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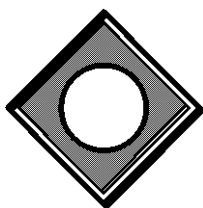
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REGULATIONS & GUIDELINES

The guidelines and regulations in this handbook are presented to give the program stability and integrity. Also, the program is mandated to provide the student with skills and knowledge necessary to function in a health delivery service. As a result, the program must insure that students demonstrate the necessary proficiencies to employ ionizing radiation as a tool, and always guarantee patient safety. It is with this spirit of intent that guidelines and regulations are enforced and subject to continuous review and revision.

1. Mission Statement

The mission of the Radiologic Technology Program at Hostos Community College is to provide an educational experience for students culminating in the production of a competent, professional radiologic technologist who can function effectively as a member of the health care team. The Radiologic Technology Program faculty believes that every student, when provided with an optimum educational experience and opportunities, will be able to perform all routine radiographic procedures after completion of the program.

2. Program Goals and Student Outcomes

The faculty and students of the Radiologic Technology Program consistently strive to achieve the following goals and student outcomes:

Graduate students with the knowledge and skills necessary to perform radiographic procedures competently:

- Students will be able to position patients properly.
- Students will be able to apply the principles of radiation protection to patients, self and other.

- Students will be able to formulate and compute appropriate technical factors.
- Students will be able to assess the patient's needs and provide an optimal level of patient care.

Maintain a high level of program effectiveness by graduating entry-level radiographers who will fulfill the needs of the health care community:

- Graduates will be adequately prepared to pass the ARRT examination.
- Graduates will find employment as radiographers within twelve months of program completion.
- Graduates will report a high level of satisfaction with program.
- Employers will report a high level of satisfaction with graduates.
- The program will achieve a satisfactory student retention rate.

Graduate students who have the ability to demonstrate critical thinking and problem solving skills to function effectively in the clinical setting.

- Students will be able to modify routine procedures to accommodate patient conditions.
- Students will be able to adapt exposure factors for various patient conditions.
- Students will be able to recognize emergency conditions and initiate appropriate treatment.

Graduate students from a learning environment that encourages high ethical standards, professional development and growth:

- Students/Graduates will demonstrate a high level of professional work ethics in the clinical setting.
- Graduates will exhibit professional development and growth through participation in professional organizations
- Graduates will demonstrate professional development and growth by seeking advance degrees and/or certifications

Graduate students who will be able to communicate effectively:

- Students will communicate effectively with supervisors, technologists, and patients.
- Students will communicate effectively through writing.

3. Organizations

Students may wish to contact the following organizations for additional information and materials:

Accreditation: Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-2901
(312) 704-5300
www.jrcert.org

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

Certification: American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
(651) 687-0048
www.arrt.org

See Appendix I for a copy of the JRCERT Standards of Practice.
A reserved copy is kept in the program director's office.

4. Faculty

Charles I. Drago, DHEd, MEd, RT (R, CT)
Jarek Stelmark, MBA, RT (R, CV, CT, MR, QM, BD, VI)
Manuel Livingston, MEd, BS, RT (R, CT)
Rayola Chelladurai, MA, RT (R)
Sanjay Arya, MS, RT (R) (MR)
Ramon Tejada, BS, RT (R)

Dennis Gibbons, MPH, EdM, RDMS, RT (R)
Arthur Carosi, BS, RT (R, CV)
Maria Parreno, BS, RT (R, CT, MR, M)
Eric Gallo BS, RT (R, CT, MR)
Sesar Alicea, BS, RT (R)
Frances Dietz, MPH, RT (R, M, CT, QA, CRA)
Lester Ortiz, BS, RT (R, CT)

Professor & Program Director
Assistant Professor
Assistant Professor
Asst. Prof. & Radiation Safety Officer
Assistant Professor
College Laboratory Technologist

Adj. Asst. Professor
Adjunct Lecturer
Adjunct Lecturer
Adjunct Lecturer
Adjunct Lecturer
Adjunct Asst. Professor
Adjunct Lecturer

5. Clinical Education Centers

- Montefiore Medical Center-Weiler Hospital
Radiology Administrator: Guy Fata, RT
Clinical Supervisor: Arthur Carosi, RT
- Saint Barnabas Hospital
Radiology Administrator: Lauris Beam, RT
Clinical Supervisor: Yohannan Baby, RT
- Bronx Lebanon Hospital Center
Radiology Administrator: Shirley Acevedo
Clinical Supervisor: Yolanda Rodriguez, RT
- Lincoln Medical and Mental Health Center
Radiology Administrator: Francisco Mercado, RT
Clinical Supervisor: Evelyn Salazar, RT
- Lenox Hill Hospital
Radiology Administrator: Fred DeSarno, RT
Clinical Supervisor: Eric Gallo, RT
- Memorial Sloan-Kettering Cancer Center
Radiology Administrator: Patricia Soto, RT
Clinical Supervisor: Sucre Del Rio, RT
- Madison Radiology
Radiology Administrator/Clinical Supervisor:
Joseph Rios, RT

6. Student Code of Behavior

Students shall conduct themselves in a manner that will gain respect and confidence of other health care personnel, as well as respecting the human dignity of patients, supervisors, subordinates and other associates.

Each student shall be responsible for the content and efficient execution of assigned duties, always being guided by concern for the welfare and total care of the patient.

Each student shall keep in confidence, at all times, any and all privileged information concerning the patient. Federal regulations mandate that the dissemination of privileged personal or clinical information pertaining to the patient must conform to the Health Insurance Portability and Accountability Act (HIPAA).

7. Admissions Criteria

The Radiologic Technology Program can only accept a limited number of students into the clinical phase of the program each year. This number is mandated by the program's accrediting agency: The Joint Review Committee on Education in Radiologic Technology (JRCERT). If more students qualify than the accepted limit, the students will be competitively evaluated.

In order to advance into the clinical phase of the program the student must meet the following criteria:

7A. Pre-Clinical Criteria

1. Minimum cumulative grade point average (GPA) of 3.0 at Hostos.
2. Successful completion of MAT 105, BIO 230 and BIO 240 with a grade of "B minus" or better and all other required general education courses with a grade of "C" or better.
3. Two Writing Intensive Courses are required for graduation. XRA 121 is a writing intensive course. It is recommended that the first writing intensive course be taken as a pre-requisite prior to obtaining entry into the x-ray program.

7B. Selection Process

Each September, a new group of students advance into the clinical phase of the program. The program utilizes a "**rolling admissions policy**" whereby students are accepted for September after completing all their pre-clinical course work.

1. Students who have completed all the prerequisites by the end of the Fall semester will be admitted into the program (for September) during the Spring advisement period.
2. If additional spaces are available, students who have completed the prerequisites during the spring semester will be considered. Transcripts will be reviewed after spring grades have been received.
3. If additional spaces are still available, students who complete the prerequisites during the summer may be considered.
4. If at any time during the admissions process more students qualify than spaces are available, a department committee will review transcripts. Progression into the clinical phase of the program will be competitively evaluated based upon (a) the GPA for the general education courses required for the degree, and (b) the number of general education courses required for the degree that were completed at Hostos.

7C. Program Readmission/Withdrawal/Leave of Absence Policies

Withdrawal Policy

Students who withdraw from the program and are not in good academic standing will not be considered for readmission back into the program.

Leave of Absence Policy

Students who request an official leave of absence for legitimate reasons (i.e. maternity leave, documented medical issues) are not guaranteed re-admission into the program. All readmissions must be approved by the Program Coordinator and will not be considered after one year.

Students readmitted into the program must adhere to the same entrance requirements as new applicants.

7D. Moral Character

The New York State Department of Health and the American Registry of Radiologic Technologists (ARRT) require that all applicants for licensure and certification be of good moral character.

(See the Radiologic Technologists' Code of Ethics, Appendix C).

A conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense which is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes.

Students having been convicted of a crime must file a pre-application with the ARRT to obtain a ruling on the impact these convictions may have on their eligibility. This Pre-Application determines the impact these convictions may have on the student's eligibility to receive national certification and registration. The student must submit the pre-application during the first month of the program. This process will enable the student to avoid delays in processing their application, which is made at the time of graduation. The pre-application form may be obtained from the Program Coordinator. A fee is charged by the ARRT for the pre-application review. The program is not responsible for any consequences that may arise from not submitting the application.

7E. International Students

Any international student may apply for admission to a matriculated program at CUNY regardless of immigration status.

However, the radiology program has five mandatory clinical semesters of hospital internships. The clinical education centers require that all medical staff and employees be able to prove their **legal presence** and their **legal eligibility to work** in this country. Legal presence means that a person is either a U.S. citizen or is legally authorized to be in the United States. Legal presence can be proved using a U.S. birth certificate, U.S. passport, Certificate of Citizenship or Naturalization, Resident Alien Card or a valid foreign passport

with a visa, I-94 or an I-94W with a participating country. The clinical education centers reserve the right to deny access to students who are unable to prove their legal presence in this country.

Furthermore, the hospital internship is an essential, legal requirement as specified in the Joint Review Committee on Education in Radiologic Technology *Standards for an Accredited Educational Program in Radiologic Sciences*.

Consequently, *the radiology program only accepts students into the clinical phase of the program if they can prove their legal presence and their legal eligibility to work in the United States*. Students are encouraged to reapply for admission into the program after they have established their legal presence in the United States.

8. Certification

Upon successful completion of all course work required for the AAS degree in Radiologic Technology, the student is eligible to take a national certifying examination sponsored by the American Registry of Radiologic Technologists. Successful completion of this examination will also provide the applicant with a New York State License.

9. General Policies

9A. Grading Scale for Radiologic Technology Courses

A	=	93 – 100	C	=	70 – 76
A-	=	90 – 92	D	=	60 – 69
B+	=	87 – 89	F	=	00 – 59
B	=	83 – 86	W	=	Withdrawal without penalty
B-	=	80 – 82	WU	=	Unofficial withdrawal
C+	=	77 – 79	INC	=	Incomplete
			FIN	=	Failure due to incomplete

9B. Minimum Grade Requirements for Radiologic Technology

Students must achieve a final grade of 75% or better in all required courses for the AAS Degree in Radiologic Technology.

Only grades of 75% or better are considered passing.

9C. Make-up Examination Policies

Students are required to take all major exams for each course.

Make-up exams will only be considered in extraordinary circumstances that justify special consideration. Verifiable documentation is required.

All requests for make-up exams will be determined by the instructor, based upon the merits of the request, on a case-by-case basis as stated in the course syllabus. Submitting a request for a make-up exam does not guarantee that permission will be granted.

If the instructor grants permission for a make-up exam, the exam will be scheduled during the week of final exams.

9D. Mid-Semester Evaluations

All students will have a conference with their assigned faculty advisor to review their academic performance. Any student not performing to standards at mid-semester will be presented with an action plan for academic improvement. (See Appendix F, Mid-Semester Student Evaluation Form).

9E. Academic Attendance*

Attendance in all classes is mandatory. Excess absences may lead to disciplinary action.

1.0	credit course	=	1 allowable absence
2.0	credit course	=	2 allowable absences
2.5	credit course	=	3 allowable absences
3.0	credit course	=	3 allowable absences

*See course outlines for specific laboratory and clinical attendance policies.

9F. Pregnancy Policy

This policy is intended to provide information to pregnant women, to help them make decisions regarding radiation exposure during pregnancy. Federal regulations require that the college monitor the occupational dose to a **declared pregnant woman** as well as maintain records of dose to the embryo/fetus.

Exposure to any level of radiation carries with it a certain amount of risk. The scientific community generally assumes that any exposure to radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the occupational dose limit for the whole body of 5 rem (50 mSv) per year (1 rem or 10 mSv for students), the risk is believed to be very low.

The Nuclear Regulatory Commission (NRC) has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit provides an adequate margin of protection for the embryo/fetus.

Our pregnancy policy allows for a pregnant woman to decide whether she wants to formally declare her pregnancy to the Radiation Safety Officer (RSO), thereby taking advantage of the special dose limits provided to protect the embryo/fetus. However, they may be satisfied with their current work situation, and believe that the existing precautions and procedures provide adequate measure of safety during their pregnancy. For this reason, the policy is voluntary.

What should you do if you become pregnant and are exposed to ionizing radiation because of your work?

When you learn you are pregnant, you may choose to inform the Radiation Safety Officer (RSO). There is no reason to become alarmed. We at Hostos Community College are concerned about you and your baby and want you to know your options.

Under federal regulations, the mother assumes **all** risk until she specifically declares her pregnancy to the radiation safety officer. Such a declaration is completely voluntary and made at the mother's choice.

What is a declared pregnancy?

A declared pregnant woman is defined by the NCR (Nuclear Regulatory Commission) as a woman who has voluntarily informed the Radiation Safety Officer, in writing, of her pregnancy and the estimated date of conception.

What is the purpose of this declaration?

To ensure that:

- The embryo fetus is monitored for radiation exposure during the pregnancy
- The radiation dose is within regulatory limits

What should you do if you wish to declare your pregnancy?

If you chose to declare your pregnancy, it must be done in writing. A form letter is provided for your convenience (see Appendix D). You may fill in the blanks and submit the completed form to the RSO. In addition, a letter from your physician stating you can continue as a student in the Radiologic Technology Program is required.

If you become pregnant, are you required to declare your pregnancy?

No. The choice whether to declare your pregnancy is completely voluntary. If you choose to undeclare your pregnancy, **it must be done in writing**. A form letter is provided for your convenience (see appendix D).

If the pregnancy has been declared, what happens?

Hostos has adopted the conservative policy of restricting the dose of ionizing radiation to the embryo/fetus during the entire gestation period to no more than 5 mSv (500 mrem) as recommended by the National Council on Radiation Protection and Measurements (NCRP). Each student will be issued two thermoluminescent dosimeters (TLD) to be worn on the collar and at the abdominal level. Monitoring will be closely supervised during this time.

Based on past experience, no area in the clinical education centers or laboratory have been identified which would be considered likely to result in a dose to the embryo/fetus exceeding 5 mSv (500 mrem), if the established radiation safety procedures are practiced. ***Students that are pregnant are not prohibited from working in or frequenting radiation areas.***

What if you want to withdraw a declaration of pregnancy?

Declaring a pregnancy is voluntary. It may be undeclared at any time. However, it must be done in writing. The Radiation Safety Officer has the appropriate forms for both “declaring and un-declaring pregnancies” (See Appendix D).

What will happen if I decide to undeclare my pregnancy?

Undeclaration of pregnancy means that you assume that the radiation protection policies that apply to all students are sufficient for you and your baby. A fetal thermoluminescent dosimeter (TLD) will no longer be provided.

9F.1. Fetal Exposure Limits for Pregnant Students

NCRP Report No. 91 contains the following recommendations for embryo/fetus dose for pregnant employees:

1. Total dose limit to embryo/fetus (9 months): **5 mSv (500 mrem)**
2. Dose limit to embryo/fetus in any month: **0.5 mSv (50 mrem)**

9F.2. Work Assignment Policy for Pregnant Students

Pregnant students must follow the basic radiation safety rules of time, distance, and shielding. Whenever possible, pregnant students will be assigned to those tasks that involve the lowest possible radiation exposure.

9F.3. Monitoring of Radiation During Pregnancy

Pregnant students shall obtain a second TLD and wear it at the abdomen level. If an apron is worn, it must be under the apron.

The monthly and total dose for nine months can be obtained from the TLD records that **MUST** be signed by the student.

9F.4. Instructions to the Students

Pregnant students will be instructed as to the risks of prenatal radiation exposure, the recommended NCRP guidelines and are encouraged to inform the Radiation Safety Officer (RSO) if they are pregnant.

Pregnant students will be informed of their options. Students will be encouraged to review the pregnancy policy and possible options. This should be discussed with their Doctor and family before deciding how they wish to proceed.

9F.5. Options for Pregnant Students

1. A leave of absence - up to one year.
2. A leave of absence from clinical courses only.
3. No interruption of classes.
4. Undeclaration of pregnancy

Each student can expect the full cooperation of the program.

9F.6. Facts About Exposure to Ionizing Radiation

The actual dose received by the embryo/fetus is less than the dose received by the mother because the overlying maternal tissues absorb some of the radiation.

The unborn child is most sensitive to ionizing radiation during the first three months of gestation.

The normal incidence of congenital abnormalities is 4-6%. It is impossible to attribute a given anomaly to a small dose of radiation received by an embryo/fetus. The estimated risk to the unborn baby is small, 0.0025% for 500 mrem.

Some studies suggest a relationship between prenatal exposure and childhood leukemia (NRC Report 2012). This risk is small: 1 in 8,800 for 500 mrem. The induction of other childhood cancers is considered to be at similar level of risk.

Please, check the following links for detailed information about exposure to ionizing radiation:

https://www.energy.gov/sites/prod/files/2017/12/f46/2016_Occupational_Radiation_Exposure_Report.pdf

<https://www.nrc.gov/docs/ML1408/ML14084A339.pdf>

9G. Radiation Monitoring

Lab Dosimeters (TLD)

A dosimeter will be issued for every student to be used exclusively in the x-ray lab. They are to be worn only in the lab and must not be worn outside the lab. They are to be placed on the rack designated for the dosimeters at the end of each lab session. *If the dosimeter*

is not returned to its proper place after the lab session, it will result in a point deduction in the lab grade.

Hospital Dosimeters (TLD)

A second dosimeter will be issued for each student to be worn at the hospital. It must remain at the hospital until it is time to receive the new dosimeter for the month. The dosimeter must be returned by the end of the first week of each month.

Failure to return the dosimeter to the college on time, will result in a point deduction of the clinical grade.

Special arrangements will be made for the summer months.

9H. Protocol for Incidents Reaching or Exceeding Dose Limits

Any incident where by a student may exceed their annual dose limit of 100 mrem/year is extremely rare. An exposure threshold of 25 mrem has been established and will automatically result in a conference with the student to determine the cause of the exposure. Students will be questioned about their handling and storage of the dosimeter, review their room rotation schedule as well as dosimetry reports of other individuals assigned to the same area. The student will receive an *ALARA* letter and, if necessary, the RSO will contact the health physicist at the students' assigned clinical site to determine if any of their employees are experiencing similar dosimetry readings.

A written report of the incident and the findings of the RSO will be attached to the dosimetry report when the annual dose limit has been exceeded.

9I. Academic Probation and Student Dismissal

Reasons for student dismissal include, but are not limited to, the following:

- Unsatisfactory scholastic achievement
- Unprofessional or unethical behavior in the clinical education center or at the college
- Conduct either on or off duty that is deemed to be unethical (See Radiologic Technologists' Code of Ethics, Appendix C)
- Engagement in the possession, sale, or use of drugs
- Excess absenteeism (For more specific information see: 9E. Academic Attendance)
- Unruly and/or disruptive behavior in the college or clinical environment

9J. Outside Employment

Due to the demanding academic schedule and the required clinical hours, the Radiologic Technology Program strongly recommends that students keep outside employment to a minimum.

9K. The Federal Educational Rights and Privacy Act of 1974
(also referred to as the "Buckley Amendment")

The program recognizes the importance of students' records and has established the following policy for the protection of students' rights:

A release form must be signed by the students indicating permission for access to their files by a third party, e.g., ARRT. (See appendix E, Student Education/Release Form). The Hostos Community College Catalogue has a detailed explanation of the Federal Educational Rights and Privacy Act of 1974.

9L. Academic Integrity - Examination Policies

Students are responsible for upholding the academic integrity of this institution by not participating either directly or indirectly in acts of cheating and by discouraging others from doing so. Students' responsibilities include, but are not limited to, the following:

- No student shall attempt to obtain or disseminate the content of any examination prior to its distribution by the proctor.
- No student shall procure or distribute answers to examinations in advance.
- No student shall use unauthorized notes, books, electronic devices, or other materials during an examination (See appendix I, Electronic Device Protocol).
- No student shall give or receive any assistance or communicate in any way with another student while an examination is in progress.
- No student shall remove an examination from the classroom under any circumstances.

9M. Academic Integrity - Written Assignment Policies

- Written assignments must be the product of the student's own research.
- No student shall submit work that has been written by someone else or copied from an outside source.
- No student shall submit work that has been previously submitted either in whole or in part for academic credit.
- Assignments submitted late may have points deducted.
- Students who engage in academic dishonesty may receive a grade of zero for the assignment and may be referred to the appropriate disciplinary committee to determine if additional sanctions are warranted.
- If a student is found to be in violation of the academic integrity policy on a second occasion the student shall be subject to disciplinary sanctions which may include dismissal or termination from the Radiologic Technology Program.

9N. Academic Integrity – Electronic Devices

General Policies

Electronic devices include cell phones, smart phones, smart watches, smart pens, phablets, tablets, programmable calculators, camera-ready devices, and any other electronic device which can be used to record a lecture, photograph or duplicate test materials, access the internet and/or communicate with others during lectures, labs, or exams. Electronic devices may not be used for audio or visual recording of a lecture or lab *without prior expressed consent of the instructor*. Basic, non-programmable calculators are not classified as electronic devices.

Sending or receiving cell phone calls or text messages in classrooms and labs is inappropriate, disruptive, and may be a violation of the exam security policies listed below. *During lectures and labs*, electronic devices may be used for immediate course-related purposes only; otherwise, they must be set to “off” or “vibrate”, removed from the desktop, and put away. If you receive an important call, quietly leave the room and answer the call in the hallway. *Talking or texting on cell phones during lectures and labs is not permitted.*

Exam Security Policies

In an era of electronic devices which can easily photograph and instantly share photographs and text messages, test materials can be easily compromised. *During exams and exam reviews*, all unauthorized electronic devices must be set to “off” or “vibrate” and placed inside a *securely closed bag* or put in a central location away from students. *The immediate physical possession of any unauthorized electronic device is strictly prohibited in the testing area even if you have completed the test. Students may not take any notes or record the session.* If special circumstances exist, the instructor must be informed in advance so appropriate accommodations can be implemented.

If a student is observed using and/or having an unauthorized electronic device in his or her immediate physical possession in the testing area during the administration of an exam or during an exam review the device may be confiscated and returned at the end of the period, and:

- The student must *immediately* complete an incident report explaining the reasons for the violation.
- The student will receive a grade of zero “0” for the exam.

If after the test has been completed and materials have been returned, it is discovered that during the exam the student used and/or had an unauthorized electronic device in his or her immediate physical possession, passed information to another student, or accepted information from another student, the students’ scores may be invalidated.

Students who violate the exam security policies may be referred to the program’s *Academic Standards and Review Committee* to determine if additional sanctions are warranted.

If a student is found to be in violation of the exam security policies on a second occasion the student shall be subject to disciplinary sanctions *which may include dismissal or termination from the Radiologic Technology Program*. (See Appendix H, Electronic Devices Protocol).

9O. Student Hours

A student's academic and clinical schedule shall not exceed 40 hours a week.

Students are not permitted to work evenings, nights or weekends at the Clinical Education Center as part of their college internship.

9P. Substance Abuse Policy

The department recognizes that alcoholism and other forms of drug dependencies are treatable health conditions. However, a disease in which the student's use of any drug that may cause chemical dependence and interferes with his/her job performance and or his/her health may be grounds for suspension or termination.

Students will be screened for drugs before and/or during their clinical rotation. If a test is positive for drugs or alcohol; the student will be removed from their clinical course. A leave may be granted not to exceed one year.

In order to be readmitted to a clinical education center, the student must:

- Meet with a college counselor to determine their course of treatment
- Complete a prescribed drug/alcohol treatment program
- Submit documentation confirming completion of treatment
- Agree to random drug testing for the remainder of the program at the student's own expense

Continued abuse and/or resistance to rehabilitation will lead to termination.

9Q. Junior Year Retention Policy

Fall Semester Failures

Any student who gets a grade below 75 in a Radiologic Technology course will be dismissed from the program.

Spring Semester Failures

Any student who gets a grade below 75 in **one** Radiologic Technology course will not be permitted to continue in the normal sequence of courses. If the student chooses to

continue, the student must return the next Fall semester and complete the failed course in the following manner:

- Audit all first semester radiology courses.
- Repeat the failed course during the Spring semester while auditing the other Spring courses.
- All audited courses must be completed with a grade of 75 or better.

Any student who fails **more than one** Radiologic Technology course will be dismissed from the program.

9R. Senior Year Retention Policy

Students will be permitted only one failure during their senior year. All other courses must be successfully completed to continue in the program. The failed course must be completed in the following manner:

Fall Semester Failure

Any senior student who fails (D or F grade) one Radiologic Technology course during the fall semester may continue the normal sequence of courses for the spring and summer semesters. The failed course must be successfully completed the following fall semester. Any additional failures during the senior year will result in dismissal from the program.

Spring Semester Failure

Any senior student who fails (D or F grade) one Radiologic Technology course during the spring semester will not be permitted to continue in the normal sequence of courses. The student must return the following spring semester to repeat the failed course. The student will complete the program after the summer semester.

9S. Student Readmission Policy

For students who are readmitted into the program for any reason (failure, withdrawal, etc.), the program's junior and senior year retention policies do not apply. Any future radiologic technology (XRA) course failures will result in dismissal from the program.

9T. Due Process Procedures

- A ***grievance*** is a procedure to remedy a college-related problem such as the abuse of student's rights or a violation of the departmental rules and regulations.
- An ***appeal*** is a student request for reconsideration of an established departmental rule or regulation.

Student Grievance Policy

A student has the right to seek a remedy for a dispute or disagreement through the established grievance procedures. These procedures shall not be substituted for other grievance procedures specific to the college, university or negotiated agreements. The grievance procedure provides an opportunity to resolve a program-related problem such

as the abuse of student's rights or a violation of the departmental rules and regulations. A grievance may deal with academic issues or other circumstances involving unfair or inappropriate behavior relating to departmental policies. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

Grievance Procedures:

Step 1: Informal Resolution at the Department Level

The department encourages students to make every effort to resolve their problems or concerns directly and informally with faculty members or other involved parties. Students are encouraged to speak with the person as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Discussions among involved parties constitute the first step in the informal process.

If the involved parties cannot reach a resolution, the Program Coordinator will mediate an informal discussion with all parties within 5 school days. If the Program Coordinator is involved in the grievance, the Department Chairperson or a designee from the Office of Academic Affairs will attempt to resolve the complaint.

Step 2: Formal Resolution at the Department Level

If informal discussions do not result in a resolution, the student may invoke a formal grievance procedure by submitting a written statement describing the nature of the complaint. The written complaint must be submitted to the Program Coordinator within 30 school days after the problem has been identified. If the Program Coordinator is named in the complaint, the Department Chairperson or a designee from the Office of Academic Affairs will handle the grievance. The Program Coordinator will conduct a hearing utilizing the department's Academic Standards and Review Committee to review the complaint. The person named in the complaint shall not be part of the committee. The student will be informed of a decision within 20 school days. A copy of the committee's report will be filed in the department and a copy placed in the student's personal file.

Step 3: Formal Resolution at the College Level

If, after utilizing the procedures listed above, the problem is not resolved, the student has the right to file a grievance at the College level. The student will be encouraged to make an immediate appointment with the Vice President of Student Affairs to discuss the complaint.

Student Appeals Policy

The student has the right to appeal a departmental regulation for reconsideration if they can demonstrate there are extenuating circumstances that prevented their academic success. *These must be documented, extraordinary circumstances beyond the control of the student.*

Step 1: To request an appeal, a written request must be made to the Chair of the Academic Standards and Review Committee (**ASRC**) within 15 school days after the student's grades have been posted. Late requests will not be considered unless there are extenuating circumstances beyond the student's control that prevented them from submitting the request within the time allowed; which also must be documented. The ASRC will convene a meeting and discuss the merits of the appeal as soon as the written request is received. A written decision will be sent to the student within 10 school days of the hearing informing them if the appeal has been approved, denied, or if *additional evidence is required* to support the appeal before a decision can be made.

Step 2: If additional evidence is requested, the student must submit the documentation to support their appeal to the chair of the ASRC within 15 school days after they receive the committee's written request. If documentation is not received by the ASRC within the time allowed, the case may be closed. The ASRC will convene a meeting and discuss the merits of the appeal as soon as the additional evidence is received. A written decision will be sent to the student within 10 school days of the hearing informing him/her if the appeal has been approved, denied, or if the committee feels the need to *meet with the student personally* to discuss the circumstances of the appeal before a decision can be made.

Step 3: If a meeting is requested, the student must make an appointment with the Chair of the ASRC to meet with committee to discuss the merits of their situation within 15 school days after they receive the committee's written request. The hearing will provide the student with a final opportunity to discuss the issue with the committee personally. A written decision will be sent to the student within 10 school days of the hearing informing him/her if the appeal has been approved or denied.

If an appeal is approved, the student will be mailed a "***Student Readmission Agreement***" (See appendix G, Student Readmission Agreement) outlining the mandated readmission requirements. The agreement must be signed, notarized, and returned to the Program Coordinator as soon as possible. If the agreement is not postmarked with 15 school days of its receipt, the contract is null and void.

If an appeal is denied, or the issue has not been resolved to their satisfaction, the student has the right to appeal the ASRC's decision to the College's Academic Standards Committee.

9U. Resolution of Non-Compliance with JRCERT Standards

The Program assures timely resolution of all complaints relating to non-compliance with JRCERT Standards.

If a complaint occurs, the procedure is as follows:

1. The student will meet with the Program Coordinator to discuss the complaint.
2. If it cannot be resolved to the satisfaction of the student, the student will be requested to put the complaint in writing and the Program Coordinator will convene a meeting of the Academic Standards and Review Committee.

3. If it is still unresolved, the student will be referred to the Department Chairperson or Dean of Students.
4. If the complaint cannot be resolved within the College, the student will be given the option to contact the JRCERT. Telephone: (312) 704-5300; Website: <http://www.jrcert.org>.

9V. Notification Regarding Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice radiologic technology if the applicant has been convicted or has pleaded guilty or nolo contendere to a felony or other specific crime.

While the Radiologic Technology Program at Hostos Community College does not require a criminal background check for admittance, during the course of the program you may be asked to undergo a criminal background check by one of the clinical education centers. The Program's educational requirements include placement at two clinical education centers, which frequently require a student to pass a criminal background check before the student can be placed for clinical training. If the clinical education center receives negative results after a student has begun the clinical program, the center may still decide to dismiss the student, regardless of the student's performance.

Each clinical education center sets its own requirements for a criminal background check, and you may be asked by the center to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the radiologic technology program, depending on the sites where you are placed and the requirements of each site.

Please note that if you fail a clinical education center's criminal background check, you may be unable to complete your course requirements. It is important for you to consider this before you enroll in the radiologic technology program. Hostos Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements because you fail to pass a criminal background check, or if you are denied a license to practice radiologic technology.

10. College-Wide Policies

All students are expected to be aware of—and adhere to—the college-wide policies listed in the College's catalogue which can be access at www.hostos.cuny.edu/catalog/. Policies of particular importance to radiologic technology students are highlighted below:

- Graduation Requirements
 - CUNY skills assessment tests
 - ESL requirements
 - Writing Intensive (WI) courses

- Liberal Arts courses
- Radiologic Technology courses
- Admissions
- Skills Assessment Tests
- Academic Policies and Procedures
- Academic Integrity
- Tuition and Fees

- Financial Aid
- Student Services
- Statement of Public Order
- Sexual Harassment

11. Student Expenses

The student should expect to incur the following approximate expenses during the two-year Radiologic Technology Program:

Books & Supplies	\$1,200.00
Uniforms & Shoes	300.00
Radiographic Accessories	100.00
Radiographic Markers	50.00
Pre-graduation On-Line Software	100.00
Post-Graduation Examination Fees	320.00
CPR Course	85.00
Background check	<u>130.00</u>
	\$2,285.00

12. Students with Disabilities

As required by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided to ensure equal opportunity for students with verified disabilities.

If you have a disability that requires accommodations, contact Ramon Perez at:

Services for Students with Disabilities (SSWD)

Savoy (D) Building

120 East 149th Street, Room D101P

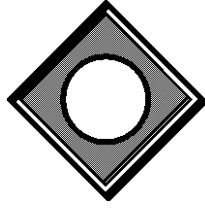
Bronx, NY 10451

Phone: (718) 518-4459

E-mail: rmperez@hostos.cuny.edu

If you are already registered with **SSWD** and have a letter from them verifying that you are a qualified student with a disability, please present the letter to the instructor as soon as possible. The instructor will work with you and **SSWD** to plan and implement appropriate accommodations.

***Please Note:** Students who do not register with the Services for Students with Disabilities office and have their disability verified are not eligible to receive any special accommodations.*



LABORATORY PROTOCOL

1. Laboratory Hours

Monday through Friday from 9:00 a.m. to 5:00 p.m. the laboratory is reserved for students enrolled in the following courses:

Fall

XRA 111 Radiologic Science I
XRA 110 Radiography I
XRA 219 Clinical Radiography III

Spring

XRA 121 Radiologic Science II
XRA 120 Radiography II
XRA 222 Applied Quality Assurance
XRA 229 Clinical Radiography IV

Summer

XRA 230 Seminar
XRA 239 Clinical Radiography II

The open laboratory hours will be posted at the beginning of each semester.

2. Laboratory Restrictions

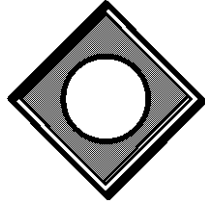
- A. Under no circumstances are students permitted to radiograph each other in the lab.
- B. Dosimeters must always be worn when operating the x-ray equipment in the laboratory. They must be returned to the rack when leaving the laboratory.
- C. There will be no smoking, drinking or eating in the lab at any time.
- D. All solid waste should be placed in a trash pail.
- E. Students must always exercise caution and good judgment while in the lab.
- F. Students will not be permitted to engage in independent activities in the lab without the consent and supervision of either their instructor or the College Laboratory Technologist.
- G. Use of the lab will be restricted to the posted schedule of hours.
- H. Cell phones and electronic devices must be turned off or placed on “vibrate” mode when in the lab.
- I. Children or visitors will not be permitted in the laboratory.
- J. Visitors will be permitted and directly supervised in the laboratory by appointment only.

3. Equipment Use and Handling

- A. Equipment may not be removed or borrowed from the lab.
- B. Any time you think something is wrong with the equipment, call it to the attention of the instructor or College Laboratory Technologist immediately.
- C. During lab hours an instructor or College Laboratory Technologist will be in the lab to answer any questions you may have.
- D. Please help us keep the desks free from pen and pencil marks.
- E. Clean the laboratory before you leave.
- F. Return all equipment to its proper location before leaving the lab.
- G. Portable use must be under direct supervision.

4. Accident Policy

Report all injuries to your laboratory instructor immediately.



APPENDIX A

DEGREE REQUIREMENTS

CURRICULUM OF STUDIES LEADING TO THE A.A.S. DEGREE IN RADIOLOGIC TECHNOLOGY

Pre-Clinical Criteria

To progress into the clinical phase of the program, students must meet the following criteria:

1. Minimum cumulative grade point average (GPA) of 3.0 at Hostos.
2. Successful completion of MAT 105, BIO 230 and BIO 240 with a grade of “B minus” or better and all other required general education courses with a grade of “C” or better.
3. Two Writing Intensive Courses are required for graduation. XRA 121 is a writing intensive course. It is recommended that the first writing intensive course be taken as a pre-requisite prior to obtaining entry into the x-ray program.

			Academic
Pre-Clinical Requirements			<u>Credits</u>
BIO 230	Anatomy & Physiology I and Lab		4.0
BIO 240	Anatomy & Physiology II and Lab		4.0
ENG 110	Expository Writing		3.0
ENG 111	Literature and Composition		3.0
HLT 103	Interpersonal Relations and Teamwork		3.0
HLT 124	Medical Terminology		3.0
MAT 105	Mathematics for Allied Health Sciences		<u>3.0</u>
Total Credits			23.0

Clinical Course Sequence

First Year, Fall Semester

		Credits	
		Academic	Billable
XRA 110	Radiography I and Lab	2.5	(3.5)
XRA 111	Radiologic Science I and Lab	2.5	(3.5)
XRA 112	Radiologic Physics	2.0	(3.0)
XRA 113	Radiographic Anatomy I	2.0	(3.0)
XRA 114	Professional Practice Issues in Diagnostic Imaging	2.0	(3.0)
Total Credits		11.0	(16.0)

First Year, Spring Semester

		Credits	
		Academic	Billable
XRA 120	Radiography II and Lab	2.5	(3.5)
XRA 121	Radiologic Science II and Lab	2.5	(3.5)
XRA 122	Radiation Protection	2.0	(3.0)
XRA 123	Radiographic Anatomy II	1.0	(1.0)
XRA 124	Contrast Media	1.0	(1.0)
XRA 129	Clinical Radiography I	2.0	(3.0)
Total Credits		11.0	(15.0)

First Year, Summer Session

		Credits	
		Academic	Billable
XRA 139	Clinical Radiography II	3.0	(12.0)
Total Credits		3.0	(12.0)

Second Year, Fall Semester

		Credits	
		Academic	Billable
XRA 210	Radiation Biology	1.0	(1.0)
XRA 211	Advanced Procedures I	1.0	(1.0)
XRA 219	Clinical Radiography III	2.5	(6.0)
Total Credits		4.5	(8.0)

Second Year, Spring Semester

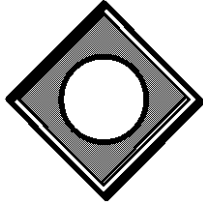
		Credits	
		Academic	Billable
XRA 220	Pathology	2.0	(3.0)
XRA 221	Advanced Procedures II	1.0	(1.0)
XRA 222	Applied Quality Assurance	2.0	(2.0)
XRA 229	Clinical Radiography IV	2.5	(6.0)
Total Credits		7.5	(12.0)

Second Year, Summer Session

		Credits	
		Academic	Billable
XRA 230	Seminar	2.0	(6.0)
XRA 239	Clinical Radiography V	2.5	(6.0)
Total Credits		4.5	(12.0)

Total Credits for A.A.S.

64.5



APPENDIX B

STUDENT UNDERSTANDINGS

RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT UNDERSTANDINGS

General

1. I understand the standards in the Radiologic Technology program and that I am responsible for monitoring my own learning and time management.
2. I understand that I must do a *self-evaluation*.
3. I understand I must maintain a minimum of 75% average in all radiology courses.
4. I understand that when attending classroom and clinical, I will always be punctual.
5. I understand that if I am found guilty of academic dishonesty, I may be dismissed from the radiologic technology program.

Class

6. I understand that the classes will focus on both practice and lecture.
7. I understand that I may be working in a small class or lab group and I will be responsible to take an active part in advancing the assigned work of the group.
8. I understand that I will be held responsible for assessing my own work using criteria and standards discussed in class.
9. I understand that for every class day I may have a written assignment due which must be presented or turned in on time.
10. I understand that the work of the course requires *consistent classroom attendance* and *active participation*.

Grading

11. I understand the basis of the final grades for each course will be indicated by each faculty member.
12. I understand that the class will not be graded on a curve; therefore, it is theoretically possible for the whole class to get an A or an F.
13. I understand that if I cheat on an exam I will receive no credit for that exam.

14. I understand that if I submit work for which I or someone else has previously received credit in another course without the knowledge or consent of the instructor I will receive no credit for that assignment.

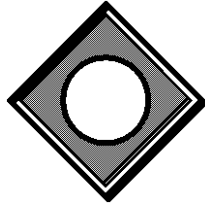
Clinical Education Centers

15. I understand that I may be assigned to any of the clinical education centers associated with the Radiologic Technology Program.
16. I understand that I must provide my own uniforms and transportation to and from the clinical education centers.
17. I understand that my behavior in the clinical education centers must be reflective of the Radiologic Technology Program's professional and ethical standards.
18. I understand that I must come to my assigned clinical education center free of the influence of alcohol or illegal drugs.
19. I understand that I must arrive at my clinical education center on time and I must work my full number of assigned hours.
20. I understand that I must call my clinical supervisor in advance if I am going to be late or absent (If s/he is unavailable I must leave a message with the supervisor's back-up person).
21. I understand that I may be requested to perform x-ray examinations on patients with hepatitis, AIDS, and/or other communicable diseases as part of my clinical education.
22. I understand that I must complete and submit a written statement and/or an incident report to the program coordinator ***within 48 hours*** if an accident occurs at the clinical education center.
23. I understand that any insubordinate, unprofessional, or unethical behavior may result in the clinical education center requesting the removal of a student. Hostos Radiologic Technology Program is under no obligation to place the student in another clinical education center.

Exit

24. I understand that I am responsible for registry review and committing myself to obtaining an above average grade on the test. I realize that passing the registry is up to me.
25. I understand that my human relations skills including compassion, empathy, confidentiality, and respect are critical to my obtaining positive employment references from the Radiologic Technology Program faculty and staff.

Adapted from a handout presented at a Critical Thinking Workshop at Allen Memorial Hospital, by Dr. Richard Paul; Waterloo, IA, 1994



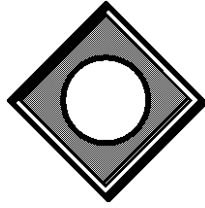
APPENDIX C

CODE OF ETHICS

CODE OF ETHICS

(Adopted by the American Society of Radiologic Technologists
and the American Registry of Radiologic Technologists)

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which it has been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information from the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve their knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.



APPENDIX D

- **DECLARATION OF PREGNANCY**
- **OPTION TO UNDECLARE PREGNANCY**

DECLARATION OF PREGNANCY

To: Radiation Safety Officer

In accordance with the NRC's regulations 10 CFR 20. 1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that by declaring my pregnancy, my job responsibilities are not likely to change while at the clinical education site.

(Your signature)

(Your name printed)

(Date)

OPTION TO UNDECLARE PREGNANCY

To: Radiation Safety Officer

In accordance with the options available to me, I choose not to declare my pregnancy.

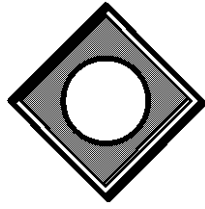
I have received and reviewed the pregnancy policy published in the “Student Handbook.”

I understand that the radiation protection policies that apply to all students are sufficient for me and my baby and that a fetal monitoring badge will no longer be provided for me.

(Your signature)

(Your name printed)

(Date)



APPENDIX E

STUDENT EDUCATION/RELEASE FORM

Student Education/Release Form

I, _____, hereby acknowledge:

PRINT STUDENT'S NAME

1. I have received a copy of the Radiologic Technology Program's Student Handbook; and, I have carefully read and understand the policies and procedures of the program.
2. I have carefully read and understand the "student understandings" contained in the Radiologic Technology Program's Student Handbook.
3. I have been informed of the **Federal Education Rights and Privacy Act of 1974** (also referred to as the **Buckley Amendment**), which states that all personal, academic, medical and legal information pertaining to a student must be handled in a strictly confidential manner.
4. My retention and success in the program rests primarily upon me, my performance and my adherence to the rules and regulations set forth in the Student Handbook.
5. I will uphold and abide by the Radiologic Technology Program's rules and regulations and the academic integrity policies established by Hostos Community College.

I, _____, hereby grant:

PRINT STUDENT'S NAME

1. Hostos Community College's Radiologic Technology faculty permission to send for, or share, any information they consider necessary and appropriate to verify my personal, academic, medical and/or legal records.
2. Permission for my file to be examined as part of the routine accreditation review proceedings.

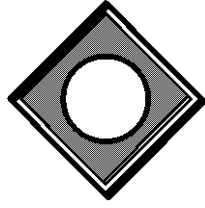
I hereby affirm all of the above statements.

Date: _____

STUDENT'S SIGNATURE

Sworn to before me this _____ day of _____ 20____

NOTARY'S SIGNATURE



APPENDIX F

MID-SEMESTER STUDENT EVALUATION FORM

Mid-Semester Student Evaluation

Student Contract for Academic Improvement

Please complete and sign

Student Name: _____

Advisor _____

Date: _____

		Quiz Average	Mid Term Exam	Pass	Marginal (below 75%)	Fail (below 70%)
XRA 110	Radiography I Radiography Lab					
XRA 111	Radiologic Sciences I Radiologic Sciences Lab					
XRA 112	Radiation Physics					
XRA 113	Topographic Anatomy I					
XRA 114	Professional Practice Issues					

BARRIERS TO MY ACADEMIC SUCCESS:

COMPLETED BY STUDENT

- | | |
|--|---|
| <input type="checkbox"/> Poor time management
<input type="checkbox"/> Not keeping up with reading or not remembering what I read
<input type="checkbox"/> Incomplete lecture notes
<input type="checkbox"/> Family related responsibilities
<input type="checkbox"/> Financial Concerns | <input type="checkbox"/> Poor grades on tests in spite of hours spent preparing
<input type="checkbox"/> Poor class attendance
<input type="checkbox"/> Health concerns
<input type="checkbox"/> Work related responsibilities |
|--|---|

COURSE OF ACTION

COMPLETED BY ADVISOR

- | Service | Resource | (Check those to be used) |
|---|----------|---|
| • Time Management Workshop | _____ | • Counseling _____ |
| • <u>Tutoring Mandatory 2 times per week – must provide evidence of attendance</u> | _____ | • Health Consultation/Evaluation _____ |
| • Writing | _____ | • Student Involvement/Life Issues _____ |
| • Study Skills (note taking reading) | _____ | • Academic Advising _____ |
| • Disabilities | _____ | • Career Counseling _____ |
| • Learning Disability | _____ | • Other _____ |

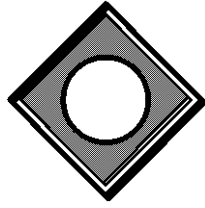
Date by which I will Implement plan: _____

I hereby agree to abide by the terms of this improvement plan:

Student Signature

Date

Advisor Signature



APPENDIX G

STUDENT READMISSION AGREEMENT

Student Readmission Agreement

I, _____, understand that the Academic Standards and Review Committee of the Radiologic Technology Program has agreed to allow me to reenter the program pursuant to the following:

Mandated Readmission Requirements:

1. I must reenter the program as a new freshman with the next September class.
2. I must audit all the radiologic technology courses I have previously completed.
3. For all audited courses, I must complete all the coursework, adhere to all the attendance policies, and successfully complete each course with a final course grade of "C" or higher.
4. I understand that the program's junior and senior year retention policies do not apply to readmitted students and any future radiologic technology (XRA) course failures will result in my immediate and permanent dismissal from the program.
5. I must meet with the program coordinator during the next spring advisement period.
6. I must submit a letter from my medical provider attesting to the fact that I am physically and psychologically able to perform all the tasks required of radiologic technology students. I also understand that the program reserves the right to request a reevaluation as I progress through the program, if warranted.

I, _____, hereby affirm that I have received a copy of the readmission advisement sheet, I understand all the terms and conditions of this contract, and fully agree to comply with all the terms stated above.

Student's Signature

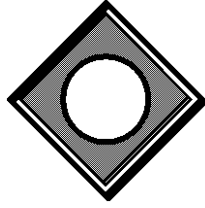
Date

Sworn to
before me this _____ day of
_____ 20 _____

Notary's
Signature:

Notary Stamp

**Return this signed notarized contract to the Program Coordinator immediately
If not postmarked within 15 school days, this contract is null and void.
This notarized contract will be included in your permanent student file.**



APPENDIX H

ELECTRONIC DEVICES PROTOCOL

Electronic Devices Protocol

Please Take Careful Note of the Following

During Lectures and Labs

Electronic devices may be used for immediate course-related purposes only; otherwise, they must be set to “off” or “vibrate”, removed from the desktop, and put away. If you receive an important call, quietly leave the room and answer the call in the hallway.

Talking or texting on cell phones during lectures or labs is not permitted.

During Exams

All unauthorized electronic devices must be set to “off” or “vibrate” and placed inside a *securely closed bag* or put in a central location *away from students*.

The immediate physical possession of any unauthorized electronic device is *strictly prohibited* in the testing area even if you have completed the test.

Students are responsible for upholding the academic integrity of the program by not participating either directly or indirectly in acts of cheating and by discouraging others from doing so.

Any student who participates either directly or indirectly in acts of cheating will receive a grade of zero for the exam.

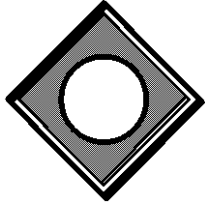
During Exam Reviews

All unauthorized electronic devices must be set to “off” or “vibrate” and placed inside a *securely closed bag* or put in a central location *away from students*.

The immediate physical possession of any unauthorized electronic device is *strictly prohibited* during the review.

Students may not take any notes, alter, or remove the exam or scantron from the room, or record the session. *The exam and scantron must be returned to the instructor at the end of the review.*

Any student who falsifies data on a test or scantron form during a review, or removes a test from the room during a review, will have their score invalidated and receive a grade of zero for the exam.



APPENDIX I

JRCERT STANDARDS