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DEPARTMENTAL MISSION STATEMENT AND GOALS

Mission Statement
The Department of Radiologic Sciences, as part of Armstrong Atlantic State University exists to provide a comprehensive education to students so they enter the profession as competent practitioners.

Departmental Goals
• To provide competent graduates to the community
• To provide employers with graduates who possess critical thinking and problem solving skills
• To graduate students who possess effective communication skills
• To graduate students who demonstrate growth in professional development

DEPARTMENTAL POLICIES AND PROCEDURES

NOTICE: According to university accreditation policies, all courses require one hour of activity and two hours of homework for every credit hour. For example, a three credit hour course requires six hours of homework and three hours of activities (face-to-face or online) per week. These courses are in the process of being redeveloped to meet the current standards. As a result, activities and homework requirements will vary until all courses are compliant. For more details, please visit the Southern Association of Colleges and Schools (SACS) website to access the federal definition of the credit hour: http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf.

Accreditation
Accreditation assures students and the general public of a commitment to academic excellence. The radiography and radiation therapy programs are accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The nuclear medicine program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). The sonography program and the cardiovascular interventional sciences programs are in the process of earning accreditation from their perspective accreditation agencies. (In these two disciplines, accreditation of the program has no impact of eligibility of graduates to sit for certification examinations.) The Joint Review Committees set forth Standards to guide the programs towards high levels of quality and patient safety. Students can find these Standards online at the appropriate Joint Review Committee (www.jrcert.org, www.jrcnmt.org, www.jrcdms.org, www.jrccvt.org). Students who believe these Standards are not being met may contact the JRCERT at 312-704-5300 or the JRCNMT at 405-285-0546.
Technology Requirements
Students are required to have access to computers with the latest version of Microsoft Office, web cam, microphone, headphones, speakers, and other software/equipment as required by their instructors. Students are additionally required to follow the instructions from ITS about technology required for online courses and for checking their browsers for the latest updates. See http://www.armstrong.edu/Departments/online_learning_getting_started_with_vista

Communication
Email and the Communication Board are the primary form of communication between radiologic Sciences faculty and students. There are Junior and Senior communication spaces created on WebCT Vista entitled “RADS – Class of 2014”. Within these WebCT spaces, the Department will use the Discussion Board, Email, and Announcements to communicate official information. On occasion, the Department will also use your official Armstrong email address to send information. It is the student’s responsibility to link their personal email to the Armstrong email and that the student checks/reads notices and emails posted in WebCT (Vista, Desire to Learn-D2L). Failure to receive communications could result in failure of courses or assignments. No excuses and no exceptions. Students should access the appropriate space on a regular basis to check for announcements.

Evaluation of Transfer Credit
In the event a student has earned credit for radiologic sciences course work at another institution, faculty in the Radiologic Sciences Department will evaluate those credits. Credits for didactic classes will be transferred if the content of the courses being evaluated is equivalent to the content of the courses in the Department. Testing may also be used to award credit. Because the clinical education process is competency based, no equivalency credit will be accepted from another institution. Demonstration of competency in the areas associated with each clinical education course will be required. The student must enroll in and complete the requirements for every clinical education course in their track.

Grading Scale
The following scale is used in all RADS courses with the exception of Satisfactory/Unsatisfactory or Criteria-based courses:

  100 - 91 = A  
  90 - 82 = B  
  81 - 75 = C  
  * 74 - 70 = D  
  *Below 70 = F

*Please note: Any grade below a “C” is considered a failure. Refer to the Departmental academic progression requirements.

Student Records Security
The Department of Radiologic Sciences abides by the provisions of the Family Educational Right to Privacy Act (FERPA).
The protection of the rights and privacy of parents and students is addressed in the General Education Provisions Acts and it was expanded in the amended Sec. 438, or the Buckley Amendment, which is a federal code dealing with access to student records.

For students less than 18 years of age, Section 438(a) states that no funds shall be allocated to any state or local educational agency which has a policy of denying or preventing parents of students the right to inspect or review all official records, files and data which is directly related to their child. This includes, but is not limited to identifying data, academic work records, level of achievement, attendance records, scores of standardized tests, grades, aptitude, psychological tests, interest and inventory results, health record, family background data, teacher and counselor ratings and observations, as well as verified reports of serious behavior patterns.

Each academic agency shall establish a policy for the granting of such a request by the parents for access to their child's records. The school records must be released in a reasonable time, not to exceed 45 days.

(b) No funds shall be allocated to any State or local educational agency which releases students records without the consent of the parents to any individual, agency or organization except (1) school officials, (2) teachers with legitimate interests, (3) officials of another school to which a student is to transfer, and only after the parents have been informed of the transfer, (4) authorized representatives of the following: Comptroller General of the United States, education agency administrative head, state educational authorities, such as those in connection with financial aid.

Records can only be released if there is a written consent from the parents stating the specific records to be released, to whom, reason for the release of the records to the parents and/or the student if so desired by the parents.

It is appropriate to release records in compliance with a judicial order as long as both the parents and student have been notified in advance of compliance.

State authorities may have access to student records for the purpose of audit and evaluation of a federally supported educational program, or for the enforcement of Federally required legal information, which relate to the same program as long as the student's identification or parental identification has been protected.

If the student is 18 years of age, the student no longer needs parental request or permission for records, in fact parents are not allowed access to records unless written permission is given by the student.
Program/Clinical Manual Examination
The Program Manual for each track will be distributed to students at orientation in their junior year. All students will be tested on the contents of the departmental portion of the manual during RADS 3000 Introduction to Radiologic Sciences. Students may be tested on the clinical portions of the manual either prior to or during Clinical Education I.

Pregnancy Policy
Any student who suspects that she may be pregnant has the option of officially declaring herself pregnant by providing written notification to the Radiation Safety Officer (who, at the time of publication, is Dr. Tilson). The Pregnancy Declaration Form is at the end of this manual. Once a student declares a pregnancy, she will meet with the Radiation Safety Officer to discuss radiation safety issues and receive required pregnancy related information. After meeting with the Radiation Safety Officer, she may choose one of the following options:

- Remain in the program
- Take a leave of absence

If the student decides to remain in the program, she may:
- Enroll in any Radiologic Sciences course. Please note: Clinical education rotations will not be altered due to pregnancy. The pregnant student will wear an additional personal dosimeter for the purpose of fetal monitoring if assigned to a radiation area. The Department will work with the student to schedule maternity leave if requested by the student. This leave must follow the policies regarding leave of absences.

In most cases, pregnancy will not prevent the student from successfully completing clinical assignments. However, if excess time is missed from didactic or clinical education courses due to pregnancy leave, the students' graduation may be delayed until all course requirements are completed. Following pregnancy/maternity leave, a physician's release is required prior to the student returning to the clinical assignment.

Leaves of Absence and Maternity Leave
A student may request a leave of absence for personal reasons, including maternity leave. In order to take a leave of absence, the student must complete the Leave of Absence Request form and it must be approved. The form is included in this manual. The following stipulations apply to leaves of absence:

**Regular Leave of Absence (No more than one semester)**
- The faculty must approve the leave request.
- A leave of absence may be approved for up to one full semester.
- If the leave is approved, the Department Head/Program Coordinator will provide a written plan (criteria) for readmission.
- In the event a student takes a leave of absence from the program, all criteria in the written plan must be met prior to readmittance.
**Extended Leave of Absence (Up to two semesters)**
- The faculty must approve the leave request.
- Any students requiring an extended leave will be required to reapply using the Application for Readmission From Leave form. (This does not apply to leave for active military service).
- The student must follow the prescribed plan of study and must have a minimum GPA of 2.3 to be considered for readmission.
- Readmission to the Department is not guaranteed.
- If the student is readmitted, the student may be required to repeat one or more courses as determined by the faculty. The student will be held to the current catalog and current Program Manual.
- If you are denied readmission from your extended leave due to no availability of seats, you must reapply to your specific track through the formal application process.

**Extended Leave of Absence (More than two semesters)**
- If the extended leave is more than two semesters, the Program Coordinator may make the decision to have the student reapply to the specific tract during the next admission cycle. (This does not apply to leave for active military service).

**Participation in University Sponsored Activities**
In the event a student chooses to participate in any university-sponsored activities such as sports or student government, the Department will make every effort to accommodate the student’s schedule. There may be times when the Departmental schedule cannot be changed to accommodate outside university-sponsored activities. If the Departmental schedule is modified, students are still responsible for all requirements of courses and clinical education.

**Enrolling In Professional Courses while on Probation**
Students on probation may be required to repeat one or more professional (RADS) courses. Students who are required to repeat professional courses must be advised by a member of the Radiologic Sciences faculty prior to enrolling in the courses. In the event a student fails to receive official advisement from a faculty of the Department of Radiologic Sciences, that student may be denied access to the course(s).

**Student Employment in Clinical Sites Policy**
Neither course credit nor course requirements can be awarded for clinical hours in which the student is an employee of the facility. Students may not be paid for clinical education time. Didactic and clinical schedules will not be altered due to employment conflicts.

**Clinical Obligation Outside Normal Class Calendar**
Due to contractual obligations of Armstrong to some clinical sites, students may be required to fulfill clinical obligation on days that are not normally scheduled class days for the university, including breaks and between semesters.
Criminal Conviction Policy
Prior conviction of a felony or misdemeanor may prevent the student from sitting for the national certification examination. If an applicant has a conviction, they will be denied admission to the Department unless cleared by the national certification agency. If a currently enrolled student has a conviction, they may be denied access to the national certification examination. Applicants and students with any prior convictions must complete the review process as prescribed by the certification agency and provide the Department of Radiologic Sciences with verification of eligibility.

Criminal Background Checks and Drug Testing
Students will be required to submit to a criminal background check and drug testing prior to entering clinical education. The cost of the background check and drug screen is the student’s responsibility. Clinical education programs provide vital hands-on experiences for students as they advance in their education. Students are involved in patient contact and will be held to the same standards of patient safety as would any healthcare employee. Those standards include conducting a background check and/or drug testing to be assured of the student's identification and qualifications. Many clinical sites now require these checks for healthcare students rotating through their education program due to patient safety and Joint Commission guidelines.

Students who do not pass the criminal background check and/or drug screening may be unable to attend clinical courses and therefore may be unable to complete their program of study. If the issues raised by the background check can be resolved by the beginning of the next clinical course, the student will be placed on a leave of absence. If an extended leave of absence is necessary to resolve the issue, policies relative to Extended Leaves of Absence apply. Due to the time-sensitive nature of some tests, students are asked to contact the Department of Radiologic Sciences for complete instructions. Criminal background checks and/or drug test results that have expired must be repeated at the student's expense.

Needle Stick Policy
In the event a student is stuck by a non-sterile needle (defined as one that has been used in another person's tissue or body fluids, or one of unknown origin) while in a clinical education center, the following guidelines will apply:
• The student will report the incident to the clinical instructor, preceptor, and Program/Clinical Coordinator as soon as possible.
• The student will follow the protocol of the host facility regarding needle sticks including filling out the necessary incident reports.
• Any costs associated with a needle stick incident will be incurred by the student.
• A copy of the incident report will be placed in the student's permanent file.
• In the event a student is stuck by a non-sterile needle while in a laboratory or classroom setting, the student will inform the supervising faculty immediately and will follow the procedure for needle sticks as outlined in the patient care course.

Injuries Occurring During Clinical Education
• The student will report the incident to the clinical instructor, preceptor, and Program Coordinator/Clinical Coordinator as soon as possible.
• The student will follow the protocol of the host facility regarding injuries including filling out the necessary incident reports.
• Any costs associated with the incident will be incurred by the student.
• A copy of the incident report will be placed in the student's permanent file.

**Dosimeter and Dosimetry Reports**

Students without Thermoluminescent Dosimeters (TLDs) will not be allowed in the clinical education centers that use any form of radiation. Badge dosimeters are to be worn at waist or collar level outside any shielding or aprons. Ring badges are to be worn on the index finger of the injection hand. The TLDs and ring badges are in effect for three (3) months and will be exchanged quarterly. Students are responsible for making the exchange. **The exchange of personal detection devices should be made with the Program/Clinical Coordinator or designee.**

If the TLD or ring badge is lost, damaged beyond usefulness, or unreturned, the student will be required to pay the replacement cost (per personal protection device) and will not be allowed into the clinical education setting or laboratories until a replacement device is obtained.

Quarterly, the Department receives a Dosimetry Report for the previous quarter. After review by the Radiation Safety Office (RSO), the report will be posted in the laboratory prep room. With student privacy in mind, all personal information is permanently covered. If any student exceeds more than 50 mrem for a given month, the RSO will meet with the student to determine the cause of the overexposure. Corrective actions will be discussed with the student. If any student exceeds a dose of 100 mrem per month, the RSO will begin a formal investigative process to determine why the dose is unacceptably high and what factors contributed to the incident. The RSO will determine a plan of action to prevent the incident from reoccurring. The meeting(s) with the student in question and the finding from the RSO will be documented in the student’s permanent record. Additionally, a program official will discuss the Radiation Exposure Record with students each quarter. Each student will sign the Documentation of Radiation Exposure Review Form as an indication that the record has been reviewed and discussed.

**Students Barred from Clinical Sites**

If a clinical site administrator requests that a student be removed and/or barred from clinical rotations at the site, the student will be required to leave the site until further notice. Subsequent to a request for permanent removal from a clinical facility, the Department Head will appoint a panel consisting of three departmental faculty members to review the issue(s) related to the request for permanent removal. If the panel finds that the request was based upon legitimate concerns (including but not limited to threats to patient care, equipment, facilities and/or disruptive behavior) the student will be dismissed from the program. If the panel determines that the request for permanent removal was not based upon legitimate causes, the panel will refer the matter to the Program Director of concern who will determine progression requirements for the student.
Hepatitis Vaccine Policy
All students enrolled in health programs are strongly encouraged to receive the vaccine against hepatitis. This is NOT A REQUIREMENT of the Department but is strongly recommended. This vaccine will be at the student's expense. A signed Hepatitis B Declaration Form must be on file with the Department before that student will be allowed into clinical education courses. Students may be assigned to clinical sites that require completion of the vaccine series.

Hepatitis B Declaration Information:
The Occupational Safety and Health Administration's (OSHA) rules and regulations (see Federal Register, December 6, 1991) direct that an "exposure control plan" for exposure to blood and body fluids be in place. Please understand that due to your health professions' program of studies, you may be exposed to such blood and body fluids or other potentially infectious materials, and, therefore, may be at risk to acquire an infection by the Hepatitis B virus.
In regards to Hepatitis B:
- Hepatitis B is a severe, potentially life threatening infection.
- Universal isolation precautions must be scrupulously practiced.
- It is reported that the Hepatitis B vaccination will prevent Hepatitis B infection.
Therefore:
- It is strongly urged that all students, faculty, and administrators, who, in their clinical practice, may be/are exposed to blood or body fluids, take the series of vaccinations to prevent being infected by the Hepatitis B virus.

Students who are unable to provide documentation of immunity status may be denied access to some clinical facilities and this may prevent them from completing the program of study and graduating. Each student must have in his/her file one of the declarations on the Hepatitis B declaration form.

Communicable Diseases Policy
Any student who suspects they may have been exposed to or contracted a communicable disease must notify the Program/Clinical Coordinator, instructor, or preceptor/supervisor immediately. In the event a student is suspected of contracting a communicable disease, appropriate action will be taken to ensure the health and well-being of the facility’s patients, faculty, and fellow students including removing the student from the clinical site until such time as it can be determined that no communicable disease issues exists for that student.

Energized Laboratory Access
As part of several courses, students are required to participate in laboratory experiences in the energized lab. No student may ever be allowed in an energized lab without supervision by a faculty member. No student will be allowed in an energized laboratory until they have had a radiation safety orientation to the labs. The laboratory rooms are normally not energized. In order to energize them, a key must be acquired from a faculty member who will be responsible for supervision or assigning supervision to another faculty member. No student
may participate in any energized lab exercises without a current radiation dosimeter. Any students who fails to bring their dosimeter will be barred from the laboratory for that day.

**Liability Insurance and Health Insurance**

All students who are accepted into the program are required to submit completed health history forms and must show evidence of maintaining liability (malpractice) insurance and health insurance before being allowed in any clinical education course. Liability insurance is purchased annually through a group policy covering students enrolled at Armstrong Atlantic State University. Liability insurance coverage is in effect from August 1 to July 31 of the next year. Health insurance can be purchased through the university or on your own but must meet minimum standards set by the university. In the event a student is injured during clinical education, the costs associated with that injury are the responsibility of that student.

**Professional Societies Membership**

Membership and participation in professional societies is a professional obligation. Therefore, students are required to hold membership in the local, state and national professional societies (as appropriate to the track). Students who do not hold these memberships will be barred from RADS courses. Fees for these societies will be collected at the beginning of each year.

**Radiologic Sciences Student Association**

The Department of Radiologic Sciences sponsors a Radiologic Sciences Student Association. Examples of functions of the Association include representing students in university matters, supplying students who are assigned to radiation areas with personal dosimeters (dosimetry services), sponsoring the Professional Induction Ceremony, escrowing funds for the Profession Induction Ceremony (see below), sponsoring the Marilyn M. Buck Professional Poster Presentation reception, alumni/graduate dinner, junior and senior orientation, and potentially subsidizing students attending professional meetings or performing international community service. All students in the department are required to belong to the Association. Without membership, the student will not be allowed into RADS courses.

A membership fee is assessed each year and must be paid no later than the date of orientation. In the event that student association fees are not paid on time, students will not be allowed into RADS courses until fees are paid. The fee amount is set each year for each track based on the obligations for that year. Additional fees for items such as markers or additional dosimetry service are collected as needed.

**Jury Duty Policy**

In the event a student is summoned for jury duty, the student must present themselves for jury duty according to the laws of their state of residence. However, students are allowed to request deferral of their jury duty until semester breaks. Proof of jury duty service must be submitted to the faculty member(s). It is the obligation of the student to schedule make up work with the faculty member(s) within one week after completion of jury duty. Failure to do so will result in a grade of zero for all missed assignments and tests.
Marilyn M. Buck Professional Poster Presentations
The Marilyn M. Buck Professional Poster Presentations are formal presentations given by senior students each year during the spring. The purpose of the Marilyn M. Buck Professional Poster Presentations is to give students an opportunity to integrate their understanding of medical imaging, anatomy, pathology, physics and related topics. Specific criteria for the Marilyn M. Buck Professional Poster Presentations will be posted to the Class of 2014 WebCT (VISTA, D2L) space.

Sharyn D. Gibson Professional Induction Ceremony
The Department hosts the Induction Ceremony during spring semester. This ceremony is the faculty's opportunity to honor and welcome students into the profession. The ceremony is a solemn occasion.

Students are required to pay an induction ceremony fee. The sum is amortized over the full two years as part of the annual Student Association fees. The induction ceremony fees should cover the cost of the pin. Any additional costs will be the responsibility of the student. In the event a student is not eligible for the induction ceremony, any unused fees will be refunded.

The Radiologic Sciences Student Association is responsible for hosting the induction ceremony. Junior students will dress appropriately (business professional) for the induction ceremony. All students are strongly encouraged to attend this ceremony.

Attire for the graduating seniors will be black slacks, white collared blouses/shirts, black closed toe/heel shoes and lab coats minus the Department insignia. The student will be required to purchase a new lab coat for the induction ceremony if they do not have one in very good condition. The Department faculty will approve new lab coats.

Students who complete all course requirements within the same calendar year as their classmates will be eligible to participate in the induction ceremony for that year. For example, all students graduating in Spring 2014, Summer 2014, or Fall 2014 will participate in the May 2014 ceremony.

Service-Learning Requirement
The Department of Radiologic Sciences is committed to service as a vehicle for continued professional and personal growth. Ideally, the function of service is to alter the person as an individual and change the way they function in and perceive the world. Part of the obligation of being a professional is to give something back to the community. RADS 3450 and 3451 have a service-learning component. RADS 3450 provides the foundation needed for planning your service and RADS 3451 will be where you demonstrate what you have learned from your service.

All students are required to perform forty-two (42) hours of service between the time of approval and the end of the spring semester of the senior year. All students must submit an Approval form as one of the requirements for RADS 3450. The only time this form will be accepted is during the Fall Semester of the senior year as part of RADS 3450.
PROGRESSION

REQUIREMENTS

AND

POLICIES
PROGRESSION REQUIREMENTS AND POLICIES

Departmental Progression Requirements
Didactic classes will be taught in sequence. The only possible exceptions would be the seminar/synthesis courses and clinical education courses. These may be taught out of sequence with the approval of the instructor and availability of clinical seats. This is providing that the responsible faculty member has workload availability.

Specific requirements for progress are as follows:

• A "C" or better in each RADS course is required.
• Any student earning a grade of less than "C" in any RADS course during Session 2 (first 7 weeks) of the first fall semester will be dismissed without the possibility of readmission to the Department.
• If a student earns a grade of less than “C” in any RADS course in a subsequent term (including session 3 of the first fall semester), the student will be placed on probation for the duration of the program and must repeat the course.
• If a second grade of less than “C” is earned in any RADS course the student will be dismissed from the Department without the possibility of readmission to the Department.
• If two grades of less than “C” are earned in any RADS courses in the same term, the student will be dismissed from the Department without the possibility of readmission.
• In the event a student earns a grade less than "C" in any course that is a prerequisite for other RADS courses, they may not be allowed to progress through the curriculum sequence.

University GPA Requirement
Students must have a GPA of 2.0 or better to graduate from Armstrong. Any student who has a GPA that falls below a 2.0 will be dismissed without the possibility of readmission to the Department.

Rising Senior Comprehensive Assessment Examination
At the end of the Spring Semester of the junior year, students will be given a comprehensive examination that covers all material up to that point. In order to progress to the senior year without remediation, students will be required to earn a minimum score of “60%” on each part of the examination. If a student earns less than 60% on any section of the test, the student is required to register for the corresponding section of RADS 3900, “Special Topics in Radiologic Sciences” and complete remediation for the failed content. Students who fail to meet the course requirements or fail to earn a minimum score of 60 on the retest will be dismissed.

Exit Examination
The Exit Examination is given as part of each track’s Synthesis or Seminar course. A score of 80% or greater on one exit examination or a score of 75% or greater on two exit examinations is required in order for the student to pass these courses. Students in the sonography track are required to pass the national certification examinations to meet this requirement.
Program Dismissal for Ethical Violations
In the event a student is dismissed from the Department for an ethical violation, that student is permanently barred from the Department with no option for readmission (see Code of Professional Conduct).
ACADEMIC

STANDARDS
Code of Professional Conduct
A student enrolled in the Department of Radiologic Sciences is expected to:
1. Conduct oneself in a professionally accepted manner.
2. Be cognizant of and adhere to the channels of authority.
3. Be academically and professionally honest.
4. Show respect for and be mutually supportive of fellow students, faculty, and staff regardless of race, religion, sexual orientation, gender, nationality, or economic status.
5. Identify truthfully and accurately one's credentials and professional status.
6. Refrain from performing any professional service, which requires competency that one does not possess or which is prohibited by law, unless the situation morally dictates otherwise.
7. Accept responsibility for relating incompetent and unethical conduct to the proper authorities.
8. Regard as strictly confidential all information concerning each patient and refrain from discussing this information with any unauthorized individual, including the patient.
9. Examine/treat all assigned patients, regardless of race, religion, sexual orientation, gender, nationality, health status, or economic status.
10. Show respect and consideration for the patient, regardless of race, religion, sexual orientation, gender, nationality, health status, or economic status.
11. Be guided at all times by the concern for the welfare of the patients entrusted to one's care.
12. Students should not demonstrate inappropriate actions in public and the use of the Internet and social media that reflect negatively on the Department and the profession. In the event a student is accused of violating any aspect of the Code of Professional Conduct, the procedures as outlined in the Academic Standards Policy will be followed.

Academic Standards, Suspension and Dismissal Policies
The purpose of this policy is to protect the integrity of the course offerings and programs of this Department. In addition, it serves to protect the legitimate interests of students enrolled in and the faculty assigned to such course offerings, while maintaining due regard for the community and society the graduates of this program shall serve. The philosophy of this Department reflects a high value placed on maintaining high academic standards, dealing with academic deficiencies, and resolving conflicts at the lowest level and with the least formality possible. Toward those ends:

1. Subject to the procedures delineated in Sections 3 thru 6 below, programs shall have reasonable latitude in dealing with students not meeting required academic performance standards. Options shall include, but shall not be limited to, the following specifically defined actions:
“SUSPENSION”, which shall mean exclusion from an academic course or series of courses and/or exclusion from one or more components of an academic course or courses; such suspensions may be conditional, stipulating that the suspended student must satisfy a certain prescribed set of requirements or follow a certain prescribed course of action in order to return to full academic status.

“DISMISSAL WITHOUT PREJUDICE”, which shall mean termination from a program with readmission a possibility

“DISMISSAL”, which shall mean permanent termination from a program, with no possibility of readmission

2. An academic program may act to suspend, dismiss without prejudice, or dismiss any student who is not functioning at an acceptable level of performance provided that:
   a. The student be kept fully informed of the specific nature of deficiencies in his or her academic performance and the program’s dissatisfaction with that performance; and,
   b. The decision to suspend or dismiss be based solely on the program’s published academic performance standards.

3. Admission Appeal

A student denied admission to a program may appeal this decision only if the student can demonstrate he or she was denied admission when all requirements for admission were satisfied and a less qualified student in their applicant pool was admitted to the program.

Once the student has been notified of his/her admission denial status, the student may request a meeting with the Department Head to review the student's application and the process used by the Department for admission.

If there is no resolution, then the student may appeal to the Department Committee for a review of his/her admission status by submitting the Interdepartmental Academic Appeal Form (AAF1).

4. Clinical Performance Appeal

The supervising faculty member of an academic program may suspend, pending completion of the process indicated below, any student who, while performing in a clinical experience of his or her program, commits any act or omission endangering the life, health, or well-being of or violates any established program ethics (Code of Conduct), rights or reasonable expectation of confidentiality of a patient, client, or other person. An academic program may further act to dismiss without prejudice, or dismiss any student who, while performing in a clinical experience of his or her program, commits any act or omission endangering the life, health, or well-being of or violates any established program ethics (Code of Conduct), rights or reasonable
expectation of confidentiality of a patient, client, or other person, provided that:

a. The student is given oral notice of the impending suspension or dismissal decision and the grounds thereof. Such oral notice shall be given, if reasonably possible, no later than 24 hours after the discovery of the act or omission; and,

b. The student is sent written notice of the impending suspension or dismissal decision. Such notice shall be given if reasonably possible no later than two business days after the discovery of the act or omission.

c. The student shall meet with the faculty member(s) supervising the clinical experience at issue, and then, if resolution has not occurred, shall meet with the Department Head in order to resolve the issue; if resolution still has not occurred, then the student will complete the AAF1 form to initiate the Departmental hearing.

d. A Departmental committee consisting of at least three full-time faculty members shall hear the case. Neither the supervising faculty nor the Department Head shall be members of the panel hearing the appeal.

e. During the hearing the student will be given the opportunity to answer the charges against him or her, to ask questions and to call witnesses on his or her own behalf. Where reasonably possible, the hearing shall take place within 5 business days after commission of the act or omission.

f. The student may be accompanied by another person, but said person shall not address the proceedings and acts only as an observer; and,

g. A record, in the form of minutes, shall be made of the hearing and the designated recorder of the hearing as determined by membership of the hearing committee will make a tape recording of the proceedings; and

h. The decision shall be rendered no later than two business days after the conclusion of the hearing.

i. A written summary of the Department’s findings shall be forwarded to the student and a copy submitted to the Assistant Dean of the college.

The decision of the Departmental committee may only be appealed beyond this level if the student can demonstrate the decision made by the committee was inconsistent with Departmental policy or resulted in inequitable treatment of the student.
5. Grade appeal
   a. The student must first meet with the course instructor. If resolution has not occurred the student shall then meet with the Department Head in order to resolve the issue. If still unresolved then,
   b. The student shall request a Departmental hearing in writing to the Department Head using the AAF1 form. Where reasonably possible, the hearing shall take place within three business days after receipt of the AAF1 form.
      i. At least three full-time faculty members shall hear the case. The course instructor shall not serve as a member of the committee to hear the case;
      ii. The Department Head shall appoint a member of the faculty as designated in the above item 5.b.i to serve as the hearing officer. The Department Head having been a part of the process previously may not serve as the hearing officer or serve on the committee hearing the case.
      iii. The student may be accompanied by another person, but said person shall not address the proceedings; and functions only as an observer,
      iv. A record, in the form of minutes, shall be made of the hearing and the designated recorder of the hearing as determined by membership of the hearing committee, will make a tape recording of the proceedings; and
      v. The decision, which shall be rendered no later than 48 hours after the conclusion of the hearing.
      vi. A written summary of the Department’s findings shall be forwarded to the student and a copy submitted to the Assistant Dean of the college.

Should the student decide to appeal further the Department’s decision an appointment must be made with the Coordinator of Recruitment and Retention and a written appeal using the Grade Appeal Form (GAF1) form must be submitted to the Dean’s office by the student within three business days of receipt of the Department’s decision.

6. Grievance (Non-Academic Appeals)

In the event a student believes that an action taken by any faculty member is inappropriate or unfair, they have the right to appeal the action. It is the student's responsibility to initiate each step of the appeals process.
   a. The student must first meet with the faculty in question and discuss the situation. If the situation is not resolved at that level, the student may then
initiate the appeals process.

b. The chain of authority for grievance / non-academic complaints within the Department is:

- clinical preceptor/supervisor
- faculty member
- Clinical Coordinator
- Program Coordinator
- Department Head

c. If one or more of the levels on the chain of authority does not apply, the student will appeal to the next higher level on the chain.

d. Each individual involved in the appeals process must render a decision within five working days.

e. If the situation is not resolved by the time it has been reviewed by the Department Head, the student may choose to appeal to the Dean of the College of Health Professions following the above procedures.

**Honor Code, Cheating and Plagiarism**

Armstrong Atlantic State University has in place and enforces an Honor Code. For complete information on the Honor Code, see the university catalog and the university student handbook. The Honor Code states that you have violated the Honor Code if you knowingly accept or receive help with any test or class evaluation, are aware of another student's violation of the Code and do not report it, cheat, and steal in order to cheat, or plagiarize. Plagiarizing is defined as the unacknowledged use of another's words or ideas. In the Radiologic Sciences Department, plagiarizing is additionally defined as falsifying references, using direct quotes without identifying them as quotes, or as intentionally referencing a citation incorrectly.

Students who cheat, talk during tests or evaluations, or plagiarize will either be disciplined by the Department or will be turned over to the Honor Court. See the university catalog and the university student handbook for specific policies and procedures relating to this matter. All the procedures and policies related to the Honor Code, academic standards, academic discipline, and due process are detailed in the university student handbook that is published by the Division of Student Affairs and online at

http://www.Armstrong.edu/Departments/office_student_affairs/student_affairs_student_handbook
FORMS
Leave of Absence Request

Name: ________________________________
Date of Application: ____________________
Start date of leave: ____________________
Term of planned return: __________________
Clinical Education course last enrolled: ____________________
Reason for leave of absence: ____________________

By my signature below, I agree to the stipulations of the leave of absence listed:
1. Readmission to the Department of Radiologic Sciences is not guaranteed.
2. Readmission will only be considered if I formally apply for readmission no later than midterm of the semester before my planned return. Application for readmission includes attaching a current copy of my transcript to the application.
3. All requests for readmission are on a space available basis and I may not be readmitted if no seat is available.
4. In order to qualify for readmission, I must have a minimum GPA of 2.5.
5. In order to qualify for readmission, I must have completed all non-RADS courses except as noted below:

6. If I am denied readmission because of the unavailability of a seat, I may still enroll in didactic courses and apply for readmission in subsequent semesters.
7. In the event I am not re-enrolled in the Department of Radiologic Sciences on the date stated above or refused readmission due to GPA or non-completion of courses, I have no further right to apply for readmission.
8. If I am readmitted, I understand that I may be required to repeat 1 or more RADS classes as determined by the faculty and will be held to the current Program Manual and university catalog.

I accept the stipulations listed above if granted the Leave of Absence.

_______________________________________
Signature

Approved ☐ Disapproved ☐

______________________________ Date ____________________
Program Coordinator

Reason ________________________________
Extended Leave of Absence Request

Name: ________________________________

Date of Application: ____________________

Start date of leave: _____________________

Term of planned return: ____________________

Clinical Education course last enrolled: _________________________

Reason for leave of absence: ________________________________

By my signature below, I agree to the stipulations of the leave of absence listed:

1. Readmission to the Department of Radiologic Sciences is not guaranteed.
2. Readmission will only be considered if I formally apply for readmission and follow the current admissions process.
3. In order to qualify for readmission, I must have a minimum GPA of 2.5.
4. If I am readmitted, I understand that I may be required to repeat one or more RADS courses as determined by the faculty and will be held to the current program manual and university catalog.

I accept the stipulations listed above if granted the Leave of Absence.

Signature

Approved □ Disapproved □

_________________________ Date _________________________

Program Coordinator

Reason ________________________________

_________________________
Application for Readmission from Extended Leave (Up to two semesters)

Name

Current Address

Student ID Number Date of Application

Date of departure from program (Semester/Year)

Date of anticipated reentry (Semester/Year)

Last RADS courses successfully completed:

Currently enrolled classes:

In order for your application for readmission to be considered, you must:

1. You must have a minimum GPA of 2.5.
2. You must have met all stipulations of your leave (prescribed plan of study).
3. All seats are on a space available basis. You are not guaranteed a seat in the Department of Radiologic Sciences based only on having met the criteria of your leave. If no seats are available, none will be awarded.
4. In the event you are denied readmission because of a failure to meet the stipulation of the leave or because of a GPA below 2.5, you may not apply for readmission again and the Department of Radiologic Sciences has no further obligation to you.
5. If the student is readmitted, the student may be required to repeat one or more courses as determined by the faculty and will be held to the current catalog and current Program Manual.

I understand and accept the above criteria. All statements above are true and accurate.

Student’s Signature: ___________________________ Date: ______________

Approved ☐ Disapproved ☐

Reason: ____________________________________________

Department Head Signature: ___________________________ Date: ______________
Pregnancy Declaration Form

I, ______________________________________, officially declare myself to be pregnant. This information is being given to the Department of Radiologic Sciences in order to have appropriate measures taken relative to my pregnancy and potential radiation exposure.

The projected due date is ____________________________.

I understand that I must meet with the designated Radiation Safety Officer for the Department and discuss the issues involved, the current research, and required safety procedures during my pregnancy, and to review federal documentation relative to effects of radiation exposure to the embryo/fetus.

Signature: ____________________________
Student ____________________________ Date
Rising Senior Examination Report and Remediation Record

Student Name: _________________________________

Date: _________________________________

Based on the Rising Senior Examination, you were found to be deficient in the area(s) indicated below. As you have been found to be in need of remediation, you are **required** to contact the responsible faculty for each of the areas checked below and set up a remediation process acceptable to the responsible faculty and to register for one hour of RADS 3900 for each area needing remediation. By the end of the summer semester, you **must** be signed off by all responsible faculty indicated below as having successfully completed the required remediation as defined by the faculty member. If you are not signed off by all faculty by the end of the summer semester you will not be allowed to maintain your enrollment in any RADS class in the fall semester of your senior year and will be dismissed from the Department.

<table>
<thead>
<tr>
<th>AREA</th>
<th>Remediation Required</th>
<th>Remediation Completed (Initials)</th>
<th>Date</th>
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Incident Report

Department of Radiologic Sciences

Date of incident: ______________ Time: ________ AM/PM

Name of injured person: ____________________________________________

Address: __________________________________________________________

Phone Number(s): ___________________________________________________

Date of birth: __________ Male _____ Female ______

Who was injured person? (circle one) Student Staff Faculty Volunteer/Guest

Type of injury: ______________________________________________________

Details of incident: __________________________________________________

____________________________________________________________________

____________________________________________________________________

Injury requires Student Health/Physician/Hospital visit? Yes____ No____

Name of facility visited: _____________________________________________

Address: __________________________________________________________

Student Health/Physician/hospital phone number: ________________________

____________________________________________________________________

Signature of injured party ____________________________________________

Date _____________________________

*Sign below if injured person desired no medical attention:

____________________________________________________________________

Signature of injured party ____________________________________________

Date _____________________________

Return this form to the faculty witness and/or Administrative Assistant within 24 hours of incident to be placed in Department files.
Interdepartmental Academic Appeal Form (AAF1)

Armstrong Atlantic State University
College of Health Professions

Department of Radiologic Sciences

Type of Appeal (Please check one)

<table>
<thead>
<tr>
<th>Admission</th>
<th>Dismissal</th>
<th>Grade</th>
<th>Suspension</th>
</tr>
</thead>
</table>

Student ___________________________ Student ID# ___________________________

(Please print)

Phone # ___________________________ Alternate Phone# ___________________________

(Area code + phone #) (Area code + phone #)

According to the College of Health Professions Policies on Academic Appeals, students who are appealing a grade change, denial of admission, program suspension or dismissal may appeal through the following process:

Step 1: After having met with the course instructor or supervising faculty member as appropriate

Step 2: The student will meet with Department Head.

Step 3: The issue remains unresolved the student is now requesting a Departmental hearing.

Date: _______________ Student Signature: ______________________________

Date: _______________ Department Head Signature: _________________________
College of Health Professions Grade Appeal Form (GAF 1)

(Must be legible. Please print using a ballpoint pen or type.)

The recommendations of the committee and final decision of the College of Health Professions Dean will be mailed to the address indicated below. The written letter of appeal must be attached to and submitted with this form in order for the appeal process to be initiated.

Type of Appeal (Please check one)

Admission _____  Dismissal _____  Grade _____  Suspension _____

Student __________________________  Student ID# ________________

Address: ______________________________________________________

City _______________  State _______  Zip ___________

Day Phone _______________  Armstrong Email ________________

Planned graduation date _______________  Catalog year ______________

Are you currently enrolled? ___________  If yes, current academic load ___________

Present Major ____________________________________________

Classification: _____ Fr. _____ Soph. _____ Jr. _____ Sr. _____ Grad student

My signature below indicates that the information that is included in and attached to this form as to my knowledge is correct and without fabrication or embellishment.

**I understand I will be dropped from a course if prerequisites are not met following this academic appeal.**

Student’s Signature: __________________________  Date: ________________
Acknowledgment of Receipt of Policy Manual

I have received a copy of the Department/Clinical Policy Manual and the material contained within this manual has been thoroughly explained to me. I agree to accept and abide by the regulations contained within the manual.

______________________________  ______________________
Student Signature                        Date

______________________________
Student Name (Printed)