISSION STATEMENT
The mission of the Delta College Radiography Program is to educate students to become competent Radiologic Technology Professionals.

PROGRAM GOALS
1. Students will be clinically competent.
2. Graduates will demonstrate appropriate interpersonal communication skills.
3. Graduates will demonstrate appropriate critical thinking skills.
4. All graduates will recognize the values and ethics of a professional radiographer and the importance of life-long learning.
5. Graduates will perform as competent entry-level radiographers.

EQUAL OPPORTUNITY STATEMENT
It is the policy of Delta College not to discriminate employment, income, education, public accommodation or public service on the basis of religion, race, ethnicity, color, national origin, age, sex, marital status, sexual orientation, gender, identity, height, weight, arrest record, veteran status, disability, or other classification as required by applicable U.S. federal, state or local law.

Direct inquiries to Equity/Compliance the Officer, Delta College, 1961 Delta Road, Office J101, University Center, MI 48710, Telephone 989-686-9125, or email: equityoffice@delta.edu.

LATEX ALLERGY
Each student in a health career program must be aware that if he/she has an allergy to latex, the program may be unable to find placement in a clinical education center/agency to complete clinical education outcomes. Clinics may site test for latex allergies and a positive test may jeopardize your ability to be placed in a clinical education center/agency. Please note that you may have a latex allergy and be unaware until tested. Additionally, be aware that hospitals/agencies may decide to hire only those who do not test positive to latex.

TRANSFER STUDENT POLICY
Students who petition to transfer into the Delta College Radiography Program from another JRCERT accredited program must provide evidence of eligibility through a transcript of grades, a current health appraisal to include current immunizations, proof of current CPR qualification, and evidence of equivalency in completed course content (outlines and objectives for each course completed). In addition, possible transfer students must complete faculty-provided written, oral, and/or a practical evaluations over that course content which he/she has requested waiver/transfer. The transfer student will also have to complete a criminal background check according to program policy.
In compliance with the Delta College Graduation Requirements, a maximum of 38 semester hours of transfer credits may be applicable toward a Delta College Associate Degree.

STUDENT RECORDS/ FERPA

In compliance with Federal Law: The Family Educational Rights and Privacy Act of 1974, Delta College maintains procedures pertaining to the confidentiality of student educational records. No one outside the institution shall have access to nor will the institution disclose any information, (other than Directory Information), from students' educational records without the written consent of the student except to qualified personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions permitted are under the Act.
ACCREDITATION/ COMPLIANCE WITH JRCERT STANDARDS

The Delta College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Standards for an Accredited Educational Program in Radiologic Sciences are available in the office of the Program Coordinator and Clinical Coordinator and displayed on the Student Bulletin Board in the Radiography lab area.

The program is committed to maintaining the standards established by the JRCERT. When there is concern regarding possible non-compliance with any standard, the student (or other) must inform the program coordinator within two (2) school days of any allegation. Within five (5) school days, the program coordinator will gather information from appropriate individuals related to each concern. If non-compliance of JRCERT standards has occurred, the program coordinator will work toward resolution with appropriate individuals to assure compliance.

If the student (or other) believes that their concerns have not been properly addressed by the program, he or she may follow the grievance process as described in this handbook.

If the student (or other) believes that their concerns have not been properly addressed by the college, he or she may submit allegations of non-compliance to JRCERT:

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

The student (or other) must also complete The Allegations Reporting Form located online at: http://www.jrcert.org/pdfs/allegations_reporting_form.pdf and send it to the above address with required supporting materials. All submitted documentation must be legible and include a signature. Failure to submit appropriate materials as requested will result in the complaint being closed.

JRCERT will investigate a complaint as it relates to the program compliance with relevant accreditation standards or established accreditation policies. JRCERT will provide a written response to the complaint within thirty (30) working days.

The records and disposition on any formal complaint or grievance shall be maintained separate from academic records in the President’s Office for a minimum of three (3) years.
STUDENT EMPLOYMENT POLICY

1. Student employment shall not interfere with clinical schedules and academic assignments. Work related absence(s) will not be excused.
2. Clinical experiences (paid employment or volunteer) obtained by a student enrolled in the Radiography Program outside and other than the planned and supervised clinical education courses as scheduled by the program, may not be utilized in any way toward completion of clinical education courses.
3. Any employment/ volunteer related clinical experiences are considered separate from the program related experiences and may not be scheduled concurrently. Clinical schedules will not be altered to allow for paid work time should the student be hired by their clinical site.

CURRICULUM EXPENSES

Basic curriculum expenses include but are not limited to tuition, fees, textbooks, on line resources, supplies, uniforms, clinic shoes, transportation, parking fees, meals in clinics, any costs for vaccinations and criminal background checks.

STUDENT HEALTH INSURANCE

1. Students are encouraged to possess adequate medical insurance coverage. Students are responsible for paying the cost of any medical care this might be necessary if the student is injured or becomes ill while practicing in the laboratory and/ or clinical education center. The college does not provide insurance coverage for such situations.
2. If a student is injured during the course of clinical education, it is the student’s responsibility to inform the clinical instructor immediately and provide the Clinical Coordinator/ Program Coordinator a copy of the injury report. Students are expected to follow the procedural steps dictated by clinic the in such matters.
3. It is also recommended that the student obtain malpractice insurance while enrolled in the program. The student is responsible for the cost of the insurance.

ADDITIONAL PROGRAM REQUIREMENTS

It is the responsibility of each student to hold current CPR certification, have a TB skin test (or chest x-ray) annually, and receive an influenza vaccine annually. Documentation of these health requirements must be submitted to the Program Coordinator to be kept on file. This is a program requirement which students must have prior to the first day of clinical education and maintain to keep a good standing in the program. An expired CPR card will prohibit the student’s admission to the clinical education center.

The only CPR courses which are acceptable and meet the requirements for health care providers are American Red Cross, CPR/ AED for the Professional Rescuer or American Heart Association, Healthcare Provider

DISABILITY STATEMENT

If you feel that you have an issue related to a disability that will require extra accommodations beyond that given to all students, contact Disability Services, Room D106. disabilityresources@delta.edu
ESSENTIAL PHYSICAL REQUIREMENTS

Students eligible for the Radiography Program must be able to meet the following technical standards. These standards are based upon following the entry-level duties and activities of a radiographer.

The graduate radiographer will be able to perform quality radiographic examinations with minimal radiation exposure to the patient and themselves in the full range of diagnostic procedures such as skull, chest, skeletal, gastrointestinal, genitourinary, bedside exams, and surgical procedures. Abilities will include patient and room preparation, manipulation of radiographic equipment, processing images, use of hospital and radiology computer systems, and performing technical and ancillary tasks necessary to provide safe patient care per institutional policy.

1. Cognitive Requirements
   Concentration – Candidates must be able to concentrate for long periods of time. Examples include test taking and participation in extended procedures.

   Attention Span – Candidates should be able to attend to a task for extended periods of time. Examples include attending lectures and participating in long procedures (e.g., surgical procedures and vascular studies).

   Conceptualization – Candidates must be able to learn, understand, and apply the theoretical concepts underlying the practice of radiography.

2. Physical Requirements
   Strength – Candidates must be able to frequently lift/push/pull objects in excess of fifty (50) pounds without restriction. Examples include moving/positioning patients and equipment for diagnostic procedures.

   Manual Dexterity – Candidates must be able to perform manipulative skill. Examples include turning dials, pushing buttons, filling syringes, data entry and operating a computer, etc.

   Mobility – Candidates must be able to move freely about an imaging room as well as able to manipulate machinery in other areas of the hospital such as surgery and patient rooms. Candidates must be able to frequently reach a height of approximately six (6) feet. Candidates must be able to climb stairs and bend down and be able to touch the floor.

   Visual, Hearing and Olfactory – Candidates must be able to assess a patient’s condition by asking questions and listening to response, observing conditions and behaviors, and reviewing charts. Candidates must be able to visually evaluate radiographic image quality. Candidates must be able to detect smoke by sense of smell in case of electrical fire. Candidates must be able to hear and respond to a request for assistance from another health professional in a nearby location—possibly another room.

   Communication – Candidates must be able to communicate with patients and others in providing directions and gathering a health history during radiographic procedures. Candidates must also demonstrate professional effective communication with all hospital staff and physicians.

3. Environmental Conditions
   Students may be frequently exposed to blood, body tissues, or fluids. Additionally, students will frequently be exposed potentially to hazardous ionizing radiation and radioactive pharmaceuticals. As in many health professions and programs, students may occasionally be exposed to bodily injuries, electrical hazards and high intensity magnetic fields.
CRIMINAL BACKGROUND CHECK
All students accepted into the program must complete a criminal background check prior to the start of their clinical education rotations in the spring semester of their first year. The students will purchase a voucher from the Delta College bookstore to take to the Campus Police for processing early in the first fall semester. The background check will include but is not limited to, an analysis of fingerprints and review of prior criminal records. Students with felony, certain misdemeanors, or drug related arrests may not be eligible to sit for the national registry per the American Registry of Radiologic Technologist policy. Anything reported on the background check must be reported to the ARRT in a PRE-APPLICATION process. Information concerning this can be found at https://www.arrt.org/FAQ/Ethics-Review-Pre-Application. The submission of false information on a criminal background check shall be cause for immediate dismissal from the Delta College Radiography Program.

CLINICAL AGENCY POLICY ADHERENCE
Delta College is obligated to adhere to all clinical agency policies and procedures. If circumstances of any nature would prevent the student from adhering to such policies and procedures, the program coordinator should be made aware of such circumstances as soon as identified. Non-adherence to the clinical agency’s policies and procedures could result in the inability to complete a course and ultimately may result in a failing grade and dismissal from the program.
# RADIOGRAPHY CURRICULUM GUIDE SHEET

## First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>RAD 100</td>
<td>2</td>
<td>Basic Science of Medical Imaging</td>
</tr>
<tr>
<td>RAD 105</td>
<td>4</td>
<td>Fundamentals of Radiography</td>
</tr>
<tr>
<td>RAD 108W</td>
<td>3</td>
<td>Introduction to Healthcare and Patient Care</td>
</tr>
<tr>
<td>RAD 130</td>
<td>2.5</td>
<td>Radiographic Procedures 1</td>
</tr>
<tr>
<td>LW 206A</td>
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<td>Occupational Wellness 1</td>
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12.5 Subtotal

## Second Semester (Winter)

<table>
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<tr>
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<tbody>
<tr>
<td>RAD 110</td>
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<td>Principles of Radiographic Exposure</td>
</tr>
<tr>
<td>RAD 120W</td>
<td>2</td>
<td>Principles of Radiation Biology and Protection</td>
</tr>
<tr>
<td>RAD 125</td>
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<td>Digital Imaging</td>
</tr>
<tr>
<td>RAD 150</td>
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<td>Radiographic Procedures 2</td>
</tr>
<tr>
<td>RAD 205W</td>
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<td>Pharmacology In Imaging</td>
</tr>
<tr>
<td>RAD 210W</td>
<td>1</td>
<td>Pathology in Radiography</td>
</tr>
<tr>
<td>RAD 215</td>
<td>2.5</td>
<td>Radiographic Procedures 3</td>
</tr>
<tr>
<td>LWA 206B</td>
<td>.5</td>
<td>Occupational Wellness 2</td>
</tr>
<tr>
<td>LWA 206C</td>
<td>.5</td>
<td>Occupational Wellness 3</td>
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13.5 Subtotal

## Third Semester (Spring)

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<tr>
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<td>Clinical Education 1</td>
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<tr>
<td>RAD 140W</td>
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<td>Clinical Seminar 1</td>
</tr>
<tr>
<td>RAD 230</td>
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<td>Quality Improvement in Imaging</td>
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<tr>
<td>RAD 235</td>
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<td>Radiographic Procedures 4</td>
</tr>
<tr>
<td>RAD 264</td>
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<td>Cross Sectional Imaging</td>
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11.5 Subtotal

## Fourth Semester (Fall)

<table>
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<td>RAD 165W</td>
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</tr>
<tr>
<td>RAD 212</td>
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<td>Advanced Imaging Equipment</td>
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13 Subtotal

## Fifth Semester (Winter)

<table>
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<td>Clinical Education 3</td>
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<tr>
<td>RAD 225W</td>
<td>2</td>
<td>Clinical Seminar 3</td>
</tr>
<tr>
<td>RAD 258W</td>
<td>2</td>
<td>Radiography Capstone Seminar</td>
</tr>
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</table>

14 Subtotal
RADIOGRAPHY COURSES

RAD 100 Basic Science of Medical Imaging 2 Sem Hrs
Prerequisites: Admission to Radiography program. Concurrent enrollment in RAD 105, RAD 108W, RAD 130, and LW 206A. Presents the basic operations of generating equipment including electrodynamics, electromagnetism, rectification, and circuitry related to the production of x-radiation. (30-0)

RAD 105 Fundamentals of Radiography 4 Sem Hrs
Prerequisite: Admission to the Radiography Program. Concurrent enrollment in RAD 100, RAD 108W, RAD 130, and LW 206A. Provides the fundamental theory and skills related to the production of x-radiation. Emphasizes the basic components of radiographic equipment, the characteristics of radiation, and imaging formation. Includes methods of control of radiation and image recording systems. (30-30)

RAD 108W Introduction to Healthcare and Patient Care 3 Sem Hrs
Prerequisite: Admission to Radiography Program. Concurrent enrollment in RAD 100, RAD 105, RAD 130, and LW 206A. Develops knowledge and skills in basic concepts of patient care. Includes emergency care procedures, infection control, patient safety and transfers, communication, and patient education. (45-0)

RAD 110 Principles of Radiographic Exposure 2.5 Sem Hrs
Prerequisite: RAD 100, RAD 105, RAD 108W, RAD 130 and LW 206A each with a minimum grade of “C” (2.0). Concurrent enrollment in RAD 120W, RAD 125, RAD 150, RAD 205W, RAD 210W, RAD 215, LWA 206B and LWA 206C. Provides the theory and skills necessary to analyze the diagnostic quality of a radiograph and effectively manipulate exposure variables to produce a diagnostic radiograph. (15-23)

RAD 120W Principles of Radiation Biology and Protection 2 Sem Hrs
Prerequisite: RAD 100, RAD 105, RAD 108W, RAD 130 and LW 206A each with a minimum grade of “C” (2.0). Concurrent enrollment in RAD 110, RAD 125, RAD 150, RAD 205W, RAD 210W, RAD 215, LWA 206B and LWA 206C. Examines biological effects of radiation on cells, organs, and systems. Emphasizes methods of practice including radiation exposure standards and radiation monitoring. (30-0)

RAD 122 Digital Imaging 1 Sem Hr
Prerequisite: RAD 100, RAD 105, RAD 108W, RAD 130, LW 206A each with a “C” (2.0) minimum grade. Concurrent enrollment in RAD 110, RAD 120W, RAD 150, RAD 205W, RAD 210W, RAD 215, LWA 206B, LWA 206C. This is an on-line (INET) course that provides an introduction to basic digital imaging concepts, systems, and techniques needed to produce quality diagnostic radiographs. (15-0)

RAD 130 Radiographic Procedures 1 2.5 Sem Hrs
Prerequisite: Admission to the Radiography Program. Concurrent enrollment in RAD 100, RAD 105, RAD 108W, RAD 125 and LW206A. Introduces the basic terminology of radiographic positioning. Provides the knowledge and skills necessary to perform radiographic procedures of the chest, upper and lower limbs. Includes the study of pathology affecting the chest and limbs. Includes pediatric, geriatric, surgical, and trauma applications for these procedures. (15-23)
**RAD 135 Clinical Education 1** 6 Sem Hrs  
Prerequisites: RAD 110, RAD 120W, RAD 125, RAD 150, RAD 205W, RAD 210W, RAD 215, LWA 206B, LWA 206C each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 140W, RAD 230, RAD 235, RAD 264. The first phase with structured clinical experience necessary to perform radiographic procedures. The students will become familiar with the radiology department and hospital policies and procedures. Provides students with the opportunities to apply, practice, and perfect the skills needed to function as a radiographer. Up to 25% of the student's scheduled time may be on off-shift rotations as scheduled by the clinical education center. A minimum of one week on afternoon shift and one weekend will be scheduled during this clinical sequence. (0-360)

**RAD 140W Clinical Seminar 1** 1 Sem Hr  
Prerequisites: RAD 110, RAD 120W, RAD 125, RAD 150, RAD 205W, RAD 210W, RAD 215, LWA 206B, LWA 206C each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 135, RAD 230, RAD 235, RAD 264. Provides the student with opportunities to enhance the clinical education experience. Emphasizes the correlation of all aspects of radiographic procedures. Includes radiographic image critique. (15-0)

**RAD 150 Radiographic Procedures 2** 2.5 Sem Hrs  
Prerequisites: RAD 100, RAD 105, RAD 108W, RAD 130, LW 206A each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 110, RAD 120W, RAD 125, RAD 150, RAD 205W, RAD 210W, RAD 215, LWA 206B, LWA 206C. Continues radiographic positioning and provides the knowledge and skill necessary to perform radiographic procedures of the abdomen and gastrointestinal, biliary, and urinary systems. Includes a review of fluoroscopy principles and equipment. Instruction on the principles and skills necessary to perform venipuncture. (15-23)

**RAD 160 Clinical Education 2** 10 Sem Hrs  
Prerequisites: RAD 135, RAD 140W, RAD 230, RAD 235, RAD 264 each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 165W, RAD 212. The second phase with structured clinical experience necessary to perform radiographic procedures. The students will continue to work within the radiology department and hospital. Provides students with the opportunities to apply, practice and perfect the skills needed to function as a radiographer. Up to 25% of the student's scheduled time may be on off-shift rotations as scheduled by the clinical education center. A minimum of one week on afternoon shift and one weekend will be scheduled during this clinical sequence. (0-600)

**RAD 165W Clinical Seminar 2** 2 Sem Hr  
Prerequisites: RAD 135, RAD 140W, RAD 230, RAD 235, RAD 264 each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 160, RAD 212. Provides the student with opportunities to enhance the clinical education experience. Emphasizes the correlation of all aspects of radiographic procedures. Includes radiographic image critique. Includes a review of radiographic concepts and theories and their clinical application. (30-0)
RAD 205W Pharmacology In Imaging 1 Sem Hr
Prerequisites: RAD 100, RAD 105, RAD 108W, RAD 130, LW 206A each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 110, RAD 120W, RAD 125, RAD 150, RAD 210W, RAD 215, LWA 206B, LWA 206C. This is an on line (INET) course that presents the basic principles of pharmacology in imaging. Includes the basic techniques of venipuncture and the administration of diagnostic contrast agents and intravenous medications. (15-0)

RAD 210W Pathology in Radiography 1 Sem Hr
Prerequisites: RAD 100, RAD 105, RAD 108W, RAD 130, LW 206A each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 110, RAD 120W, RAD 125, RAD 150, RAD 205W, RAD 215, LWA 206B, LWA 206C. This is an on line (INET) course that provides an overview of the pathological processes that occur as a consequence of aging, disease, heredity, or trauma including signs, symptoms, and clinical manifestations. (15-0)

RAD 212 Advanced Imaging Equipment 1 Sem Hr
Prerequisites: RAD 135, RAD 140W, RAD 230, RAD 235, RAD 264 each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 160, RAD 165W. This is an on line (INET) course that presents the basic principles of operation of CT, MRI, PET, Ultrasound, Nuclear Medicine, Fluoroscopy, Mammography, Tomography, Radiation Therapy, Bone Densitometry, Angiography and Subtraction/Duplication equipment. (15-0)

RAD 215 Radiographic Procedures 3 2.5 Sem Hrs
Prerequisites: RAD 100, RAD 105, RAD 108W, RAD 130, LW 206A each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 110, RAD 120W, RAD 125, RAD 150, RAD 205W, RAD 210W, LWA 206B, LWA 206C. Continues radiographic positioning. Provides the knowledge and skill necessary to perform radiographic procedures of the shoulder girdle, bony thorax, cervical spine, thoracic spine, lumbar spine, pelvis, hips, and femur. Includes pediatric, geriatric, surgical, and trauma applications for these procedures. (15-23)

RAD 220 Clinical Education 3 10 Sem Hrs
Prerequisites: RAD 160, RAD 165W, RAD 212 each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 225W, RAD 258W. The third phase with structured clinical experience necessary to perform radiographic procedures. The students will continue to work within the radiology department and hospital, striving to demonstrate ability as an entry level radiographer. Provides students with the opportunities to apply, practice and perfect the skills needed to function as a radiographer. Up to 25% of the student’s scheduled time may be on off-shift rotations as scheduled by the clinical education center. A minimum of one week on afternoon shift and one weekend will be scheduled during this clinical sequence. Students will have an opportunity to rotate through optional modalities and departments based on interest, availability, and competency level. (0-600)
RAD 225W Clinical Seminar 3 2 Sem Hr
Prerequisites: RAD 160, RAD 165W, RAD 212 each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 220, RAD 258W. Provides the student with opportunities to enhance the clinical education experience. Emphasizes the correlation of all aspects of radiographic procedures. Includes radiographic image critique. (30-0)

RAD 230 Quality Improvement in Imaging 1 Sem Hr
Prerequisites: RAD 110, RAD 120W, RAD 125, RAD 150, RAD 205W, RAD 210W, RAD 215, LWA 206B, LWA 206C each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 135, RAD 140W, RAD 235, RAD 264. Introduces the principles of continuous quality improvement in radiology. Includes risk management, problem identification and analysis and quality assurance of the imaging systems (15-0)

RAD 235 Radiographic Procedures 4 2.5 Sem Hrs
Prerequisites: RAD 110, RAD 120W, RAD 125, RAD 150, RAD 205W, RAD 210W, RAD 215, LWA 206B, LWA 206C each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 135, RAD 140W, RAD 230, RAD 264. Continues radiographic positioning. Provides the knowledge and skill necessary to perform radiographic procedures of the cranial and facial regions. Includes pediatric, geriatric, surgical, and trauma applications for these procedures. (15-23)

RAD 258W Radiography Capstone Seminar 2 Sem Hrs
Prerequisites: RAD 160, RAD 165W, RAD 212 each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 220, RAD 225W. Provides strategies and opportunities to enhance the likelihood of success on the national ARRT registry examination. Employment search strategies are discussed and practiced including the writing of a professional cover letter and resume. (30-0)

RAD 264 Cross Sectional Imaging 1 Sem Hr
Prerequisites: RAD 110, RAD 120W, RAD 125, RAD 150, RAD 205W, RAD 210W, RAD 215, LWA 206B, LWA 206C each with a "C" (2.0) minimum grade. Concurrent enrollment in RAD 135, RAD 140W, RAD 230, RAD 235. This is an on line (INET) course that introduces sectional anatomy as imaged in modalities such as Computed Tomography, Magnetic Resonance Imaging (MRI), and Positron Emission Tomography (PET). (15-0)

RAD 290-299 Special Projects in Radiography

PROGRESSION GUIDELINES
1. Students MUST follow the approved curriculum sequence as outlined on the current curriculum guide sheet.
2. Students must achieve a minimum grade of “C” (2.0) in EACH Radiography course in order to be eligible to continue in and graduate from the program.
3. A Radiography course may be repeated one (1) time only.
4. The maximum number of times a student may re-enter the program is one (1) time.
Guidelines for Reentry into Health Occupation Programs

Reentry Process

• A request for reentry can be made if the student has had a course failure or has withdrawn from a program track and the student is in their second or subsequent semester of the program.
• The request for reentry should be made within one month of the course failed or withdrawn from or at the latest one month after the grade is transcripted.
• The student must apply in writing and may choose to attend the meeting to address the Reentry/Review Board.
• If reentry is granted the student must reenter the program within one year or the student is no longer eligible for reentry, and must revalidate for the program unless the Reentry/Review Board determines that a different time period is appropriate.
• Placement into a program course will be determined by Review Board decision and if the number of reentry students exceeds course availability then placement is determined by the date and time that the Review Board form is received back into the Health & Wellness Division Office. No Review Board form can be received until withdrawal from a course has been made or an official grade has been issued by the instructor at the end of the course.
• If, after reentry, a second failure should occur, the student cannot apply for reentry nor can he/she revalidate for the same program. However, he/she can attempt to validate for a different program.
• The Reentry/Review Board will meet within 30 days of a student’s request for reentry.

Reentry/Review Board Membership

The Reentry/Review Board shall have the following membership:

• Faculty Chair – 3-year term (cannot be a nursing faculty)
• Faculty Alternate Chair – 3-year term who will become Chair and preside over situations where the Chair is involved. (cannot be a nursing faculty)
• Discipline Faculty or Alternate – Non-involved full-time discipline faculty member will be selected, or a full-time division member will be selected by the faculty, of the involved discipline, if all discipline faculty are involved.
• Student Representative or Alternate – Students in each program will elect a representative and an alternate in case the student representative in involved.
• Division Member At-Large – Pool of 3 division members appointed by the division chair will rotate based on availability at the designated meeting time.
• Counselor

The following five (5) members shall vote:

• Board Chair or Alternate
• Discipline Faculty or Alternate
• Student Representative or Alternate
• Division Member
• Counselor
Reentry Decision

- A decision will be made by the Reentry/Review Board at the conclusion of their meeting(s).
- Students will be notified within two weeks by email and certified mail of the decision.
- Decisions denying reentry must have rationale, in writing, for the denial.
- A copy of the Reentry/Review Board’s decision will be sent to the division chair.

Individual Plan for Success

- If the Reentry/Review Board approves reentry, the Board will also develop an Individual Plan For Success (IPFS) which will be given to the student as part of the reentry process. The IPFS will be discussed with the student by the Program Coordinator or designee. All conditions of the IPFS, which focuses on student success, must be met in order to continue in the program tracks and cannot be appealed.
- It should be noted that reentry into a program is based on space availability since our program tracks have limited enrollment capacities.

Appeal Process

- A student may appeal the Reentry/Review Board’s decision if new or pertinent information becomes available that was not considered in the initial request.
- The faculty, division chair or dean can request with supporting rationale.
- Submission of a written appeal to the Reentry/Review Board should be made within 30 days of the initial decision.
- The Reentry/Review Board Chair or Alternate Chair will then schedule a meeting within two weeks. The original Reentry/Review Board members will meet for the purpose of reviewing the appeal. The Board will notify the appellant of their decision by email and certified mail.
- An appeal decision cannot be further disputed in this process.

Confidentiality Statement

All participants of the Reentry/Review Board process, in any of the proceedings, should consider all matters covered in the meetings as confidential due to the nature of the situations and discussions that follow to resolve them. Any breach of confidentiality may lead to disciplinary action, according to College policy.

Revised November 2016

RADIOGRAPHY PROGRAM GRIEVANCE POLICY

Policy

Any Delta College Radiography Program student may file a grievance as set forth in this policy, as a means to present a complaint related to hours of work, working conditions,
clinical assignments, performance evaluation, unlawful discrimination, reprimand, or the interpretation of a rule, regulation or policy of the Delta College Radiography Program.

A student which alleges that his or her termination from the Delta College Radiography Program was based on unlawful discrimination may use this policy as a first step to pursue that complaint.

Exclusions
Student issues regarding actions or decisions that are viewable under separate procedures provided for in the Delta College Catalog or other approved policies or procedures of the Delta College System, are not subject to this policy.

General Information
It is not required to have three levels to the grievance process when the organizational reporting structure does not provide three management levels to consider the grievance.

No student will be penalized, disciplined, or prejudiced for exercising the right to make a complaint, or for aiding another student in the presentation of that complaint.

No remedy or corrective action is available under the grievance policy once an individual ceases to be a Delta College student.

The student, Program Coordinator, Clinical Coordinator, Clinical Instructor(s), or Adjunct Faculty member may request a face to face meeting at any level. Meetings are encouraged at this level to resolve issues, but are not required.

Time Limits
The time limits set forth in the grievance procedure must be adhered to by both the student and the appropriate supervisory and administrative personnel unless extended for good cause by the Chair of the Health and Wellness Division. Where time limits are indicated in this policy, “day one” will be the next academic day. The failure of a student to process the grievance in a timely manner to the next level shall constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to respond in a timely manner to a grievance shall constitute authorization for the student to process the grievance to the next level.

Extensions
A request for an extension of time for a response may be made by either the student or the next tier reviewer in writing (including email). The next tier reviewer will contact the student or the appropriate administrative official, to obtain mutual agreement to the extension of time and will prepare a written agreement stating the date of the new time and provide a copy to all parties below the reviewer’s level of authority. If an
agreement is not reached, the Dean of Teaching and Learning shall make the decision regarding whether to grant an extension.

**First Level Resolution**
The student shall verbally present the complaint to the Program Coordinator for discussion, consideration, and resolution within five academic (5) days from the date of the action which is the subject of the complaint.

**Note:** If the Program Coordinator is the subject of the complaint, the student may address the complaint to the Health and Wellness Division Chair in writing using the Student Grievance Procedure form located in the Radiography Program Student Handbook.

The Program Coordinator (or the Health and Wellness Division Chair if the Program Coordinator is the subject of the complaint) shall discuss the issues with the student, consider the merits of the complaint and respond to the student with a written response within five (5) academic days or thirty (30) if being reviewed by the Health and Wellness Division Chair.

**Second Level Resolution**
To initiate a second level resolution the student must present the request in writing to either the Chair of the Health and Wellness Division or the Dean of Teaching and Learning within five (5) academic days from the date of the action which is the subject of the complaint.

When pursuing a second level resolution the student is requesting is either the Division Chair of the Health and Wellness Division or the Dean of Teaching and Learning to make a ruling on their grievance.

Any student who chooses mediation by either the Division Chair of the Health and Wellness Division or the Dean of Teaching and Learning does so with the understanding that their ruling is final and not subject to appeal. The student will be expected to:

- Provide a written statement describing the issue(s).
- Identify any alleged violation of the application of a policy or procedure.
- State the desired outcome for resolution.

The Health and Wellness Division Chair or the Dean Teaching and Learning will have thirty (30) academic days to make a ruling and notify the parties of their decision.

A third option called mediation is also initiated at this level through the Chair of the Health and Wellness Division and is discussed next.

**Third Level Resolution: Mediation**
If the complaint is not satisfactorily resolved by the Program Coordinator (or the Health and Wellness Division Chair, if the Program Coordinator is the subject of the complaint), at the first level, the student may request a formal hearing by a committee composed of three members (two faculty from outside the Radiography Program and a student...
representative, also from outside the Radiography Program) to mediate the grievance and provide resolution.

The Division Chair of the Health and Wellness Division will act as the non-voting chair and convene the committee within ten (10) academic days after the request for mediation by committee is submitted by the student.

Any student who chooses mediation by committee does so with the understanding that the committee ruling is final and not subject to appeal. The student will be expected to:

- Provide a written statement describing the issue(s).
- Identify any alleged violation of the application of a policy or procedure.
- State the desired outcome for resolution.

Mediation is one of several alternative dispute resolution processes. Mediation is a voluntary, neutral, assisted negotiation process designed to resolve the problem(s) or issues(s) between two or more parties. Mediation allows for more informal problem solving between parties directly involved in the dispute. Issues which are eligible for possible resolution through mediation are those which are related to the organizational functions and/or management of the Delta College Radiography Program.

Some issues may require referral to offices or departments which have existing dispute resolution policies and procedures.

If the student voluntarily elects to address the dispute through mediation and the party with whom the student has the dispute agrees to participate in mediation, a mediation meeting will be scheduled to occur within ten (10) academic days of the filing date identified on the grievance form. If the other party declines to participate in mediation, the written grievance will be presented to the Division Chair of the Health and Wellness Division for review and resolution (See Second Level Resolution For process).

If both parties agree to participate in mediation subsequently and participate in a mediation meeting, the grievance mediation committee will have five (5) academic days after conclusion of the mediation meeting to deliberate the issue(s) and reach a decision to be presented in writing to all parties involved in the mediation. A mediator will not discuss the issue(s) raised in a mediation meeting with any non-committee member.

The mediation committee decision is final and not subject to appeal.

**ELIGIBILITY FOR ARRT EXAMINATION**

The graduate is awarded an Associate Degree of Applied Science and is eligible to sit for certification by the American Registry of Radiologic Technologists to become a
Registered Radiologic Technologist. This title is nationally recognized as attainment of the proficiency in the science of radiography. The certification carries with it the privileges of using the title “Registered Technologist” and the use of the abbreviation “R.T. (R), (ARRT)” following the signature.

You should be aware that the eligibility for certification is very important to the profession. The guidelines provided below describe qualification.

ARRT CERTIFICATION

INITIAL ARRT CERTIFICATION AND REGISTRATION

Certification and registration is the recognition of an individual who satisfies certain standards within a profession. Employers, state licensing agencies, and federal regulators look at the ARRT credential as an indication that a person has met a recognized national standard for medical imaging, interventional procedures, and radiation therapy professionals.

As outlined in ARRT's "Equation for Excellence," candidates for ARRT certification and registration must meet basic education, ethics, and examination requirements to become eligible. The following sections outline the eligibility requirements for all three areas. Please note that there is no such thing as "registry-eligible" as far as the ARRT is concerned.

Education Requirements for ARRT Certification and Registration

Primary Pathway

Candidates pursuing primary pathway certification and registration in Radiography, Nuclear Medicine Technology, Radiation Therapy, Magnetic Resonance Imaging, or Sonography must have — within the past three years* — successfully completed an educational program that is accredited by a mechanism acceptable to the ARRT. Beginning on January 1, 2015, all candidates for primary pathway certification and registration must have earned an academic degree before becoming certified and registered. ARRT recognizes only accreditation agencies that are recognized by CHEA and/or USDE. A list of accrediting agencies recognized by ARRT for the academic degree and professional education requirements is available here.

As part of their education, candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures by completing competency requirements established for the discipline in which they are seeking certification and registration.

* Candidates graduating from an educational program by December 31, 2012, will have five years to establish eligibility for ARRT certification and registration, as opposed
to the three years that is available to those who complete their program beginning January 1, 2013. https://www.arrt.org/certification

Ethics Requirements for ARRT Certification and Registration

Every candidate for certification and registration must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military courts-martial as described below:

- Felony;
- Misdemeanor;
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported.

Additionally, candidates for certification and registration are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT). Primary pathway candidates must indicate any honor code violations that may have occurred while they attended school.

Candidates becoming certified and registered through the primary pathway may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

Read all about ARRT’s ethics requirements.

Examination Requirements for ARRT Certification and Registration

After having met the education and ethics requirements, candidates for ARRT certification and registration must pass an ARRT examination, which assesses the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff technologists practicing at entry-level within the discipline. Applications for primary pathway candidates are obtained through individual program directors. Certification and registration handbooks are available online. Post-primary pathway candidates may submit their applications online by logging into My ARRT Info. If you don’t have access to My ARRT Info, please contact the Initial Certification Department at (651) 687-0048, ext. 8560. When completing their applications, candidates should keep a few things in mind:
Candidates for primary certification and registration may mail their application up to three months prior to their anticipated graduation date.

All photos, signatures, and dates of signatures on an application form must occur within the six months before the date the application is received at the ARRT office.

Be sure to include the correct application fee.

The content specifications provide an outline of the topics covered in the exam. Since ARRT uses many references to build its exams, it does not provide specific lists of study materials or textbooks, nor does it recommend or endorse any review programs, mock registries, or study guides.

Individuals who are determined eligible by ARRT will receive, via the USPS, a Candidate Status Report (CSR) that details eligibility status and provides information on scheduling an exam appointment within the 90-day window. The CSR also addresses how to change an exam window or appointment, and how to prove identity at the test center.

Find out more about ARRT's exams, including details about exam format and exam length, test centers, and how to request testing accommodations.

Candidates are allowed three attempts to pass an exam, and they must complete the three attempts within a three-year period that begins with the initial ARRT examination window start date.

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ARRT STANDARDS OF ETHICS

A. CODE OF ETHICS

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

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
PROGRAM POLICIES

Assignments
Reading assignments and all class preparations are to be completed prior to attending lecture and laboratory sessions.

Tests and Quizzes
1. Tests:
   - Tests will be given on the dates specified in the Course Activity Schedule or as announced by the instructor. Tests will be based on readings, hand-outs, lectures, and class activities. Tests are retained by the instructor following grading and review by the student.
   - Students will not be allowed to make up a test unless they have an excused absence. A missed test must be made up within 48 hours upon the student returning back to campus or a score of “0” will be recorded. Students are to contact the instructor to schedule the make-up test.
   - Students may challenge questions on a test. This must be done via email within 48 hours of the test being returned for consideration. Students must show documented proof to support their argument.

2. Quizzes
   - There may be announced or unannounced quizzes over assigned material. These are considered part of the daily assignment; therefore, make-up quizzes will be at the discretion of the instructor.
   - Students may challenge questions on a quiz. This must be done via email within 48 hours of the quiz being returned for consideration. Students must show documented proof to support their argument.

Recording Lectures
As a matter of courtesy, students must ask permission of individual faculty before electronically recording any lectures.

Cell Phones/Pagers Policy
As a courtesy to all students and instructors, cell phones/pagers must be turned off during class. No phone calls may be initiated or received in the classroom or laboratory area. If a cell phone rings during class time the student will receive a tardy for the class.

Cell phones are not to be in the possession of the student during clinical rotations. Should you have a possible emergent situation, please share the department phone number with those needing to reach you. If you are seen with your cell phone during clinical time, you will be subject to the discipline policy.

Use of Calculators
Calculators are permitted for use during tests, quizzes and lab sessions. However, they may not be of a programmable type nor may calculators on a cell phone be used. Use of either of these types of calculators will be grounds for dismissal from the program.
Attendance

The professional nature and course content of the Radiography Program makes a lecture or lab cutting system impossible. Consideration will be given to extenuating circumstances only if the instructor is notified prior to an absence. Students are responsible for all material missed and are to arrange makeup for laboratory time with the instructor.

Students are expected to be present and on time for all scheduled class, laboratory, outside class activities as scheduled, clinical and test sessions. Absences/tardies/leaving early hinder the student’s learning experience and can be a distraction for fellow classmates. It is the student’s responsibility to notify the instructor of an absence or tardy a minimum of 30 minutes prior to the scheduled start time of the class or lab and no later than 12 hours following the missed class period. It is also the student’s responsibility to contact the instructor to review work missed. Remember, professionalism is a determination with site placement for clinical internship and professional reference for future employment.

The following guidelines will be applied when reducing a student’s grade based on absences, tardies or leaving early:

1. **Absences**
   1 day = 5% deduction in final grade  
   2 days = 10% deduction in final grade  
   3 days = 15% deduction in final grade  
   4 or more days = Failing grade for the course

2. **Tardy**
   A student is considered tardy if he/she arrives after the doors for the classroom have been closed. This includes breaks that may occur during the class time.
   2 tardies = 1 absence = 5% deduction in final grade  
   4 tardies = 2 absences = 10% deduction in final grade  
   6 tardies = 3 absences = 15% deduction in the final grade etc.

3. **Leaving Early**
   A student must authorize leaving class early with the instructor. If a student chooses to leave class or lab early it be will counted as a tardy.

On occasion, we recognize that there can be extenuating circumstances that cause a student to be absent, tardy or need to leave early. For those situations documentation must be provided within 24 hours of the student returning to class. Some examples of situations where an absence, tardy or early departure may be permitted by the instructor are the following:

- College sponsored event in which an excused form from the College is provided to the instructor.
- Death in the family. Not to seem insensitive, but appropriate verification will be needed such as an obituary, or funeral card.
- Extended hospitalization, appropriate verification from your attending physician and hospital. (Doctor appointments are not considered excused).
- Dangerous weather conditions in which driving is considered unsafe by local police authorities.
- Being called to testify in a court case. (Not your own or for being arrested). Verification is required.
- Jury duty. Verification is required.
- Reserve or National Guard activation to active duty. Proof of activation required.

There are also certain situations where an absence, tardy or leaving early will have negative consequences:

- Childcare problems
- Incarceration/jail
- Employment
- Lack of sleep, motivation etc.

Neither of these lists is exhaustive and all situations will be evaluated by the instructor on an individual basis.
**Grading Scale**

The grading scale for courses within the Radiography Program will be based on the following range. All courses must be passed with a minimum of 77%.

<table>
<thead>
<tr>
<th>Percentage of possible points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 - 100</td>
<td>A</td>
</tr>
<tr>
<td>92 - 94</td>
<td>A-</td>
</tr>
<tr>
<td>89 - 91</td>
<td>B+</td>
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<tr>
<td>86 - 88</td>
<td>B</td>
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<tr>
<td>83 - 85</td>
<td>B-</td>
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<tr>
<td>80 - 82</td>
<td>C+</td>
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<tr>
<td>77 - 79</td>
<td>C</td>
</tr>
<tr>
<td>74 - 76</td>
<td>C-</td>
</tr>
<tr>
<td>68 - 73</td>
<td>D</td>
</tr>
<tr>
<td>BELOW 67</td>
<td>F</td>
</tr>
</tbody>
</table>
SENATE POLICY 4.015 - COURSE DROPS/ADDS AND WITHDRAWAL

I. Adds and Drops After a Class Has Begun
   A. No student may enroll in a course after the first class session has begun without the permission of the
      instructor or the appropriate division chair. No student may enroll in a distance learning course after
      the start date of the class without the permission of the instructor or the appropriate division chair.*
      Instructor permission is not required for students to enroll in OPEN ENTRY/OPEN EXIT (OE/OE)
      courses after the start date of the class.
   B. Students are expected to complete the courses in which they register. If a change is necessary, students
      must follow the add-drop procedure outlined in the class schedule or in the current college catalog. The
      Registrar’s Office will notify the instructor of the change.

II. Withdrawal grades are:

   W- Student initiated withdrawal after the refund period through four-fifths (4/5) of the course (the 12th
      week of a 15 week course).

   WI- instructor initiated withdrawal for lack of course prerequisites or attendance through four-fifths (4/5)
      of the course (the 12th week of a 15-week course).

III. Student Initiated Withdrawal/Drops
   A. No grade will be reported or recorded on the official College transcript for courses officially dropped
      within the refund period, in accordance with the college Refund Policy (see College Catalog).
   B. When an official withdrawal/drop is initiated by the student after the refund period through four-fifths
      (4/5) of the course (the 12th week of a 15-week course), the student will receive a grade of W.
   C. Official withdrawals/drops will be allowed through four-fifths (4/5) of the course (the 12th week of a
      15-week course).
   D. If a student does not officially withdraw/drop after four-fifths (4/5) of the course (the 12th week of a 15
      week course), the instructor will assign an appropriate final letter grade (A through F) in relation to
      total course requirements achieved.

IV. Instructor-Initiated Drops
   A. An instructor has the option of authorizing a WI grade for any student who has missed an excessive
      number of class hours or instruction or who lacks the course prerequisites. This authorization may be
      initiated through four-fifths (4/5) of the course (the 12th week of a 15-week course) and reported to the
      Registrar.
   B. Upon receipt of an authorization, the Registrar will notify the student of the reason for the drop.
   C. If a student wishes to appeal an instructor-initiated drop, the contact must be with the class instructor.
      If necessary, mediation may be requested of the appropriate division chairperson. All appeals must be
      in writing and signed by the student requesting the appeal and received within one (1) week following
      notification of the drop. The instructor will make the final decision in the appeal, and has the option of
      reinstating the student at any time prior to the last class session.

* This section will be reviewed and evaluated following one complete sequence of semesters (Fall, Winter,
  Spring-Summer) or earlier if deemed appropriate by the Senate Executive Board.

Board Action 4768 – May 12, 2009
I. Statement of Values:

The principles of truth and honesty are fundamental to a community of learners. All members of the Delta College Community are expected to honor these principles and are responsible for maintaining the integrity of academic coursework at the College.

Plagiarism or any misrepresentation of work, unsanctioned collaboration, use of prohibited materials, and participation in any form of dishonesty all constitute violations of this policy.

Violations of this policy will result in the actions and consequences specified within this policy.

II. Faculty determine standards of integrity for academic coursework. Examples of academic dishonesty that would constitute violations of this policy include, but are not limited to, the following:

A. Plagiarism
B. Cheating on tests, quizzes, or any assignments
C. Aiding and abetting dishonesty
D. Falsification of records and official documents

III. Faculty should do the following, where applicable and when appropriate:

A. Provide clarification about the nature of academic dishonesty.
B. Clarify expectations for homework, assignments, collaborative student efforts, research papers, exams, etc.
C. Identify any specific style/format requirements for assignments.
D. Communicate ethical and professional standards associated with courses and programs.
E. Honor principles of truth and honesty and in so doing protect the validity of college grades.

IV. Delta College Students are responsible for understanding and following:

A. All provisions of this policy including, but not limited to, examples under I and II above.
B. Specific course policies for academic work.
C. Other College policies as specified in the current Delta College Catalog.
D. Academic principles of honesty and integrity.
E. The Disputed Final Grades policy, which gives students the right to appeal any grade affected by a charge of academic dishonesty.

V. Process for Policy Violations by Students

Faculty may use their discretion and judgment in any suspected violation of this policy, including limiting the action to a warning in cases where the student’s course grade will not be affected, in which case the faculty member will explain the violation to the student and warn the student of future consequences for similar behavior. If the faculty member determines that this policy has been violated and the student’s course grade will be affected, then the following process will be followed:

A. The faculty member will explain the decision in writing to the student within a reasonable time frame, but this notification must take place before final course grades are submitted. The faculty member will then send a copy of the written explanation, with appropriate documentation, to the Division Chair.
B. The Division Chair is responsible for notifying the student of Senate Policy 4.060 Integrity of Academic Work and forwarding the information submitted by the faculty member to the appropriate Academic and Student and Educational Services administrators.
C. The Chief Academic Officer of the College will determine appropriate consequences beyond the course grade for the student, including, particularly in the case of a repeated violation of this policy, possible dismissal from the College.
D. The College will maintain permanent records of these violations.

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I Plagiarism is defined as, “the false assumption of authorship; the wrongful act of taking the product of another person’s mind and presenting it as one’s own.” As developed by Alexander Lindey in “Plagiarism and Originality” (N.Y.: Harper, 1952)
CLINICAL EDUCATION ASSIGNMENT

Clinical Education is an integral part of the Delta Radiography Program curriculum. It is during clinical education that the student is given the opportunity to apply the knowledge and skills they have learned in the classroom and laboratory to actual patient care. This learning process is done under the direct guidance and supervision of a clinical instructor as well as staff who are ARRT certified in each facility. Thus, the clinical education component of the radiography program allows the student to apply theory, concepts, and principles of radiography, patient care, and radiographic procedures to practical experience.

NOTE: The radiography program strongly discourages any relationship other than that of a professional nature with Delta Faculty, Clinical Instructors, and Hospital Staff. Should a relationship of this nature cause issues in the clinical or campus setting, they will be addressed according to the discipline policy.

There are core competencies that all individuals MUST demonstrate to establish eligibility for ARRT certification. Students must demonstrate competency in all 37 mandatory Radiologic Procedures. Students must also demonstrate competency in at least 15 of the 35 elective Radiologic Procedures. Electives may be demonstrated patients or phantoms or as simulations. The evaluation criteria are as follows:

Competency Requirement: Perform the Radiologic Procedures listed demonstrating appropriate:

- Evaluation of requisition and patient assessment
- Physical facilities readiness
- Patient care and management
- Equipment operation and technique selection
- Positioning skills
- Radiation protection for patient, self and others
- Image processing

And evaluate whether the resulting images demonstrate proper:

- Anatomical part(s)
- Alignment
- Radiographic Techniques
- Image identification
- Radiation protection

Objectives, as well as competency minimum requirements will be specified in each clinical education syllabus. Students will have the status of learners and will not replace members of the affiliating clinical facility’s staff. Additionally, students may not be scheduled for more than 40 hours per week in any combination of clinic and class work. Additional hours which would be over 40 hours must be voluntary on the part of the student.
The following table demonstrates what activities students will be engaged in each semester.

### First Year Students

<table>
<thead>
<tr>
<th>First 7.5 Weeks</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Courses Only:</td>
<td>RAD 100</td>
<td>Campus Courses Only:</td>
<td>RAD 110</td>
</tr>
<tr>
<td>RAD 105</td>
<td>RAD 120W</td>
<td>RAD 110 cont.</td>
<td></td>
</tr>
<tr>
<td>RAD 108W</td>
<td>RAD 122</td>
<td>RAD 120W cont.</td>
<td></td>
</tr>
<tr>
<td>RAD 130</td>
<td>RAD 150</td>
<td>LWA 206C</td>
<td></td>
</tr>
<tr>
<td>LW 206A</td>
<td>RAD 205W (on line)</td>
<td>RAD 210W (on line)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LWA 206B</td>
<td>RAD 215</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second 7.5 Weeks</th>
<th>Rad 135 Clinic cont. 5 days/week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RAD 140W Seminar</td>
</tr>
</tbody>
</table>

### Second Year Students

<table>
<thead>
<tr>
<th>First 7.5 Weeks</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic and On Line Only</td>
<td>Clinic and Registry Review</td>
<td></td>
</tr>
<tr>
<td>RAD 160 Clinic 5 days/week</td>
<td>RAD 220 Clinic 5 days/week</td>
<td></td>
</tr>
<tr>
<td>RAD 165 W Seminar</td>
<td>RADD 225W Seminar</td>
<td></td>
</tr>
<tr>
<td>RAD 212 (on line)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second 7.5 Weeks</th>
<th>Rad 220 cont. 4 days/week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On Campus Course: RAD 258 (one day)</td>
</tr>
</tbody>
</table>

### CLINICAL EDUCATION ASSIGNMENT PROCEDURE

The process of assigning students to the Clinical Education Centers will begin mid-way through the second semester (winter 1). All clinical affiliates provide all students with opportunities to gain competency as a radiographer.

Using the form from the Program Coordinator, the student will provide the Program/Clinical Coordinator with information concerning where they live, where they work (including department if it is in one of our clinical affiliates), if they have a relative employed at a clinical affiliate and any rationale they want to be considered for placement.

Both Program Coordinator and Clinical Coordinator will review the information and give consideration to student needs in the clinical assignment process. Because of the limited number of students allowable at each institution, the student CANNOT be guaranteed their choice of institution. All clinical sites will be utilized. The Program Coordinator/Clinical Coordinator will determine assignments. The student will be notified of his/her assignment after successful completion of all winter 1 semester courses.
CLINICAL SCHEDULES
Student schedules during clinical education are arranged by the Clinical Instructor in conjunction with the Clinical Coordinator. The primary goal is to provide the best possible clinical learning experience for the student.

Students will generally be assigned to shifts during week-days, day-time hours. However, up to one quarter of the time, students may be assigned to off-hour shifts (weekends, second shift) to complete course outcomes/objectives and to maintain a technologist to student ratio of 1:1.

**Note:** At no time may a student be scheduled more than 40 hours total in clinic and didactic course work.

Additional hours which would be over 40 hours must be voluntary on the part of the student.

Rationale for Off-Hour Shifts: To perform clinical competency evaluations. To provide the student radiographer with increased opportunities in areas of trauma, surgical and mobile radiography. To provide the student with perspective of the role of the radiographer in the operation of the medical imaging department during non-traditional hours. To maintain a 1:1 student to registered technologist ratio.

Explanation of clinical hour/course load distribution:

<table>
<thead>
<tr>
<th>Semester</th>
<th># of Weeks of Clinical Education</th>
<th>Clinical Hours</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>spring summer 1</td>
<td>15</td>
<td>360 (16 personal hours allowed)</td>
<td>6</td>
</tr>
<tr>
<td>(semester 3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fall 2 (semester 4)</td>
<td>15</td>
<td>600 (16 personal hours allowed)</td>
<td>10</td>
</tr>
<tr>
<td>winter 2 (semester 5)</td>
<td>15</td>
<td>570 (16 personal hours allowed)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Clinical Hours:</strong></td>
<td><strong>1530</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RADIOPHONY LABORATORY RULES AND USE
The following rules have been established for the students' protection against ionizing radiation in the laboratory setting. These rules are to be strictly adhered to at all times.

1. Never use ionizing radiation on any subject other than the phantom and laboratory equipment as advised.
2. Never make an exposure with anyone in the radiographic room. Note: Never touch the exposure button until all people exit the radiographic room.
3. The door to the radiographic room must be closed when exposures are made.
4. No radiographic procedures will be done without the instructor’s presence in the laboratory unless special permission is granted.
5. Care must be exercised in the use of laboratory equipment since it is easily damaged and extremely expensive.
6. Those using the laboratory are responsible to have the laboratory in order before leaving. This includes:
   a. Radiographic rooms
   b. Darkroom
   c. Discussion area
   d. Conference/Study Room
7. Food or beverages should not be consumed in the radiographic rooms. If beverages are brought into the laboratory area, they must be in a container that is completely closed.
8. There are no open toe shoes/sandals allowed in the laboratory area.
9. All laboratory projects must be completed in a satisfactory manner before a grade will be given for the course.

RADIATION SAFETY
Without judicial use, radiation presents possible hazards to human tissue. It is the responsibility of each student to follow directions carefully and to utilize all acceptable means of radiation protection for patients, instructors, peers, and self at all times. The Radiography Program and our clinical affiliates operate under the ALARA concept (As Low As Reasonably Achievable) and adhere strictly to this policy.

RADIATION MONITORING
Students will wear the radiation monitoring device provided at all times when potential radiation exposure exists. This includes time spent in the energized campus laboratory and at assigned clinical affiliates. Students will be responsible for their badges. If a student reports to the clinical assignment without the radiation badge, he/she will perform their clinical assignment in a non-radiographic area. Noncompliance will result in a Disciplinary action.
Students will not be permitted to work in the clinical area without the badge which is part of their professional attire. When not in use, the dosimeter will be stored in the area designated by the instructor. On campus, badges will be worn outside the lead apron at the collar level. In the clinical affiliates where 2 badges are given, one will be outside of the lead apron at collar level and the other under the lead apron at waste level. (Note: Students who have declared a pregnancy will wear the appropriate fetal radiation monitor.)

A radiation monitoring device is provided by Delta College for wear during laboratory sessions. Radiation monitoring records for all students are maintained by the program. Students are responsible for maintaining a personal record from all facilities (energized laboratories, clinical education centers, and employment sites), for their future reference.

Radiation badge reports will be posted on bulletin the board in the lab. It is up to each individual student to check their badge reading. The radiation exposure report will not exceed the following annual occupational effective dose limits:

- 1 mSv (.1 rem) whole body exposure
- 0.5 mSv (.05 rem) for declared pregnant student

In the event that a student exceeds 125 mR/quarter, the student will be notified and must meet with the RSO at the assigned clinical education center and the program coordinator to review and receive counseling on radiation protection protocols.

STANDARD PRECAUTIONS

To make the health care setting a safe environment in which to practice and in order to prevent the possible transfer of communicable diseases (Hepatitis, HIV, etc.), it is the responsibility of each individual member of the health care team to utilize Standard Precautions established and accepted by the U.S. Department of Health and Human Services, and the Centers for Disease Control. While the College and/or Clinical Education Centers will provide the student with the essential information and safety equipment (latex gloves, masks, etc.) IT IS ULTIMELY THE RESPONSIBILITY OF EACH STUDENT TO UTILIZE ALL PRECAUTIONS!

EXPOSURE PLAN

Purpose: In order to protect Radiography students from the hazard potentially infectious materials pose and to assure appropriate treatment and follow-up for the student if exposed to these materials.

Exposure Control: Delta College’s Exposure Control Manual for Blood Borne Pathogens and Other Infectious Agents is available in the Program Coordinator’s office, from Delta’s Health Services, or on the web at http://www.delta.edu/health.aspx
**Hepatitis B Vaccinations**: All radiology students are strongly encouraged to receive the Hepatitis B vaccine (initial dose) prior to beginning the clinical curriculum courses. Students will provide evidence of the completion of the Hepatitis B vaccine series to the Radiography Program Coordinator. Students refusing the vaccine will be required to complete the Delta waiver form.

**In-service**: At the beginning of clinical education, the Clinical Instructor (or designee) will arrange with each Clinical Education Center’s Infection Control/Employee Health Nurse, a date and time for the student group to receive the facility in-service on Blood Borne Pathogens/Infection Control.

**Post-Exposure Evaluation and Follow-Up**: All students will follow the clinical facility exposure plan. The plan may include the following:

- Immediately report unprotected exposure to the Clinical Instructor (CI) or Team Leader. The CI (or Team Leader) will immediately report the exposure to the Employee Health Nurse/Infection Control Nurse. The CI will report the incident to the Clinical Coordinator/Program Coordinator of Delta College via the online document system. This will be carried out regardless of the facility’s exposure plan.
- The exposed student will complete the facility incident report. The Program Coordinator is to receive a copy of this report via the online document system.
- The exposed student will be evaluated, counseled and tested (if necessary). The student may be billed for the cost of evaluation, counseling, testing and other medical care needs that may arise as a result of exposure.
CLINICAL WORK RESTRICTIONS

The following Recommendations for Clinical Work Restrictions apply to temporary conditions which a student may experience during the clinical courses. It is expected that the student inform the Clinical Instructor immediately whenever such situations exist. The instructor may require a signed authorization for the release of physician reports and records before permitting the student to the clinical area. These restrictions may impact upon the student’s ability to complete course/clinical objectives.

<table>
<thead>
<tr>
<th>Disease/Problem</th>
<th>Relieve from Direct Patient Contact</th>
<th>Partial Work Restriction</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>Yes</td>
<td>Partial Work Restriction</td>
<td>Until discharge cease</td>
</tr>
<tr>
<td>Diarrhea, acute (with fever, cramps, bloody stools or lasts more than 24hrs)</td>
<td>Yes</td>
<td></td>
<td>Symptoms resolve</td>
</tr>
<tr>
<td>Herpes Simplex - Genitalia</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Orofacial</td>
<td>Yes</td>
<td>Do not take care of high risk/OB/Peds patients</td>
<td>Until lesions heal</td>
</tr>
<tr>
<td>Herpes Zoster (Shingles)</td>
<td>Yes</td>
<td></td>
<td>Until all lesions dry and crust</td>
</tr>
<tr>
<td>Pediculosis</td>
<td>Yes</td>
<td></td>
<td>Until treated and observed to be free of adult and immature lice</td>
</tr>
<tr>
<td>Pregnancy and other physical limitations*</td>
<td>Special Conditions May Apply</td>
<td>Physician’s statement specifying level of activity and any other restrictions may be requested</td>
<td></td>
</tr>
<tr>
<td>Scabies</td>
<td>Yes</td>
<td></td>
<td>Until cleared by medical evaluation</td>
</tr>
<tr>
<td>Skin/Soft Tissue Infection</td>
<td>No</td>
<td>Possibly</td>
<td>Glove or Bandage</td>
</tr>
<tr>
<td>Staphylococcus aureus infection (draining skin lesions)</td>
<td>Yes</td>
<td></td>
<td>Until lesions have resolved</td>
</tr>
<tr>
<td>URI with temperature elevation above 99.6°</td>
<td>Yes</td>
<td>Do not take care of high risk/OB/Peds patients</td>
<td>Until acute symptoms resolve</td>
</tr>
</tbody>
</table>


PREGNANCY POLICY

Students are advised that a number of studies have suggested that the human fetus may be more sensitive to ionizing radiation than an adult, especially during the first three months of gestation. The National Council on Radiation Protection (NCRP) has recommended that special precautions be taken to limit exposure when an occupationally exposed woman could be pregnant. It is strongly recommended that all female students become familiar with the Regulatory Guide 8.13 published by the Nuclear Regulatory Commission (NRC) which explains risk to the unborn child from radiation received as a result of occupational exposure.

Once pregnancy is confirmed, the student has the option of whether or not to inform program officials of the pregnancy in writing. The student must sign a Pregnancy
Liability Release Form which can be obtained from the Program Coordinator. The student may, in writing, withdraw the disclosure at any time.

If the student does voluntarily disclose a pregnancy, the student has two options:

1. Leave of absence
   a. Withdrawal in good standing with readmission after the pregnancy at the point where the student left the program.
   b. The program faculty reserves the right to require a student to audit Radiography courses already successfully completed to prior readmission. This decision will be made on an individual basis.
   c. Readmission will be based on space availability

2. Continuation in the program under the following conditions:
   a. Signed Pregnancy Liability Release Form
   b. The student will be provided a fetal radiation monitor to be worn at waist level under a lead apron at all times during clinical and laboratory practice.
   c. The recorded radiation exposure on a fetal badge will not exceed 5.0 mSv (gestational) and .05 mSv (monthly) or that indicated by the physician.
   d. The student’s schedule may be modified as soon as pregnancy pre is declared. The student will be allowed to rotate through the fluoroscopic areas or through portables and surgery by choice, on voluntary a basis, and according to the clinical education center policy.
   e. If the student exercises the option of not rotating through fluoroscopy, portables or surgery, these rotations must be made up following delivery in all course outcomes and objectives. Note: This may result in a grade of Incomplete and may delay the student’s program completion date.
   f. For the student’s protection as well as the safety of the fetus, the following guidelines must be adhered to:
      i. Do not hold patients during exposures.
      ii. Use all protective devices available.
      iii. Remain completely inside the control booth when exposures are made.
      iv. When participating in mobile radiographic or C-arm fluoroscopy, follow all appropriate radiation safety practices.
   g. If the pregnant student chooses to continue with the regular clinical schedule, she is expected to follow the regular clinical schedule for each semester.
   h. Male students will have the option of taking time off from the clinic to remain at home with their wife (partner) and new baby. All time missed due to family leave must be made up and all course outcomes and objectives must be completed prior to program completion. This may result in a grade of Incomplete and may delay program completion.
STANDARDS FOR PERSONAL ATTIRE AND HYGIENE IN CLINICAL EDUCATION CENTERS

Rationale

The following regulations are designed for student patient and safety while maintain standards of professionalism in the clinical environments as representatives of Delta College. Cleanliness, neatness, and personal hygiene important are to the image projected as professionals to the patient, peers, and health care professionals; therefore, the following standards are provided: Noncompliance will result in a Disciplinary Action

Attire and Hygiene Guidelines

1. Clean, pressed SOLID COLOR scrubs with optional white or matching coat. NO STREET CLOTHES. (Note: A white or matching color turtleneck/tank top/T-shirt only may be worn under the scrub top.) No underwear should be visible. No bright colors, basic colors only. Check with clinical coordinator PRIOR purchasing to scrubs. If your assigned clinical site has a dress code, you MUST adhere to that.

2. White athletic shoes with no colored logos OR clean, white clinic/uniform shoes. (No open toe or open back—such as you find with clogs/crocs). (Note: Shoes must be maintained for clinic use only.) Check with clinical coordinator PRIOR to purchasing shoes. If your clinical site wears black scrubs, you may wear black shoes.

3. Delta College name tag (and clinical affiliate name tag if provided) must worn be and visible to patients.

4. Simple makeup only (females). Males may not wear makeup.

5. Very light or no cologne/aftershave

6. Fingernails will be short, (no longer than 1/8th of an inch long—not visible from the palm side of hand) and with light pink or light beige (if any) polish. No false fingernails allowed. Fungal infections with long nails are a concern when working with patients.

7. Simple jewelry only, i.e., wrist watch, wedding ring, earrings (e.g. small stud earrings, no more than 2 stud earrings may be worn in each ear). No costume jewelry.

8. No facial piercings other than those listed in #7. No tongue piercings allowed in clinic.

9. Hair will be neat, clean, and completely secured off the face and shoulders to reduce the possibility of compromising sterile fields or offending patients.

10. Any sideburns or facial hair must be neat, clean, and trimmed.

11. Any tattoos must be covered.
CLINICAL STUDENT RESPONSIBILITIES AND CLINICAL SUPERVISION

POLICY

1. Adhere to rules/regulations of the Clinical Affiliate and College.
2. Cooperate with Delta College Instructor and Clinical Instructor to accomplish course goals and objectives.
3. Remain under direct supervision of a Registered Technologist until competency is achieved in the specific radiographic procedure.
4. Remain under indirect supervision of a Registered Technologist after competency is achieved in the specific radiographic procedure.
5. Remain under the direct supervision of a Registered Technologist while repeating any unsatisfactory radiographs.
6. Successfully maintain competency in all previously completed areas.
7. Note: If evidence exists that the student has not maintained satisfactory performance on a previously “competency certified” radiographic procedure, it will be withdrawn. Prior to the end of the semester, the student must demonstrate competency through formal evaluation performed by the Clinical Instructor or an incomplete (I) grade will be given for the course. The earned course grade will be issued upon reinstatement of competency, with a reduction in the grade according to the discipline policy for not performing to the standard.
8. Display professionalism within the clinical environment by proper dress, language and manners which will enhance the reputation of both the student as well as the program.
9. Note: It is strongly recommended that the student maintain involvement in the societies that represent the field of radiography. Students will be given (non-clinical) “time off credit” for MSRT educational functions. Validation of participation is to be turned in to both the student’s Clinical Instructor and the Delta Instructor. These hours may accumulate throughout the program and be used at any time, with a minimum of one (1) week notice to the student’s Clinical Instructor.
10. Continue to give the patient quality care while in the clinical environment.

Note: Any violation of “Student Responsibilities” may considered be grounds for disciplinary action or dismissal from the program.

CLINICAL EVALUATIONS/COMPETENCIES

In order to determine that a student successfully completed clinical objectives, evaluations are performed throughout the Clinical Education courses of the Radiography Program. These evaluation criteria are clearly explained in the Instructor’s individual syllabus each semester.
CLINICAL GRADING

Final clinical grades will be determined from competency evaluations, performance evaluations, documentation in TRAJ ECSYS, assignments and counseling action as stated in each clinical education course syllabus.

ADVERSE WEATHER CONDITIONS RELATED TO CLINICAL ATTENDANCE

In accordance with college policy, when weather conditions result in the closing of Delta College, students are not obligated to report to their assigned Clinical Affiliate. If a school closing or delay is announced after a student has already arrived at the clinical education setting, he/she may stay and complete the clinic day; however, the decision is the student’s and should be based upon good judgment related to road conditions in the area.

If the college is closed for a non-weather related reason (such as a power outage) and the student can safely travel, the student should report to the clinic as scheduled.

Notices will be provided through local radio and television stations with decisions made as early as feasible. In addition to local television and radio stations, weather information is also available on Delta’s homepage and at Delta’s 24 hour information line, 686-9179.

Emergency Alerts are also available. Emergency Text (SMS) Notification Service is a free service provided by Nixle and administered by Delta College’s Department of Public Safety (DCDPS). The intent of this service is to allow students, college employees and community members to register to receive text (SMS) notification of emergency situations and other critical information, such as campus closings. Follow the step listed here http://www.delta.edu/emergencynotification.aspx to sign up.
CLINICAL ATTENDANCE POLICY

NOTE: Attendance for courses is handled in each of the course syllabi

1. Absence:

In the clinical setting, 16 hours (taken as either whole or half days) will be excused each semester. These hours may not accumulate from one semester to another. Any hours exceeding the excused time must be made up prior to a final grade being issued for the course. Promptness, reliability and responsibility are inherent in professional behavior. Deductions for poor attendance (unexcused absences beyond the 16 hours) will be as follows:

- 1 day = 5% deduction in final grade
- 2 days = 10% deduction in final grade
- 3 days = 15% deduction in final grade
- 4 or more days = Failing grade for the course

Note: Excessive absences may result in initiation of disciplinary action. Each disciplinary report reduces the student’s grade by one full letter grade.

Note: In the event of extenuating circumstances such as hospitalization, extended serious illness, jury duty, or family funeral the grade reduction may be waived. This will be determined on an individual basis by the course instructor and the students’ clinical instructor.

It is the responsibility of the student to:

- Notify the Clinical Instructor of each impending absence at least 30 minutes prior to the scheduled starting time, and
- Make the necessary arrangements for makeup time with Clinical the Instructor within one (1) day following return to clinical affiliate.
- A time exception must be entered in TRAJ ECSYS.
- If you have planned day off, please complete the time off request form located under documents on TRAJ ECSYS. This must be given to your clinical instructor PRIOR to taking the time off. A time exception must be entered in TRAJ ECSYS.

2. Tardies:

Students will report for duty and be ready to begin their daily assignments at their scheduled time. A student will considered be tardy if he/she arrives in the department one (1) or more minutes after the assigned starting time. The clinical grade will be adjusted as follows:

- 2 tardies = 1 absence = 5% deduction in final grade
- 4 tardies = 2 absences = 10% deduction in final grade
- 6 tardies = 3 absences = 15% deduction in final grade
- Etc.

Note: In order to be ready to begin their daily assignments, students should plan to arrive a minimum of five (5) minutes prior to their scheduled starting time.

Students leaving the clinical affiliate early without permission OR leaving any assigned/scheduled activity early will result in a tardy for that event.

Note: Excessive tardiness may result in initiation of disciplinary action. Each disciplinary report reduces the student’s grade by one full letter grade.

A tardy may be excused for the following reasons:

- Adverse weather conditions as approved by the college.
- Malfunction of TRAJ ECSYS system.
- Other situations at the discretion of the clinical instructor and course instructor.
STUDENT CONDUCT IN CLINICAL EDUCATION CENTERS

The purpose of these rules and regulations and any amendments and additions thereto, is to protect the health and safety of the patients, students, hospital personnel, and faculty to maintain uninterrupted service, and to protect the hospital and college’s goodwill and/or property.

We expect the cooperation of all students in the observance of these rules and regulations which were designed for our mutual protection and benefit. The Delta College Instructor or designee will be responsible to clarify and enforce these rules and regulations.

Any violation of these rules and regulations will be cause for disciplinary action, including counseling, clinical grade reduction, temporary suspension from clinical assignment, and permanent discharge from both clinical assignment and the program. Dismissal from clinical assignment constitutes a failing grade and removal from the Radiography Program. Offenses will be considered cumulative throughout the clinical program.

The course grade will be reduced by one (1) full letter grade for each “Discipline Action” received (Group II) per semester. Group I “Discipline Actions” result in a failing grade for the course and dismissal from the Radiography Program and the student will not be permitted to reenter the program. Disciplinary actions are cumulative across the program.

If any form of disciplinary action is taken, the student is encouraged to first discuss the alleged offense and disciplinary action with the Instructor or designee. In every case an attempt will be made to remedy the situation at this level.

Confidential Information
As a student in a medical facility, you will have access to information regarding a patient’s medical, mental and psychological state. Students are expected to maintain confidentiality in a professional manner. Breech of patient confidentiality, whether it is by direct means or computer generated will not be tolerated, and are grounds for immediate dismissal. There will be no exception to this rule.

Cell phone/Computer Use
Cell phone or computer use in the clinical education center is to be limited to clocking in and out and direct patient care or hospital assigned tasks. A computer (your own or the hospital’s) is not to be used for any other reason, including completion of coursework or internet searching. Unauthorized use of a cell phone or computer of any kind will result in disciplinary action under Group II, #16. Your cell phone is to be kept in your car or in a locker during clinical time. If you are seen with your phone other than breaks or lunch time, it will result in a disciplinary action.
RULES, REGULATIONS, AND DISCIPLINARY ACTION

GROUP I
ANY OFFENSE IN THIS GROUP RESULTS IN A FAILING GRADE AND PERMANENT DISCHARGE FROM THE PROGRAM.

OFFENSES

1. Obtaining, possessing, selling, or using drugs or other illegal or controlled substances on clinical education center property or Delta College property.

2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, clinical education center, or Delta College.

3. Breach of confidential information about any patient, student, hospital employee, or the clinical education center without proper authorization.

4. Immoral, indecent, illegal, or unethical conduct on the clinical education center property or the property of Delta College.

5. Possession of weapons, wielding, or threatening to use firearm, illegal knives, etc., on the clinical education center property or the property of Delta College.

6. Assault on any patient, visitor, student, hospital employee or Delta College employee.

7. Misuse of patient, student, official clinical education center records, or official Delta College records.

8. Removal or falsification of patient, student, official clinical education center records or official Delta College records. (This includes clock in/out times)

9. Disclosing confidential information about any patient, hospital employee, or the hospital without proper authorization, and/or knowingly violating HIPPA policy.

NOTE: HIPPA violations can occur in the form of verbal, nonverbal, written, and electronic actions. HIPPA rules and regulations apply to all electronic and social networking services such as Facebook®, Twitter®, etc. Students should be aware of privacy identifiers at all times, including but not limited to:

- Patient name, ID #, or birthdate
- Gender
- Exam performed/specifications of an incident
- Dates/times
- Facility in which exam or event occurred
- Names of facility personnel
- Events
- Student names

Using ANY of the above identifiers in a public environment or forum constitutes violation of HIPPA regulations.
GROUP II

1st Offense  Disciplinary Report and a full letter grade drop for course
2nd Offense  Two (2) day suspension from clinical assignment, a full letter grade drop in course grade AND days must be made up
3rd Offense  Failing grade and permanent discharge from the program.

Note: Any clinical suspension time must be made up regardless of excused days or approved compensatory time left prior to a final course grade being issued. Each disciplinary report will result in a full letter grade reduction for the course it is issued in.

OFFENSES

1. Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient, visitor, student, clinical education center employee, or Delta College employee.
2. Accepting authority or responsibility beyond the level of demonstrated competencies in the Program.
3. Insubordination and refusal to obey orders. Refusing to do an exam. Consistent lack of initiative in the clinical setting.
4. Inconsiderate treatment of patients, visitors, students, educational center employees or Delta College employees.
5. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities as appropriate for the given and expected academic level. This includes not maintain competency in procedures.
6. Violation of safety rules and regulations or failure to use safety equipment provided.
7. Threatening, intimidating, or coercing other students, patients, visitors, clinical education center employees or Delta College employees.
8. Leaving class, laboratory, or clinical area without proper authorization.
9. Excessive absences or unexcused absence(s)
10. Excessive tardiness. (More than two (2) per semester)
11. Smoking in restricted areas; smelling of smoke in patient areas
12. Inappropriate dress or appearance based on program standards.
13. Soliciting, vending, or distributing written or printed matter without proper authorization.
14. Sleeping during scheduled, class, laboratory, or clinical hours.
15. Violation of clinical education policy.
16. Unauthorized use of a cell phone or a computer during clinical hours.
PREGNANCY DECLARATION FORM
DELTA COLLEGE RADIOGRAPHY PROGRAM

It is my understanding that this declaration is entirely voluntary. Further, it is my intent to declare that I am pregnant and understand that, according to the National Council on Radiation Protection and Measurements (NCRP), the recommended maximum permissible dose to the fetus from occupational exposure of the expectant mother should not exceed 500 mREM during the entire gestation period and/or 50 mREM per month. Also, I understand and agree to adhere to the program pregnancy policy. Further, I understand that, according to the NCRP, I may “undeclare” (in writing to the Program Director/Radiation Safety Officer) my pregnancy at any time during the pregnancy. Undeclared status will revert to normal exposure limits.

The following signatures will serve as documentation that I have voluntarily met with the Program Director (Radiation Safety Officer) and Clinical Coordinator and have reviewed the program pregnancy policy including dose limitations and radiation protection.

Student Radiographer ____________________________ Date ______________
Anticipated due date: ____________________________
Program Coordinator ____________________________ Date ______________
Clinical Coordinator ____________________________ Date ______________
PREGNANCY LIABILITY RELEASE FORM
DELTA COLLEGE RADIOGRAPHY PROGRAM

I am voluntarily declaring my pregnancy. I am aware of the potential risk involved in radiation exposure to an unborn fetus and wish to continue in the Radiography Program.

I understand that Delta College or its faculty and staff have no liability for any injury to my unborn fetus caused by radiation exposure.

Student Signature ___________________________ Date ________________

Program Coordinator Signature _______________________ Date ________________

Witness Signature _________________________________ Date ________________
DELTA COLLEGE RADIOGRAPHY PROGRAM
HANDBOOK ACKNOWLEDGMENT FORM

Delta College personnel have made every reasonable effort to determine that everything stated in this handbook was accurate at the time it was published. Courses and programs offered, tuition and fees, services, and the academic calendar, together with other matters contained herein, are subject to change without notice by Delta College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. Delta College further reserves the right to add, amend, or repeal any of their rules, guidelines, policies and procedures. Although the provisions of this handbook are not to be regarded as a legal contract, students enrolled at Delta College are responsible for all regulations in this handbook as well as additions or changes to regulations as they are posted or printed.

Please read this handbook carefully. Sign below and return this page to the Radiography Program Coordinator during the first week of classes. Keep this handbook in a place where you will be able to use it for reference throughout the program.

You will receive a course syllabus for each course; however, this handbook will be referenced in the resolution of any conflicts within the program.

I, __________________________________________ have read and understand the policies in the RADIOGRAPHY PROGRAM HANDBOOK. I understand that these policies apply to all future course work in the Radiography Program.

Student Signature __________________________________________ Date __________________
DELTA COLLEGE RADIOGRAPHY PROGRAM

CODE of CONDUCT ACKNOWLEDGEMENT FORM

The Delta College Radiography Program has high expectations of professional behavior for its students. Conforming to the policies and procedures will assist the student in obtaining the necessary affective behaviors needed to perform the professional duties and responsibilities of a radiographer.

The Radiography Program has developed consequences for the violation of established professional standards.

The Delta College Radiography Program Advisory Committee endorses and supports the enforcement of the violation of the program's code of conduct in order to instill professional behaviors, honesty, and integrity of its students.

An accumulation Group II Disciplinary Action Reports will affect the student's clinical grade which could lead to temporary suspension, or permanent dismissal. Any Group I action will result in immediate dismissal from program.

Students in the Delta College Radiography Program are responsible for their behavior. Any student that has information another student violating the code of conduct or program policies, is to report the violation(s) to their instructors or program coordinator immediately.

I have read the program code of conduct and the policies they pertain to and understand the seriousness of any violations. I have also had the opportunity to ask questions regarding the code.

Student Signature __________________________ Date ______________

Student name printed __________________________

## DELTA COLLEGE RADIOGRAPHY PROGRAM
### STUDENT GRIEVANCE FORM

**I. Grievance**

<table>
<thead>
<tr>
<th>Students Full Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Work Telephone No.</th>
<th>Home Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delta email Address</th>
<th>Home email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Grievance Occurred:</th>
<th>Date Grievance Received</th>
<th>Program Coordinator Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The issue(s) is/are (use attachments if necessary):**

**The facts supporting this are (use attachments if necessary):**

**The resolution I seek is (use attachments if necessary):**

**I request resolution through: (Circle One)**

- Mediation / Health and Wellness Division Chair

<table>
<thead>
<tr>
<th>Date:</th>
<th>Student Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**This form may only be used to file a grievance relate to policies or procedures pertaining to the Delta College Radiography Program. This grievance must be submitted to the second-step respondent unless the grievance alleges discrimination or retaliation by the second-step respondent.**
### II. Second Resolution Step

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Date of Meeting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response (use attachments if necessary):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Students Response (check one):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ I conclude my grievance and am satisfied with the resolution.</td>
</tr>
<tr>
<td></td>
<td>☐ I request mediation of my grievance.</td>
</tr>
</tbody>
</table>

☐ I request the Chair of the Health and Wellness Division to rule on my grievance within 30 academic days.

☐ I request the Dean of Teaching & Learning rule on my grievance within 30 academic days.

Student’s comments (optional-use attachments if necessary):

<table>
<thead>
<tr>
<th>Date:</th>
<th>Student’s Signature:</th>
</tr>
</thead>
</table>

Note: The student is responsible for having the grievance delivered to the proper person or office within five academic days.

Note: Requesting a ruling by either the Division Chair of the Health and Wellness Division or the Dean of Teaching & Learning implies the student will accept the decision as the final ruling of the grievance.

### III. Third Resolution Step

**Qualified for a Hearing:**

☐ Yes, the Division Chair of the Health and Wellness Division will request appointment of a Grievance Mediation Committee within ten (10) academic days.

☐ No

<table>
<thead>
<tr>
<th>Date:</th>
<th>Division Chair of the Health and Wellness Division or Dean of Teaching &amp; Learning Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Student’s Response (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ I conclude my grievance and am satisfied with the resolution.</td>
</tr>
<tr>
<td></td>
<td>☐ I conclude my grievance but am unsatisfied with the resolution.</td>
</tr>
</tbody>
</table>

Student’s comments (optional-use attachments if necessary):

<table>
<thead>
<tr>
<th>Date:</th>
<th>Student’s Signature:</th>
</tr>
</thead>
</table>

Note: This form must be returned to the Radiography Program coordinators Office within five (5) academic days after resolution of the grievance. The Program Coordinator will retain the original for two (2) academic years from date the student signs the resolution.
## Delta College Academic Calendar 2016 – 2018

### 2016 Fall Semester (15 weeks August 27 - December 17)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23-25</td>
<td></td>
<td>Tues. - Thur. Learning Days</td>
</tr>
<tr>
<td>August 27</td>
<td>7 a.m.</td>
<td>Saturday Classes Begin</td>
</tr>
<tr>
<td>Sept. 3-6</td>
<td>Sat - Tues</td>
<td>No Classes</td>
</tr>
<tr>
<td>September 7</td>
<td>7 a.m.</td>
<td>Wednesday Classes Resume</td>
</tr>
<tr>
<td>October 18</td>
<td>11 p.m.</td>
<td>Tuesday First 7 ½-Week Classes End</td>
</tr>
<tr>
<td>October 19</td>
<td>7 a.m.</td>
<td>Wednesday Second 7 ½-Week Classes Begin</td>
</tr>
<tr>
<td>November 4</td>
<td>11 p.m.</td>
<td>Friday 10-Week Classes End</td>
</tr>
<tr>
<td>November 18</td>
<td>11 p.m.</td>
<td>Friday 12-Week Classes End</td>
</tr>
<tr>
<td>Nov. 23-26</td>
<td>Wed. - Sat</td>
<td>Thanksgiving Break - No Classes</td>
</tr>
<tr>
<td>November 27</td>
<td>7 a.m.</td>
<td>Sunday Classes Resume</td>
</tr>
<tr>
<td>December 17</td>
<td>11 p.m.</td>
<td>Saturday End of Fall Semester</td>
</tr>
<tr>
<td>December 20</td>
<td>2 p.m.</td>
<td>Tuesday Grades Due</td>
</tr>
</tbody>
</table>

### 2017 Winter Semester (15 weeks January 7 - April 28)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7</td>
<td>7 a.m.</td>
<td>Saturday Classes Begin</td>
</tr>
<tr>
<td>February 28</td>
<td>11 p.m.</td>
<td>Tuesday First 7½-Week Ends</td>
</tr>
<tr>
<td>March 1</td>
<td>7 a.m.</td>
<td>Wednesday Second 7½-Week Begins</td>
</tr>
<tr>
<td>March 6-11</td>
<td>Mon. - Sat</td>
<td>Mid-semester Break - No Classes</td>
</tr>
<tr>
<td>March 12</td>
<td>7 a.m.</td>
<td>Sunday Classes Resume</td>
</tr>
<tr>
<td>March 24</td>
<td>11 p.m.</td>
<td>Friday 10-Week Classes End</td>
</tr>
<tr>
<td>April 16</td>
<td>Sunday</td>
<td>No Classes</td>
</tr>
<tr>
<td>April 17</td>
<td>7 a.m.</td>
<td>Monday Classes Resume</td>
</tr>
<tr>
<td>April 7</td>
<td>11 p.m.</td>
<td>Friday 12-Week Classes End</td>
</tr>
<tr>
<td>April 28</td>
<td>11 p.m.</td>
<td>Friday End of Winter Semester</td>
</tr>
<tr>
<td>May 2</td>
<td>2 p.m.</td>
<td>Tuesday Grades Due</td>
</tr>
</tbody>
</table>
IMPORTANT RADIOLOGIC TECHNOLOGY ORGANIZATIONS

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Telephone: (312) 704-5300
www.jrcert.org

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
Telephone: (651) 687-0048
www.arrt.org

American Society of Radiologic Technologists
15000 Central Avenue SE Albuquerque, NM 87123-3917
Telephone: (505) 298-4500
www.asrt.org

Michigan Society of Radiologic Technologists
807 Pensacola Ave., Pontiac, MI 48340
(248) 842-9101
www.msrt.org