# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Academic Policies:</th>
<th>Section:</th>
<th>Page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Statement</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Administrative Officers</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Instructors</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>JRCERT Programmatic Accreditation</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Curriculum</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Age Requirement for Students</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Technical Standards</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Tuition Rate</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Tuition Refund</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Academic Counseling</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Academic Credits</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Bachelor of Liberal Arts Degree</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Security of Student Records</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Grading System</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Grading for non-RADT courses</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Pre-requisite, minimal grade, dismissal and readmission to the program</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Reapply to the Program</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Withdraw from the Program</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Due Process for Disciplinary Action</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Grievance Policy</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>Report of Absence</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>Cell Phones or Electronic Devices</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>Holidays</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Snow Days</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Scholarships/Financial Aid</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Parking Regulations</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Bookstore Hours</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Library Hours</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Textbook or Computer Loans</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Computer Lab Hours</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Health and Wellness Center</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>Physical Examinations and Immunizations</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>Flu Shots</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>Compromised or Altered Health Status</td>
<td>1</td>
<td>17</td>
</tr>
</tbody>
</table>
Welcome to Xavier University! The College of Professional Sciences, Radiologic Technology Program and the Clinical Affiliates congratulates you on your acceptance it into the program and wish you the best of success.

This handbook is written to provide you with information about the program and inform you of the many policies and procedures that affect the student. We urge you to read it over carefully and to ask the Radiologic Technology staff for clarification of any points that may not be clear to you. All of the program’s policies can be found online at http://www.xavier.edu/radiologic-technology-department . This handbook is subject to change. Once you are enrolled into the program you will be notified of changes as they are approved by the program. It is the responsibility of the student to check the program’s website for the updates when you receive notification of a policy change from the program director.

It is the belief of the Radiologic Technology Program that the students are very important. It is our desire to serve you as best we can. While this does not mean that we will be able to grant your every wish, it does mean that we are willing to discuss with you any concerns or problems you may have.

The Radiologic technology program is organized and operated in compliance with the Joint Review Committee on Education in Radiologic Technology (http://www.jrcert.org/programs-faculty/jrcert-standards/ ). A copy of the Standards is provided in the Program Director's office, Clinical Instructor’s office. Please feel free to ask the program staff questions about the policies and procedures.

Upon successful completion of the program, the student is awarded an Associate Degree in Science and is eligible to apply to take the American Registry of Radiologic Technologist (ARRT).

**ADMINISTRATIVE STAFF**

<table>
<thead>
<tr>
<th>Cynthia Geer, Ph.D.</th>
<th>Donna J. Endicott, M.Ed., R.T.(R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of the College of Professional Sciences</td>
<td>Radiologic Technology Program Director</td>
</tr>
<tr>
<td>Xavier University</td>
<td>Xavier University</td>
</tr>
<tr>
<td>2nd floor Hailstone Hall</td>
<td>188e Cohen Center</td>
</tr>
<tr>
<td>3800 Victory Parkway</td>
<td>3800 Victory Parkway</td>
</tr>
<tr>
<td>Cincinnati, OH 45207</td>
<td>Cincinnati, OH 45207-7332</td>
</tr>
<tr>
<td>(513) 745-3119</td>
<td>(513) 745-3358</td>
</tr>
</tbody>
</table>
Clinical Staff

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbey Totten, BLA, A.S., R.T.(R)</td>
<td>Amy Cleves</td>
</tr>
<tr>
<td>Clinical Coordinator/Adjunct Faculty</td>
<td>Clinical Coordinator</td>
</tr>
<tr>
<td>Good Samaritan Hospital</td>
<td>Adjunct faculty</td>
</tr>
<tr>
<td>(513) 862-3706</td>
<td>(513) 745-3358</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cieara Presley, BS, R.T.(R)</td>
<td>Molly McDainels, A.S., R.T.(R)</td>
</tr>
<tr>
<td>Clinical Preceptor</td>
<td>Clinical Preceptor</td>
</tr>
<tr>
<td>Children’s Hospital Liberty Campus</td>
<td>Good Samaritan Western Ridge</td>
</tr>
<tr>
<td>(513) 803-9788</td>
<td>Outpatient</td>
</tr>
<tr>
<td></td>
<td>(513) 246-9849</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Malia Grimm, A.A.S., R.T.(R)</td>
<td>Maria Mechlem, BLA, A.S., R.T.(R)</td>
</tr>
<tr>
<td>Clinical Preceptor</td>
<td>Clinical Preceptor</td>
</tr>
<tr>
<td>Mercy West Hospital</td>
<td>Good Samaritan Glenway Outpatient</td>
</tr>
<tr>
<td>(513) 215-1650</td>
<td>(513) 862-5703</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Michelle Reusing, A.S., R.T.(R)</td>
<td></td>
</tr>
<tr>
<td>Clinical Preceptor</td>
<td></td>
</tr>
<tr>
<td>Good Samaritan Hospital</td>
<td></td>
</tr>
<tr>
<td>(513) 862-3706</td>
<td></td>
</tr>
</tbody>
</table>

Mission Statement

The mission of the Radiologic Technology Program is to prepare the student to enter diagnostic imaging as an entry-level radiographer. Consistent with the Jesuit tradition of rigor and compassion based on the highest ethical standards, graduates of the Xavier University Radiologic Technology Program have the necessary skills to integrate theoretical knowledge and essential clinical skills to perform radiologic procedures and provide appropriate patient care.

Goals and Student Learning Outcomes

Students graduating from the Xavier University in Radiologic Technology will be able to demonstrate the following characteristic of an entry level diagnostic radiologic technologist.

1. **Students will be clinically competent.**
   a. Students will demonstrate appropriate positioning skills.
   b. Students will select and adjust technical factors.
   c. Students will apply appropriate radiation protection techniques.

2. **Students will grow and develop professionally.**
   a. Students will exhibit professional behavior in the clinical settings.
   b. Students will demonstrate knowledge of professional societies.
3. **Students will exhibit effective communication skills.**
   a. Students will demonstrate effective written communication skills.
   b. Students will demonstrate effective oral communication skills.
   c. Students will demonstrate effective communication in the clinical setting.

4. **Students will demonstrate critical thinking and problem solving skills.**
   a. Students will evaluate radiographic images.
   b. Students will analyze techniques.

5. **The program will provide our healthcare community with radiographers.**
   a. Graduates will pass the national certification examination.
   b. Graduates will be employed as a radiographer.
   c. Graduates will be satisfied with their education.
   d. Employers will be satisfied with our graduates.

**JRCERT Programmatic Accreditation**

This program is granted accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The student has the right to assume that the program is run within the guidelines for, and in compliance with, the JRCERT Standards. The Standards of the JRCERT are utilized to ensure programmatic quality and are as follows:

Standard One: Integrity  
Standard Two: Resources  
Standard Three: Curriculum and Academic Practices  
Standard Four: Health and Safety  
Standard Five: Assessment  
Standard Six: Institutional / Programmatic Data

A copy of the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences can be located in the Program Director’s Office, Clinical Instructor’s Office and the JRCERT’s web site ([www.jrcert.org](http://www.jrcert.org)).

If the student feels the program is not in compliance:  
1. Document the event(s), along with a written statement and present it to the Program Director within 10 days of occurrence.  
2. The Program Director will respond to the student within 10 working days.  
3. If the student feels that the Program Director’s findings/resolutions have not been in compliance, the student may contact the Dean of College of Social Sciences, Health and Education.  
4. The Dean will review the complaint and, when appropriate, take action within 10 business days.  
5. If the student does not feel that there has been satisfactory resolution, the student has the right to contact the JRCERT.
All good faith efforts by all parties must be made in an effort to solve the conflict. This is simply good policy and the JRCERT will expect that this have been done before they are contacted.

In the event that the JRCERT finds the program to be in non-compliance with the JRCERT Standards, the program will make every effort to immediately correct the situation.

CURRICULUM – Associate Degree in Science (A.S.)

The curriculum for the Radiologic Technology Program is a combination of science, arts, and clinical courses. Since you have chosen this program, we assume that you realize the importance of all of the courses towards you total educational needs. The Radiologic Technology curriculum is designed to allow the student to move easily into a Bachelor of Liberal Arts Degree. Those wishing to do so should seek counseling with the Program Director of the Radiologic Technology Program.

Curriculum Goals: Students should be able to:
1. Determine exposure factor to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
2. Operate radiographic equipment within the appropriate safety guidelines.
3. Apply knowledge of positioning skills to produce radiographs of diagnostic quality.
4. Provide patient care and comfort, and anticipate patient needs.
5. Modify standard procedures to accommodate for patient condition and other variables.
6. Apply radiation protection for patient, self and others.
7. Maintain ethical and professional values outlined in the ASRT code of ethics.
8. Demonstrate proper communication skills in the healthcare setting.

Requirements for the Radiologic Technology Program

Core Curriculum Requirements:
- 29 hours in sciences and arts courses: BIOL 140,141,142,143, ENGL 101, HIST, PHIL 100, Social Science (PSYC 101 or SOCI 101), THEO 111, COMM 101 and a MATH course higher than 105. (Note: Student are required to take a math placement test when entering the university. If a student is placed into MATH 105 you will need to complete this course and another Math course higher than 105.

Major Requirements:
- 39 hours in radiologic technology - all RADT courses (see University’s Catalog or web site at www.xavier.edu).
A grade of “C-” or better must be attained in all RADT.
Courses with prerequisites cannot be taken until the prerequisite courses have been successfully completed with a grade of “C-” or better.

**AGE REQUIREMENT for ENROLLING STUDENTS**

Student radiographers under the age of 18 may not receive more than 1 mSv per year (100 mrem per year) during the course of their educational activities. This is included in and not in addition to the 1 mSv (100 mrem) permitted each year as a non-occupational exposure. Consequently, student radiographers are expected to be engaged in the radiology department’s daily routine activities. A student’s schedule of clinical room rotations will be rearranged to keep the student who is under the age of 18 out of the higher radiation exposure areas such as fluoroscopy, portables, and special procedures. However, in order for the student radiographers to continue to learn and participate in the clinical areas, all students entering into the Radiologic Technology Program must be eighteen years of age or older by September 30th of the enrollment year.

**Technical Standards**

Students entering the field of Radiologic Technology shall meet the technical standards in order to successfully complete the program.

These technical standards are determined by the daily activities performed by radiographers. In order to complete the program’s requirements, the student must be able to:

1. Reach and adjust radiographic tubes, control panels, and x—ray accessories as needed for each examination. (P)
2. Move large pieces of radiographic equipment such as mobile x-ray units, c-arms, and image intensifiers safely around obstacles. (P)
3. Possess physical strength, stamina and dexterity to properly lift and move patients, wear lead aprons and gloves as needed, move radiographic cassettes and x-ray accessories, and enter computer data into the computer system. (P)
4. Lift, move, and assist patients from beds, wheelchairs, and stretchers to and from radiographic tables. (P)
5. Required to stand for most of an 8 hour day. (P)
6. Walk for long distances as is needed for portable radiography. (P)
7. Hear exposure sounds, life support equipment, and spoken words including individuals wearing masks. (P)
8. Clearly see radiographic images, fluoroscopic images, control panels, collimator lights, computer print—outs and observe the patient. Distinguish between black, white, and shades of gray tones. (P)
9. Communicate with patients and other health care professionals in oral and written forms. (P)
10. Read and understand requisitions, computer data, orders, and charts necessary for proper patient care. (C)

**Tuition Rate**

The tuition for the Radiologic Technology Program is on a flat rate basis. Any students receiving transfer of credit for work done will be excused from the course(s) for which credit is accepted. However, there is no reduction in the tuition rate. Students will receive a bill from the bursar office. The bill is generated by the bursar’s office when the student registers for the next semester of classes. If you have any questions about billing or payment options please call the Bursar Office at (513) 745-4832 or website at [www.xavier.edu/bursar](http://www.xavier.edu/bursar).

The current RT program tuition can be found online at [www.xavier.edu/bursar](http://www.xavier.edu/bursar). Students attend clinical training and may take didactic courses during the summer months but no tuition is collected. If you take didactic courses toward the bachelor’s degree you will pay the part-time per credit hour rate for the extra course work.

**Tuition Refunds**

Since enrollment in the RT program is limited, a student accepting a place in the program is considered to have made a firm commitment both educationally and financially to enter the program. When the student accepts a position in the RT program, they must sign agreement form. When the semester starts, the tuition deposit will apply to the tuition rate for the first semester. Any student wishing to withdraw from the RT program must advise the RT Program Director in writing. Once the student begins the semester courses and the deadline date to receive a 100% refund has passed, they are responsible for the entire tuition rate.

*For more information see [http://www.xavier.edu/bursar](http://www.xavier.edu/bursar)*

**Academic Advisor**

The program director serves as the academic advisor to all students who have been accepted into the Radiologic Technology Program. The main office of an academic advisor is to assist students in selecting and registering for appropriate academic courses. The advisor also monitors student progress and assists with academic problems. The program director is available to the students during regular office hours or by appointment.

**Academic Counseling**

If a student is having difficulty in a specific course, the student should first talk to their instructor for that course. The instructor may provide individual tutoring, or refer the student to in academic instructional lab. If problems continue, the student should discuss the course with the program director for further assistance. Students can also contact the Office of Student Services for assistance.

The [Office of Academic Support](http://www.xavier.edu/bursar) offers tutoring, Supplemental Instruction (SI), and study
groups. For information about these services, contact at 745-3214. This office is located on the fifth floor of the Conaton Learning Commons, Suite 514.

**Students with Disabilities**

Any student who feels he/she may need an accommodation based on the impact of a documented disability should notify the course instructor and contact the Office of Disability Services at 745-3280 to coordinate reasonable accommodations.

**Academic Credits**

The number of academic credits required each semester for the program is specified by the Radiologic Technology curriculum. Students who have transferred credits into the university's core curriculum required may choose to lighten their academic load for some substance. However, the tuition will remain the same flat rate.

**Transfer Credits**

Students who have completed college courses before entering the Radiologic Technology Program should submit their official previous college transcript to the Office of Admissions. Courses, which you have completed at an accredited institution with a “C” or better are, accept by the university and will apply to be degree if possible.

Students who have transfer of credits into the major of Radiologic Technology must see the program director. Students will have to demonstrate proficiency in the subject matter in order to receive credit for any of the Radiologic Technology (RADT) courses.

No matter how many transfer of credits a student may have the length of the program remains the same as each RADT course is a pre-requisition to the next semester.

**Bachelor of Liberal Arts (BLA)**

Students who have previously attended college before entering to the RT program may want to pursue the Bachelor of Liberal Arts (BLA) with a minor. This degree can be completed at the same time as the RT program using your transfer of credit plus adding the required courses for this degree. All of the RADT courses will contribute to the BLA. If you are interested in this option, please contact the RT Program Director at (513)745-3358 or email questions to endicott@xavier.edu.

**SECURITY OF STUDENT’S RECORDS**

In compliance with the Buckley Amendment to the Family Educational Rights and Privacy Act of 1974, the Radiologic Technology Program in keeping with Xavier University policy is forbidden to share the student’s academic or clinical records with outside agencies or concerns without first obtaining written permissions from the students.
Students have the right to review all RADT records related to the student. This includes any materials incorporated into the student’s folder intended for school use or to be made available to outside parties.

No records can be sent to any institution without a written consent from the student with the following exceptions:
* transmittal of personal information to state and local government authorities as required by state statute.
* release of directory information including student’s name, address, major field of study, place of birth, participation in official recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.

The written consent in release records must specify the exact records to be released and to whom the records shall be released (i.e., course grades, college transcripts, program evaluations).

Xavier University Privacy Right Policy can be located on the Xavier’s website.

**Grading System for the RT program**

Grade point averages are based on a 4.0 scale system. Any student not maintaining a 2.0 GPA is counseled by the program director. If a student falls below a 2.0 GPA, the university places him/her on academic probation. The student will have one semester to bring the GPA above a 2.0. If the student fails to do so, s/he is suspended from the university.

Students are required to maintain a "C-" grade or better in each RADT (radiologic technology). Any student who receives below a "C-" in these courses will not be allowed to continue to the next semester in the Radiologic Technology Program.

The radiologic technology program has adopted the following didactic and practicum (clinical) grading scales. The didactic grading scale will be used for all lecture/laboratory RADT courses. The practicum grading scale will be used for the RADT practicum (clinical) courses. In order to continue in the radiologic technology program students must maintain a “C-” level grade.

**Didactic Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>93 - 94</td>
</tr>
<tr>
<td>B+</td>
<td>91 - 92</td>
</tr>
<tr>
<td>B</td>
<td>88 – 90</td>
</tr>
<tr>
<td>B-</td>
<td>86 - 87</td>
</tr>
<tr>
<td>C+</td>
<td>84 - 85</td>
</tr>
<tr>
<td>C</td>
<td>80 - 83</td>
</tr>
<tr>
<td>C-</td>
<td>78 - 79</td>
</tr>
<tr>
<td>D</td>
<td>70 - 77</td>
</tr>
<tr>
<td>F</td>
<td>0 - 69</td>
</tr>
</tbody>
</table>
Practicum Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>98 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>95 - 97</td>
</tr>
<tr>
<td>B+</td>
<td>93 - 94</td>
</tr>
<tr>
<td>B</td>
<td>91 - 92</td>
</tr>
<tr>
<td>B-</td>
<td>90</td>
</tr>
<tr>
<td>C+</td>
<td>88 - 89</td>
</tr>
<tr>
<td>C</td>
<td>86 - 87</td>
</tr>
<tr>
<td>C-</td>
<td>85</td>
</tr>
<tr>
<td>F</td>
<td>84 or below</td>
</tr>
</tbody>
</table>

Grading for non-RADT courses

Each department on campus has a standard grading scale for their courses. This grading scale can be found on the course syllabus.

Prerequisite, Minimum Grade and Program Readmission Policies

When selecting courses, students must adhere to required prerequisites and special course restrictions established by the colleges and academic departments. Prerequisites must be passed with the minimum acceptable grade before subsequent courses may be taken. All RADT courses must be taken in the sequence as outlined in the program’s block schedule (see the block schedule for sequencing of courses). Students must pass each RADT course with a C- or better in each RADT course in order to continue to the next semester in the program (see Grading Scale in section 1).

If a student receives a grade of D or lower in any RADT course, the student will not be eligible to continue to the next semester in the program and is dismissed from the program.

Reapplying to the RT program after dismissal or withdraw

Students who have been dismissed or who have elected to withdraw from the Radiologic Technology program may reapply for the succeeding school year. Students requesting to be readmitted to the program must do so in writing. All written requests are submitted to the program director. Readmission will be considered only if a student shows a plan for improving grades and if there are student positions available in the radiologic technology program. A student who does not achieve a C- or better in two RADT courses will NOT be re-admitted to the Radiologic Technology Program.

Depending on the semester the student’s withdrawal or dismissal occurred will determine their options as listed below:

1.) If a student is dismissed from the program after the first semester of the RT program (August to December of their first year) the student will need to repeat all of the RADT didactic and clinical courses.
   a. A RADT course previously taken for credit may be repeated only ONE time, including any withdrawals.
b. If a student does not pass the repeated RADT course with a C- or better, they are dismissed from the program and will not be re-admitted to the radiologic technology program.

c. Students successfully completing the repeat courses are eligible to continue to the next semester of the program.

OR

2. **If a student applies for re-entry in any semester after the first year/first semester**

   the following procedures must be followed:

   a.) The student must take written exams covering the didactic material taught in *ALL previously taken RADT didactic courses*. Students are allowed ONE attempt on each exam. The student must obtain a grade of C- or better on each exam. If the student does not meet this requirement, the student must re-enter the program from the first year/first pre-semester.

   b.) If the student successfully passes each written exam with a grade of C- or better, the student will be allowed to re-enter the program at the semester they withdrew from or was dismissed from.

   c.) The student must repeat the practicum course(s) as scheduled and repeat *ALL clinical competency procedures previously completed at the clinical affiliate*. The student will follow the normal RADT grading scale for the practicum (see Grading Scale in section 1).

   d.) A RADT course previously taken for credit may be repeated ONE time, including any withdrawals. If a student does not pass the repeated RADT course with a C- or better, they are dismissed from the program and will not be re-admitted to the radiologic technology program.

### Withdrawals

**FROM INDIVIDUAL COURSE:**

In order to withdraw from an individual course, a student must come in person to the Program Director’s Office. You will need to fill out an ADD/DROP FORM, which can be picked up at the Registrar’s Office or found on the Registrar’s Office webpage. The completed and signed must be countersigned by the Program Director. The students will take this form to the Registrar’s Office and receive a copy of this form for your records. In order to receive any tuition refund, the student must follow the percentage of tuition refund dates. If the student does not officially withdraw from a class but discontinues attendance, a grade of “F” will be recorded on the transcript. To avoid this, withdrawal is necessary. You can find the last day to withdraw from a course on Xavier’s website.

**FROM THE PROGRAM:**

In order to withdraw from the program, a student must come in person to the Program Director’s Office. If you are staying at the university you will need to fill out a transfer of major form or if you are withdrawing from the university you will need to contact the
Registrar Office. All students must turn in the hospital’s ID badge and radiation monitor badge. The student is responsible for turning the appropriate form(s) into the Registrar’s Office.

**DUE PROCESS FOR DISCIPLINARY ACTIONS**

1. **Student Code of Conduct:**

   Every student in the Xavier University Radiologic Technology Program is expected to adhere to the policies and procedures as published in the Xavier University Radiologic Technology Student Handbook, Xavier University Student Handbook and the Xavier University Catalog.

   **A. University Disciplinary Process:**

   Within any education or work setting, grievances or complaints may arise for a variety of reasons. Due process refers to the formal resolution of a grievance or complaint. At the University level, policies and procedures can be located in the student handbook on the university website:
   1. Student Conduct
   2. Academic Impropriety
   3. Grade Appeal
   4. Professional Conduct:

   **B. Clinical Disciplinary Process:**

   Clinical Disciplinary processes, as outlined in the Xavier University Radiologic Technology Student Handbook, are administered by the Clinical Instructors for breach of clinical polices. Each disciplinary action is documented and a copy of the documentation is sent to the student and the Program Director.

   If a student feels that a clinical disciplinary action taken against them was unfair, s/he has a right to request an appeal. The student should submit to the Program Director a written report of the incident within 10 business days after occurrence. The Program Director will investigate, take action, and report back to the student within 10 business days. During investigation, the Program Director may consult with the Radiology Manager, Clinical Instructor and/or Staff Radiographer or Radiologist as deemed necessary.

   If the student is in disagreement with the decision of the Program Director, s/he may file a written appeal with the Dean of Social Sciences, Health and Education within 5 business days of the Program Director's decision. The Dean will investigate, take action, and report back to the student within 15 business days. Depending on the situation, the Dean and/or the student has the option to refer this matter to the appropriate review committee (see the above list of the review committees).

   **NOTE:** Failure of the student to meet the stated periods will result in determination of this due process procedure.
Grievance Policy

Any formal grievance or concern regarding the RT program must be submitted in writing and given to the program director. Students must adhere to the following channels and timelines when addressing a grievance or concern involving the RT program.

Step 1: Discuss the complaint with the RT faculty member or clinical instructor, as appropriate. Open communication with between the RT faculty member or clinical instructor can normally resolve any concerns.

Step 2: If dissatisfied with Step 2, file a written complaint or grievance with the RT program director. This written complaint done be submitted within 30 days after the date of the occurrence. If the incident or occurrence involves a clinical rotation site, the complaint must be submitted to the clinical instructor. The RT program director must respond within 30 days upon receipt of the written grievance.

Step 3: If still not satisfied, a letter should be addressed to the Dean of the College within 10 days of the date after the student receives the program director reply. The letter should clearly define the grievance and the steps that have already been taken to solve this situation. The student should request a hearing from the Dean. The Dean or his appointee will schedule a hearing meeting with the student within 30 days of the written request.

Step 4: Upon considering the information provided at the student hearing, the Dean shall make a decision regarding the formal grievance. This decision shall be made with 30 days of the student’s formal hearing with the Dean.

Step 5: If still dissatisfied with the decision, the student may address the grievance with the Chief Academic Officer and Provost (CAO). This should be done in accordance with Xavier University Grade Appeals and Academic Complaints Policy as outlined in the University’s catalog.

Class Attendance

The most successful students attend didactic and clinical courses as schedule. In order to earn credit in any course for which a student is registered, the student is required to attend classroom, laboratory, and clinical courses regularly and promptly. *Three class absences in a RADT lecture course will result in a full-letter-grade drop in your final course grade.* Continued class absences by the student may result in dismissal from the course.

Report of Absence

On a day that includes clinical training, students are required to contact their clinical instructor by 8:00 a.m. On a day that is didactic instruction, students are required to contact the course instructor as stated on the course syllabus. Sick time is deducted from your clinical sick days for the time that is missed. (See the clinical Education portion for more information.)
Cell Phones or Electronic Devices

Students are not permitted to use personal beepers or cell phones or any other electronic devices during class time or clinical education time for personal use. Students are permitted to use their computers during class time for viewing class materials such as PowerPoints, assignments, and lecture notes. For special circumstances, your course instructor or clinical instructor may authorize an exception.

If you have your cell phone or electronic device out during clinical time, you will receive a verbal warning. If you continue this behavior, the normal disciplinary actions will follow.

If you have your cell phone or electronic device out during a didactic test, the course instructor has the right to take your test. You will receive a “0” for the test with no option to make up the test.

If you breech this policy, the normal disciplinary procedure will be followed.

Holidays

Students are given off holiday observed by the university. These may include: Autumn Holiday (October), Labor Day, Thanksgiving, Christmas, New Year’s Day, Martin Luther King Day, Spring Break (March), Easter Break, Memorial Day and Independence Day. You can find the dates for all of these holidays on the Xavier website (www.xavier.edu and search semester calendar).

Snow Days

The University responds to serious inclement weather and/or emergency condition by announcements on local TV, radio stations, or sign up for the XU Alert System on Xavier’s website. Common cancellations are usually:

1.) Classes are cancelled – on such days, classes will not be held at the University. If you are scheduled for clinical training, you do not have attended the clinical day at the hospital. Since the University does not open until 8:00 a.m., you may already be at the hospital site when the University announces that classes are cancelled. If this occurs stay at the clinical site and you will have an “extra day or hours” of clinical time. The Clinical Instructor will be able to answer your questions about snow days.

2.) University Closed – on such days, classes will not be held and University employees are not expected to report to work. (The above situation also applies to this closing.)

The University’s Weather/Emergency Condition Hot Line is (513) 395-8822 or you can sign up for XU Alert Me on the website.

Liability Insurance
All students are required to maintain liability coverage throughout the length of the program. This insurance can be obtained from the University when you register for clinical classes. The fee for this insurance is found in the information material of the Program and is billed to your student’s bursar account during the Fall and Spring Semesters. The policy is only in effect during scheduled, clinical education hours. The insurance does NOT cover an individual working outside of the assigned, formal education rotations.

**Scholarships/Financial Aid**

The Radiologic Technology Program has scholarship money to award to RT students. Awards are based upon a combination of need plus classroom performance. Application forms are mailed by the Program Director to accepted students during the month of May.

The Office for Financial Aid is the best source for information on loans, grants and scholarships. The office is located in Schott Hall. Office hours are Monday-Friday 8:30 a.m. – 5:00 p.m. Their telephone number is (513) 745-3142.

**Parking Regulations**

Students must park in the designated student lots. The Cohen Center Parking Lot is the largest lot on campus. The entrance to this lot is located off Musketeer Drive. The South Lot entrance is located off Dana Avenue near Winding Way. There is a charge for parking in these lots and student-parking stickers are required. The parking permits are available during registration online and are good for one full academic year. Parking citations (tickets) are issued to violators. Unauthorized vehicles parked in the University’s Lots will be towed away at the owner’s expense. Campus maps can be found at [http://www.xavier.edu/about/documents/campusmap.pdf](http://www.xavier.edu/about/documents/campusmap.pdf).

Hospital Parking – Students must provide their own transportation to and from the hospital/clinical sites. You are expected to following the clinical sites parking regulations. The clinical instructor will cover parking during the program’s orientation period.

**Bookstore Hours** – ([www.xavier.edu/bookstore](http://www.xavier.edu/bookstore))

**Library Hours** – ([www.xavier.edu/library](http://www.xavier.edu/library))

**Textbooks and Computer Loans**

The books/computer programs in the Program’s Director’s office (188e Cohen) may be borrowed by the students. See the Program Director for the questions about the books/computer programs. Please come and check out the collection! The Clinical Sites also maintain a reference library for student use. Please contact the Clinical Instructor for borrowing their books.

**Computing Lab Hours** -
[http://www.xavier.edu/ts/students/Computer-Labs.cfm](http://www.xavier.edu/ts/students/Computer-Labs.cfm)
**TriHealth Health and Wellness Center** – (513) 745-3022

**Medical Services:**
The Health and Wellness Center is located in the Health United Building (HUB). The center provides a wide range of primary care services including lab and pharmacy services. Students may see a physician or nurse for medical questions or concerns. It is not necessary to bring money or make any payment at the time of services. Charges for the center are submitted to your health insurance. You should check with your medical insurance plan before starting the program.

[http://www.xavier.edu/health-wellness/](http://www.xavier.edu/health-wellness/)

**Counseling Services**
Professional psychologists and counselors are available to assist students in dealing with a wide range of personal concerns including anxiety, depression, adjustment, relationships, eating disorders, alcohol and drug issues and family problems.

Counseling information is kept confidential. There are no charges for counseling services. Appointments are available year round for counseling services; call the Health Center to schedule an appointment or for more information.

**PHYSICAL EXAMINATIONS and IMMUNIZATION RECORDS**
All students must submit evidence of good health and receiving certain immunizations before entering the program. Students will not be allowed to attend clinical training if these immunizations have not been completed:

1. MMR (measles, mumps and rubella). Two doses are required if born after 1956.
2. Tetanus-Diphtheria (Tdap) - Booster within the last ten years.
3. Hepatitis B - Three doses of the vaccine or a positive Hepatitis surface antibody.
4. Varicella. Either history of chicken pox, a positive Varicella antibody, or two doses of vaccine given at least one month apart if immunized after 13 years of age.
5. Meningococcal - One dose prior to entering the program.
6. Tuberculosis Screening – 2-step test is required.
7. Flu Vaccine shot - when the flu season begins usually during the month of October of each year.

*You will be given a physical form to be completed by your family physician. The form can be found in section 4: program forms.*

**FLU Shots** Receiving a flu shot during the Fall semester is for the protection of EVERYONE including you. Students are required to receive a flu shot when made available
in the Fall semester of each academic year. If you do not show proof of receiving flu shot during the Fall semester you will not be allow to attend clinical training. Any missed clinical time missed must be made up.

COMPROMISED OR ALTERED HEALTH STATUS

Students are expected to follow the American Society for Radiologic Technologist Code of Ethics. Students have the responsibility to be fit for duty and be able to implement appropriate patient care in a safe manner. Fitness for classroom or clinical education incorporates a state of physical and mental health.

Compromised or altered health status refers to any condition which results in the student's possible inability to meet the demands and expectations inherent in established clinical and/or classroom situations. New or pre-existing medical conditions, surgery, pregnancy and emotional stress may be examples of such situations which fall within the scope of this policy. Such conditions are not in themselves reasons to dismiss a student from a course. Contingencies for such a student will be determined on an individual basis with the context of the course objectives and the instructor's prerogatives. The instructor may request consultation with the Program Director, Clinical Instructor, and the Dean of the College. The student may be required to provide input from a bona fide health care provider.

Students demonstrating signs of physical or mental illness, substance abuse or behavior, which is not consistent with professionalism (language, attire, or attitude) that may compromise the care of the patient, or student will be considered unsafe and dismissed from the clinical area. A student demonstrating compromised or altered health status at the clinical site will receive an unsatisfactory clinical grade for that day and the clinical time missed will be deducted from your sick time. Repetition of this behavior may warrant failure or expulsion from the course, clinical site placement or from the program.

The University reserves the right to require additional professional health/mental examinations in cases where the Program Director and/or faculty deem it necessary. While the Radiologic Technology Program and University Health Center accept no responsibility for the care of any pre-existing or current conditions, students must arrange a conference with the Program Director and the staff physician of the Health Center to discuss problems that may arise from chronic physical and mental illnesses during the program.

PREGNANCY POLICY

Students who become pregnant while enrolled in the Radiologic Technology Program have the following options: (All required forms can be located in the clinical form section)

The National Council of Radiation Protection (NCPR) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. All pregnant students must make the final decision as to the acceptance or non-
acceptance of this risk. The NCRP currently states that the dose-equivalent to the embryo or fetus should not exceed 0.5 rem during the entire gestation period or 0.05 rem in a month. Based on this information, pregnant students have the five (5) following options while enrolled in the radiologic technology program:

(1.) *Continue in the program as scheduled without notifying* the Program Director of the pregnancy.

(2.) *Take a leave of absence from the RT program.* The student should notify the Program Director in writing to take a leave of absence. The student’s length of the program will be extended to cover the didactic and clinical courses missed. At this time, the Program Director and the student can discuss the student’s options about which courses to withdraw from at the present semester. Some of the didactic courses the student may want to complete depending on the length of time left in the course. The Program Director and student will make a “tentative” schedule for the return of the student into the program.

(3.) *Declare pregnancy and continue the program as scheduled.* Notify the Program Director in writing of the pregnancy (see clinical form section). The student must provide a physician’s documentation of the pregnancy. The student will review the radiation protection policies and procedures with the Program Director, Clinical Instructor or the Radiation Safety Officer.

During the gestation period, the maximum permissible dose of 0.5 rems for the embryo-fetus from occupational exposure will not be exceeded.

The student will be issued a “fetal” radiation monitor badge or OSLD badge. This radiation monitor is to be worn at the waist level and under the protective lead apron when utilized.

The student will wear the additional protection of a wrap around apron during fluoroscopic procedures.

The student will sign an additional Xavier Radiation Exposure Report each month. A copy of each report will be submitted to the Program Director. The student’s rotations will be limited to minimize radiation exposure if it is deemed necessary by the Radiation Safety Officer or student.

(4.) *Declare pregnancy and continue the program with stipulated modifications.* Notify the Program Director in writing of the pregnancy with the desire to modify the program’s schedule. The student must provide a physician’s documentation of the pregnancy. The student will review the radiation protection policies and procedures with the Program Director, Clinical Instructor or the Radiation Safety Officer.

Depending on how the student wants to change the program’s schedule, (i.e., decrease the weekly hours of clinical education, drop clinical courses or drop didactic courses) the Program Director and the student can discuss the student’s options. Some of the didactic courses the student may want to complete depending on the length of time left in the course. The Program Director and student will make a “tentative” schedule for the student to complete the program.
5. **Written withdrawal of declaration of pregnancy.** Students has the right to withdraw their declaration of pregnancy at any time. The student will complete the appropriate form (see clinical form section) and return the form to the program director.

Any student who takes a leave of absence, misses any specific clinical rotations, or misses any clinical competencies must complete all program requirements/assignments before they can graduate. Extending the length of the program may be necessary.

Students returning to the program after maternity leave must have written approval from their physician. The physician approval must include any physical limitation if applicable. The physician letter must be submitted to the Program Director prior to rejoining the program. *(See clinical form section for the appropriate form)*

**Graduation Requirements**  
*Requirements for Degree Candidates:*

A. Radiography students must meet the following program requirements in order to graduate from the university:

1. Completed 68 total credit hours as listed in the curriculum for the Associate Degree in Radiologic Technology or have transfer of credit approval for course work.
   a. 29 credit hours in the core education (i.e. English Composition, MATH higher than 105, History, Theology, Philosophy, Psychology OR Sociology, Anatomy and Physiology lecture and lab, etc.) and
   b. 39 credits hours of RADT courses

2. Attained a cumulative grade point average of 2.0 for all course work.

3. Received a "C-" or better in each of the Radiologic Technology (RADT) courses

4. Completed all clinical competency requirements.

5. Completed all clinical hour requirements.

6. Completed all the special clinical rotation requirements.

7. Met all financial obligations to the University.

8. Filed a formal application for the degree to the Registrar's Office.

   **In addition to the above, transfer students must have:**

9. Completed the last 30 hours at Xavier University, excluding consortium, unless waived by a college dean.

There is a graduation fee due during the Spring Semester of the graduating year.
Nondiscrimination Statement

Xavier University is dedicated to equality of opportunity in all areas of education and employment, and its goal is to achieve a diverse, multi-racial community. Accordingly, Xavier University does not practice or condone discrimination, in any form, against students, employees, or applicants on the ground of race, color, national origin, religion, sex, age or handicap. The university commits itself to positive action to secure equal opportunity. Xavier University reserves the right to maintain its heritage and destiny as a Christian and Catholic witness in higher education. Xavier University supports the protections available to members of its community under all applicable Federal laws including Title VI and VII of the Civil Rights Acts of 1964, as amended, Title IX of the Education Amendments of 1972, Revenue Procedure (75-50) Department of Treasury, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, and Executive Order 11246, as amended. The Radiologic Technology Program supports Xavier University in regards to the nondiscrimination policies.

A grievance procedure pertaining to discrimination can be obtained by contacting the Assistant Vice President, Human Resources, (513) 745-3638.