

SCHOOL OF RADIOLOGIC SCIENCES



STUDENT HANDBOOK

UPDATED FALL 2024

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**SCHOOL OF RADIOLOGIC SCIENCES
POLICIES & PROCEDURES**

**SCHOOL OF RADIOLOGIC SCIENCES
MISSION, PHILOSOPHY, GOALS, AND OBJECTIVES**

MISSION

The mission of the Weber State University Radiologic Sciences Program is to adhere to the mission and goals of the University and the Dumke College of Health Professions in serving needs of the medical community and in assisting the students in the development of their potential as technologists and as human beings.

GOALS

The primary educational goal of the Radiologic Sciences Program is to use resources to equip students with the knowledge and skills needed to live effectively and to provide the knowledge, skills and judgment needed to render quality health care services.

A second goal is to broaden the students' knowledge within the professional discipline and to maintain professional competency through a desire to participate in life-long learning.

OBJECTIVES

1. Maintain curricula based on current practices and a competency based clinical evaluation system.
2. Integrate the didactic and clinical educational components to promote effective learning.
3. Promote a sense of professionalism and a desire to learn through role-modeling, mentorship and teaching practices.
4. Instill an appreciation of all human beings.
5. Advocate the value of human dignity and ethical conduct

ACCREDITATION

Weber State University is a member of the American Council on Education and the American Association of State Colleges and Universities. The University is accredited by the Northwest Association of Schools and Colleges and the Utah State Board of Regents. All programs, degrees, and courses within the School of Radiologic Sciences are approved by the Utah State Board of Regents and the Utah State Office of Education. Copies of the accreditation requirements and guidelines are available for student inspection and review in the Reserve Section of the Weber State University Library. All Radiologic Sciences Programs are recognized by their national organizations as meeting national professional standards.

ESSENTIAL QUALIFICATIONS AND FUNCTIONS OF CANDIDATES FOR RADIOLOGIC SCIENCES PROGRAMS

Students eligible for the Associate of Science/Applied Science or Bachelor of Science (BS) degrees in Radiologic Sciences have been educated to competently practice the profession in all healthcare settings and are eligible to apply for national certification examinations. The education of a healthcare professional requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experiences in preparation for a) independent and b) semi-autonomous and/or c) making appropriate decisions required in practice. The practice of the profession emphasizes collaboration among allied health care professionals and the patient.

Program curriculum leading to degree attainment from Weber State University requires that students engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential healthcare practitioner skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. Furthermore, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty, and other healthcare providers.

The following essential qualifications for health care professionals are necessary for both admission to and continuance within Radiologic Sciences Programs in conjunction with the standard behaviors and academic conduct set forth by the University and professional governing bodies including, but not limited to:

MOTOR SKILLS

Students should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings (i.e. for the safety and protection of patients, students must be able to perform CPR, function in an emergency situation, and safely assist patients in moving, etc.)

SENSORY/OBSERVATION

Students must be able to observe a patient accurately at a distance or close at hand for special considerations (i.e. abnormalities, disease processes, geriatric considerations, etc.). Students should observe and appreciate non-verbal, verbal, and written communications when assessing and administering services to a patient.

COMMUNICATION

Students must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. He or she must express his/her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A student must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during imaging procedures. The student must be able to communicate effectively in oral and written forms. The student must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

COGNITIVE

Students must be able to measure, calculate reason, analyze, integrate, and synthesize in the context of professional study. The student must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

BEHAVIORAL/EMOTIONAL

Students must possess the emotional health required for the full utilization of his/her intellectual abilities, the exercise of good judgment, and the prompt completion of all the responsibilities attendant to the diagnosis and care of patients and families. In addition, he/she must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The student must know that his/her values, attitudes, beliefs, emotions, and experiences affect his/her perceptions and relationships with others. The student must be able and willing to examine and change his/her behavior when it interferes with productive individual or team relationships. The student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

PROFESSIONAL CONDUCT

Students must possess the ability to reason morally and practice healthcare in an ethical manner. Students must be willing to learn and abide by professional standards of practice. He/she must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including, but not limited to, children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

Reference: Essential Qualifications were adapted from Milam, S. (2014). Legal issues involved in tough academic issues about students. Paper presented at the Association of Collegiate Educators in Radiologic Technology, Thirty-ninth Annual Conference, Las Vegas, NV.

STUDENT CONDUCT

A student enrolling in the Weber State University Radiological Sciences' Radiography Program assumes an obligation to conduct himself/herself in a manner compatible with the university's function as an educational institution and the Rules of Ethics as defined by governing professional and certifying agencies, such as the American Registry of Radiologic Technologists.

The Code of Ethics serves as a guide by which Registered Technologists and candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The **AMERICAN**

SOCIETY OF RADIOLOGIC TECHNOLOGISTS Standards of Ethics was revised and published September 2023, and included the following tenants:

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered 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 Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

UNIVERSITY POLICIES ON MISCONDUCT AND ACADEMIC DISHONESTY

Misconduct at the university and/or academic dishonesty for which students are subject to discipline falls into the following categories:

1. Academic dishonesty includes cheating, plagiarism, or knowingly furnishing false information to the university. (WSU Student Code No. 6-22)

The School of Radiologic Sciences Disciplinary action in cases of academic dishonesty may include:

Warning: A warning will be issued if the incident cannot be verified beyond a reasonable doubt. A warning is a verbal or written notice to a student that his or her conduct may be in violation of WSU rules and regulations and that the continuation of such conduct or actions may result in further disciplinary action.

Grade Reduction: Reduction by one full letter grade of the student's grade for the course (for example, A- to B-, B to C, etc.) may be implemented when a student has no previous verifiable acts of cheating.

Failure of Course: A failing grade for the course may be implemented if the student has previously participated in at least one verifiable act of cheating.

Suspension: A student may be terminated from the program and be considered ineligible for national certification requirements.

2. Forgery, alteration or misuse of university or clinical documents, records or identification.
3. Theft of, or damage to, property of the university or clinical affiliates, or of a member of the university community or clinical affiliate personnel, campus visitor, or patient.
4. Unauthorized entry to, or use of, university or clinical affiliate facilities.
5. Charged with, arrested for, and/or convicted of possession, use or distribution of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate. A full list of student alcohol and drug policies may be found in the WSU Policies and Procedures Manual (PPM 6-10).
6. Disorderly conduct or lewd, indecent or obscene conduct or expression on university-owned or controlled property or within the clinical affiliate facilities.

RULES OF ETHICS

The rules of ethics are mandatory and enforceable standards including, but is not limited to, compliance with State and Federal laws. A conviction of, or a plea of guilty to, or a plea of *nolo contendere* to a crime which is either a felony or is a crime of moral turpitude

must be investigated by the ARRT (and/or other credentialing agencies) in order to determine eligibility for the certification (Registry) examination. Those who violate the Rules of Ethics must submit a written explanation and include court documentation of the charges, with the application for examination.

Individuals who have been convicted of, or plead guilty to, or plead nolo contendere to a crime may file a preapplication with the ARRT (and/or other credentialing agencies) to obtain a ruling the impact their record has on their eligibility for credentialing. This process may enable the individual to avoid delays in processing their application for examination at the time of graduation. The preapplication must be requested by the student directly from the credentialing agency.

Students who undergo preapplication should submit a copy of the Ethics committee's findings to the School of Radiologic Sciences. Submission of a preapplication does not waive the application or examination fee, the application deadline or any of the other application procedures.

CASTLEBRANCH

The School of Radiologic Sciences has partnered with CastleBranch to maintain current student agreements, background checks, immunizations, and drug screen records. Each student will be required to purchase the CastleBranch Package associated with the appropriate Radiologic Sciences Program.

All student information will remain confidential within individual CastleBranch portfolios and reported to the School of Radiologic Sciences. Students are responsible to upload and submit all required immunization and records. Students who cannot complete immunizations or do not have a cleared background check or drug screen may be removed from the program or asked to complete the pre-application process with National Certifying Ethics Boards to determine his/her eligibility for registry.

PROFESSIONAL COMMUNICATION & HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

There are general areas of the law that pertain to health care professionals and students. It is important for students to be aware of their liability to perform their duties within legal boundaries.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) outlines Federal privacy protections for individually identifiable health information. All students will be under the same obligation as health professionals to maintain and uphold HIPAA policies. Students will receive comprehensive HIPAA training through their hospital orientations and be required to uphold hospital policies that assure patient's health information is properly protected. A comprehensive review of HIPAA policies may be reviewed at <https://www.hhs.gov/hipaa/index.html>

All information gained within a clinical setting regarding physician or private hospital business is considered confidential. All information regarding patients, their medical history,

current diagnosis, and examination results should only be discussed within appropriate clinical settings and with authorized people.

While people are entitled to an opinion concerning students, other health professionals, physicians, and staff employees, voicing these opinions is not appropriate in public areas. Discussions concerning areas related to personalities, technical/medical ability, and standards of care should only take place in privacy with the person(s) directly involved.

DEFINITION OF STUDENT STATUS IN CLINICAL EDUCATION

According to federal guidelines, the following criteria is used to define student status in clinical settings:

1. Clinical experience, even though it is included in the actual operation of the job of the employee, is like that which would be given to a vocational school.
2. The educational experience must be for the benefit of the students.
3. The students must not displace regular employees but must work under their close observation.
4. The employer (clinical affiliate) that provides the clinical educational experience must derive no immediate advantage from the activities of the students, and on occasion its operations should be impeded.
5. The students are not necessarily entitled to a job at the conclusion of the educational period.
6. The employer (clinical affiliate) and the students must understand that the students are not entitled to wages for the time spent in education.
7. Clinical education should be part of the educational curriculum.
8. The students should not be treated as employees for such purposes as receiving employee benefits.
9. The experiences should be general in nature, to qualify the students for work in the profession, rather than designed specifically for work at the specified clinical affiliate offering the educational experience.
10. Any advertisements for the program should be couched clearly in terms of education, rather than employment, although the affiliate may indicate that qualified graduates will be considered for employment.

STATE IMMUNITY FOR HEALTH CARE STUDENTS

The current Utah Code covering the Governmental Immunity Act is:

Chapter 7, Part 1: General Provisions https://le.utah.gov/xcode/Title63G/Chapter7/C63G-7_1800010118000101.pdf

Title 63G-7-101 (4) states:

“A governmental entity and an employee of a governmental entity retain immunity from suit if an injury arises out of or in connection with, or results from, conduct or a condition described in Subsection 63G-7-201(3) or (4), even if immunity from suit for the injury is waived under Section 63G-7-301”

Subsection G-7-102 defines employee as “(viii) a student engaged in an internship under Section 53B-16-402 or 53G-7-902; (ix) a volunteer, as defined in Section 67-20-2; and (x) a tutor.”

For a student to be covered by the State Immunity for Health Care Students, the student must be registered for a clinical education class in an approved professional training program.

SUPERVISION OF STUDENTS

A radiologist or a registered technologist will be present within the department to supervise examinations and/or to review images produced by the student to determine the quality and completeness of the examination. Clinical education will be guided by the clinical instructor at the assigned clinical site, and students are expected to adhere to organizational policies and procedures.

Students must act as a reasonably prudent person. All patients are entitled to the same standard of care. Therefore, students will perform their responsibilities under the direct and/or in-direct supervision of a registered radiographer and/or licensed physician. Students may act more independently and with added responsibility when they demonstrate and document clinical competency and progress in professional knowledge and experience.

This means a student should not attempt procedures and/or duties in which they are not competent to perform unless direct supervision is available. If a supervisor requires a student to perform a task for which they lack the necessary knowledge or skill, it is the responsibility of the student to ask for assistance. If assistance is not offered, the student should not attempt the examination and report the incident to appropriate supervisors and clinical faculty.

The program director reserves the right to remove any student from the program at any time if patient safety is compromised or organizational policy is dismissed.

STUDENT CLINICAL EXPERIENCE ACKNOWLEDGEMENT AND RELEASE FORM

The primary role of clinical instructors and staff within affiliate organizations is to serve and protect the patient. Program faculty should make every effort to ensure students gain the highest quality of clinical education. On occasion, conflicts may arise between students and clinical faculty/organizations. When disagreements occur, the Weber State faculty will make every effort to assist in the resolution of the problem to ensure continued education of the student in the clinical learning center. If a resolution cannot be reached at the facility, Weber State faculty will attempt to transfer the student as a method of

conflict resolution. However, depending on the situation and availability of clinical sites, transfers may or may not be possible. All clinical site changes should be supervised and facilitated by the assigned clinical faculty in the School of Radiologic Sciences.

If a Weber State clinical faculty cannot place the student in another clinical site and/or a resolution to the problem cannot be found to the satisfaction of the Program, the student may not be allowed to continue their education in the School of Radiologic Sciences and be placed on a mandatory leave of absence or suspended from the program. All students accepted to programs in the School of Radiologic Sciences will be required to review and acknowledge the following:

1. I understand and agree that a failure to successfully complete a Clinical Experience may result in my removal from the Program and that I may be unable to obtain a certificate or degree.
2. I understand that Clinical Experiences are placements with non-Weber State University medical providers. I understand that I have no right to a placement and that my participation is completely voluntary on the part of the Clinical Facility. I understand that I may have to find my own placement.
3. I understand that the Clinical Facility may not have been screened by WSU. If problems arise during the Clinical Experience, including issues of harassment, I understand that I should immediately report the problem to the College of Health Professions or to the WSU Affirmative Action / Equal Opportunity Office Title IX Coordinator and Disability ADA/504 Coordinator who can be reached at Miller Administration Building, Room 101, Office: 801-626-6239. I understand that I also have the option to go to the proper authorities, including the police, if I feel it necessary. Further information can be found at Safe@Weber <https://www.weber.edu/safeatweber>
4. I understand that I am required to be on my best behavior while with a Clinical Facility. I will familiarize myself with the policies, rules and regulations of the Clinical Facility and abide by them. I understand that a failure to comply with the policies, rules, regulations, and directions given to me by the Clinical Facility, inappropriate behavior, poor clinical performance, unacceptable attendance, being late or other misbehavior may result in my expulsion from the Clinical Facility at its sole discretion. If this occurs, I understand that I may be removed from the program and that I may be unable to obtain a certificate or degree.
5. I understand that I will be required to obtain a background check, including criminal records, drug screens, and various immunizations and that information associated with these may be supplied to the Clinical Facility. I hereby authorize Weber State University and its designated agents and representatives ("WSU") to disclose all information, verbal or written, pertaining to my background check report, drug screen results, immunizations and other health related information as required to the Clinical Facility where I will be completing a Clinical Experience. I also authorize WSU to disclose other educational records and information as necessary to the Clinical Facility including grades obtained in prerequisite classes and progress in current courses. The purpose of the disclosures is to ascertain that I am qualified for and remain qualified for the Clinical Experience, meet the Clinical Facility's requirements and expectations, and to allow information to flow between the Clinical Facility and WSU to evaluate my performance.

6. I understand and agree that while participating in the Clinical Experience I am not an employee of the Clinical Facility. I will not be entitled to or receive remuneration of any kind, will not be entitled to any benefits given to employees of the Clinical Facility including I will not be entitled to workers' compensation benefits for any accident, illness or injury arising during the Clinical Experience. I agree not to make any claim arising out of the Clinical Experience including for remuneration, salary, wages or benefits and will hold harmless and indemnify Weber State University including for all expenses it may incur in defending a claim including attorney's fees. This applies even if in a separate capacity I am employed by the Clinical Facility.
7. I acknowledge that some states may also require state licensure for allied healthcare professionals to be able to work in that state. This may include requirements above and beyond obtaining a certificate and/or degree from Weber State University. Visit <https://continue.weber.edu/wsuoonline/state-authorization/> to see if this applies to the state you wish to be employed in. Students that are seeking employment in states with licensure requirements are responsible for completing any licensure requirements beyond the degree.

APPROVED CLINICAL SITE ROTATIONS

Students may request a rotation to another affiliate site. However, not every request will be fulfilled depending on the student's need and availability of clinical centers. In a few cases, rotations may be required to ensure the student has exposure to the variety of exams necessary for competency and board eligibility. Because of the trust and significance of clinical relationships created and maintained by the School of Radiologic Sciences, students may **NOT** proceed to acquire new or different clinical learning centers without communicating with WSU faculty. All clinical site changes must be supervised and facilitated by the assigned WSU clinical faculty.

STUDENT EMPLOYMENT POLICY

Several clinical affiliates have created paid internships at their institutions to promote retention during economic difficulties and extreme staffing shortages. There are a wide variety of student programs and resources provided to students by affiliates including, but not limited to, tuition reimbursement, scholarships, stipends, paid internships and/or technologist in training programs. As there are no regional accreditation issues in having paid internships for WSU students, we have worked with our legal teams to provide appropriate parameters within our affiliation agreements.

If an affiliate seeks to implement a paid internship program wherein students may credit both clinical and employment hours as learning or clinical experience, Weber State University needs to add an addendum to the current Affiliation Agreement for liability purposes. This addendum should be reviewed and signed by all appropriate parties. This process is moderated by Jared Thompson and WSU Legal. For clarity, students must have every opportunity to engage in all activities and examinations necessary for board eligibility, whether paid or unpaid. No affiliate is required to hire or reimburse their student(s).

CLINICAL APPEARANCE

Professional standards for your appearance are expected. The public and patients expect a high level of competency, integrity, and appropriate demeanor. Students must practice good personal hygiene and be attired in their uniform. Students should be thoughtful regarding their hair care, fingernail care, personal cleanliness, mode of attire, and use of perfumes, colognes, or make-up. Students enrolled in the program will adhere to the policies of their assigned clinical facility regarding body piercing or body adornment. Clinical supervisors have the right to dismiss a student from the clinical environment if they do not meet organizational standards of appearance.

The student uniform consists of a deep purple embroidered scrub top and black scrub bottoms. To order uniforms, students should access the WSU Bookstore link, click on "Medical" followed by Radiologic Sciences Scrubs. From this site, students will be prompted to choose the quantity, size, payment method, and in-store pick up or shipping. It is recommended students take time to visit the bookstore when on campus for fitting. If you have any questions regarding scrubs or ordering uniforms, please contact the bookstore (801-626-6352). All uniforms should be kept in good condition without visible signs of wear.

RADIATION DETECTION BADGES AND RECORDS FOR STUDENTS IN RADIOGRAPHY BASED PROGRAMS

Students must wear their assigned radiation detection badges in the affiliated health care facility and only in that facility. If a facility does not provide the students with a radiation badge, he/she should contact Victor Clampitt or Kim Parkinson to order a radiation detection badge through the University. A list of clinical sites who do not provide dosimeters for their students are listed within the Castlebranch Orientation on Canvas.

Once acquired, students will leave their badge at their clinical site until badge is requested by the affiliate or school for reading. Students will also assume the responsibility of wearing their assigned badges during their clinical experience. Weber State University will maintain radiation exposure reports for every student. These reports will include a record of the exposure received during rotations to affiliate hospitals/clinics and energized laboratory experiences.

CLINICAL ATTENDANCE

Clinical education involves students taking an active role in the daily activities of an imaging department, including working with technologists to produce diagnostic images and providing quality patient care. Clinical competency requires consistent repetitive activities which can only be accomplished in the patient care environment.

Students are required to attend all scheduled clinical assignments at their designated clinical affiliate. Students are expected to be present and punctual and comply with department policies regarding breaks and lunches. If a student is unable to attend a clinical assignment, the assigned clinical instructor (or a radiographer in the absence of a clinical instructor) should be notified at least 30 minutes prior to the scheduled start time.

Disciplinary action may be taken should a student have excessive tardies/leave early, absences, or other attendance issues.

SCHEDULING OF STUDENTS FOR CLINICAL HOURS

1. Students should never be scheduled for 40 clinical hours or more within one week. Students should average 24 clinical hours per week and should not exceed 10 hours per day. It is recommended that clinical education shifts completed by students be no less than four (4) hours per day. The clinical affiliate and WSU faculty must approve any deviation from an established schedule.
2. A student shall not be scheduled for more than two (2) weekend shifts or six (6) night shifts per month. Depending on the clinical site, students may or may not have a consistent daytime schedule. Often, variations in student schedules occur due to high volumes of students, patient flow, and/or availability of required examinations.
3. A student is not required to attend clinical hours during official University holidays or semester breaks, but a student may choose to complete hours during holidays and/or breaks if the student submits a request (i.e. variation of hours form) and both the clinical site and WSU faculty grant permission. When holidays and breaks occur on dates students are generally scheduled at the clinical site, students should prepare to make up missed hours that could affect their total hours at the end of the semester.
4. When a student is behind in clinical education hours, the following procedure will be followed:
 - 24-hour deficit** - a Warning will be issued to the student
 - 48-hour deficit** - a student will be placed on Probation
 - 72-hour deficit** - a student may be Suspended from the Program
5. A failing grade will be issued to a student who has a deficit of 48 clinical hours or more at the end of the semester. Exceptions to this policy will be reviewed on an individual basis by the university faculty and clinical coordinator. All clinical hours in deficit must be made up promptly, and the student may still receive academic discipline.

The hours a student spends for both didactic and clinical education is counted toward the total number of hours required for the student to qualify for certification examination(s) and will be maintained by university faculty. This will require accurate documentation of didactic, laboratory, and clinical education hours. The hours a student spends within didactic instruction on the University campus and/or within the labs shall not be counted toward the total number of clinical education hours and clinical education hours shall not be counted for didactic or laboratory hours. On special occasion, students may be offered clinical hours by WSU faculty when opportunities arise for professional development, such as attendance at professional meetings.

CLINICAL ABSENCES & MAKE-UP HOURS

When scheduled clinical education hours are missed, the student must meet with the clinical instructor/coordinator and develop a schedule with dates and times outlined as to how the missed hours will be made up. If this is an ongoing issue and/or the hours missed are excessive, this should be communicated to WSU faculty as soon as possible and documented in a disciplinary report. If a student is **48 hours** behind in clinical education hours at any point within a semester, the student may be subject to disciplinary action. Students are subject to all the rules and regulations of the clinical affiliate. Please review the common rationale for missed hours below and their approved plans for action:

Absence Due to Illness It is recommended that all absences from clinical education due to illness be resolved prior to the semester break. Significant illnesses or health-related absences should be reported to both Clinical Instructors and WSU Clinical Faculty. In some circumstances, a student may not be able to return to clinical education without a physician's release or written permission. In cases when significant clinical education time is missed and competency compromised, a Leave of Absence may be considered.

Unexcused Absence Any hours of unexcused absence should be made up within a two-week period from the date of the absence. If these missed hours cannot be scheduled in a timely manner, the student should have a written plan, approved by the Clinical Instructor, outlining when the hours will be completed.

Tardiness or Leaving Early Students are encouraged to avoid habitual tardiness or leaving early. A student will be considered tardy if they arrive ten (10) minutes after the scheduled starting time and will be considered leaving early if they depart ten (10) minutes prior to the completion of the scheduled time. Three (3) documented unexcused tardies or three (3) documented instances when a student leaves early are grounds for academic discipline. The Clinical Instructor should promptly alert the WSU Clinical Faculty and provide the dates and times of the student's attendance record in relation to the student's expected schedule. The extent of discipline and the method of making up missed hours will be at the discretion of the Clinical Instructor and WSU Clinical Faculty.

LEAVE OF ABSENCE FROM THE PROGRAM

A student may request, in writing, from the School of Radiologic Sciences and the clinical coordinator (instructor) of their assigned base hospital a leave of absence. The letter or email will include the:

1. Reason for requesting the leave of absence (e.g., medical, financial, personal).
2. Time requested for the leave of absence.

A student who chooses to request a 12-month leave of absence will be required to return one semester prior to the leave and complete a full semester of clinical experience at the students' expense.

Granting permission for a leave is dependent on the written request, the student's past record, and the available resources to support the leave. Permission will be granted or refused after a meeting between the student, Education Director, and the Clinical Coordinator (instructor).

No affiliate is required to maintain a clinical position for a student choosing to take a Leave of Absence. Therefore, a return from a Leave of Absence may be denied when no clinical affiliate is available or willing to provide the student with clinical training. If a Clinical affiliate chooses to maintain a clinical placement for a student taking a Leave of Absence, this offer should be written in a Leave of Absence contract and signed by all responsible parties.

PREGNANCY POLICY FOR STUDENTS IN RADIOGRAPHY BASED PROGRAMS

Exposure of the embryo/fetus to ionizing radiation carries a risk of causing certain adverse health effects such as cancer and developmental abnormalities. Accordingly, the National Council on Radiation Protection and Measurement (NCRP) has recommended that the total dose equivalent to the embryo/fetus from occupational exposure of the expectant mother not exceed 500 mRem (NCRP Report No. 53), and that once the pregnancy is known, exposure of the embryo/fetus not exceed 50 mRem in any month (NCRP No. 91). The Nuclear Regulatory Commission (NRC) requires (in 10 CFR 20.1208) that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, not exceed 500 mRem. In support of the NCRP recommendations and NRC regulations, Weber State University Radiologic Sciences has adopted the following policy regarding activities of pregnant students in the clinical affiliate setting and the Weber State University. This shall include:

1. It is recommended that a student declares her pregnancy as soon as possible (please contact Kim Parkinson). If a student declares her pregnancy, additional monitoring for radiation exposure is implemented. A student who declares her pregnancy must wear a Weber State University provided radiation monitor at the fetal level and turn in the badge for reading in a timely manner. A student may elect not to declare her pregnancy. If pregnancy is not declared, the hospital and program assume no responsibility to keep radiation levels below 500 mRem (5 mSv) for the duration of the pregnancy.
2. Customary radiation safety practices for pregnant radiation workers shall be followed. Adoption of the guidelines for occupationally exposed pregnant students identified in the NCRP Report #39, Section (240). "During the entire gestation period, the MPD equivalent to the fetus from occupations exposure of the expectant mother should not exceed 0.5 rem."
3. Students that have declared pregnancy may accomplish additional clinical hours before the baby's delivery to provide time for maternity leave. Any accommodation should be agreed upon by WSU faculty and the site clinical instructor(s). If an extensive absence from clinical education is required, a Leave of Absence may be considered. To return to clinical education, the student must provide WSU with a physician's release.

HEALTH CARE COVERAGE

Students gaining clinical education experience, who are not employees of the institution, are not entitled to health care coverage provided by the clinical education center. The student is, therefore, under obligation to provide for his/her own health care coverage. As a student at Weber State University, some healthcare, dental, counseling, and psychological services are provided. Please refer to <http://www.weber.edu/healthcenter>. Depending on a student's clinical placement, a student may be required to have proof of and maintain personal health insurance as required by a clinical site's legal affiliation agreement.

COMMUNICABLE DISEASE POLICY (OSHA)

The Weber State University Radiologic Sciences Programs will require students in affiliate hospitals to adhere to the Communicable Disease Policy in the hospitals where they are gaining Clinical Education.

The Occupational Safety and Health Administration (OSHA) promulgated standards codifying the Center for Disease Control's (CDC) universal precaution procedures which are to be followed in all health care settings in the United States ([osha.gov](http://www.osha.gov)).

Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS. Workers who are exposed to bloodborne pathogens are at risk for serious life-threatening illnesses.

All requirements of OSHA's Bloodborne Pathogens standard can be found in Title 29 of the Code of Federal Regulations at 29 CFR 1910.1030. The OSHA standard protects workers who can reasonably be anticipated to encounter blood or OPIM as result of doing their duties. In general, the standard requires **employers**:

1. Establish an exposure control plan
2. Update the plan annually
3. Implement the use of universal precautions
4. Identify and use engineering controls
5. Identify and ensure the use of work practice
6. Provide personal protective equipment (PPE), such as gloves, gowns, eye protection, and masks.
7. Make available hepatitis B vaccinations to all workers with occupational exposure
8. Make available post-exposure evaluation and follow up to any occupationally exposed worker who experiences an exposure incident.
9. Use labels and signs to communicate hazards
10. Provide information and training to workers
11. Maintain worker medical and training records

Students are required to adhere to the affiliate hospitals' policy and OSHA policy

regarding bloodborne pathogens. Occupational exposure to bloodborne pathogens poses a significant risk to health care workers and students. Student exposure can also be eliminated or greatly reduced through:

1. work practice controls,
2. personal protection,
3. education,
4. vaccination,
5. labeling, and
6. medical surveillance.

The greatest possible protection for workers in the health care professions is through unflinching observance of these codified rules and standards. It is the affiliate hospital's responsibility to provide adequate education for these procedures to their employees and students who may be at risk of occupational exposure.

STUDENT EXPOSURE TO BLOODBORNE PATHOGENS

Definition: An occupational bloodborne pathogen exposure is contact with blood or other potential infectious materials that may result from the performance of a student interns' duties.

Possible Methods of Exposure: An occupational exposure to human blood other potentially infectious material occurs in one or more the following ways:

1. A stick with a contaminated sharp object (i.e. needle)
2. A splash to the eyes, nose, or mouth (i.e. mucous membrane)
3. A contact with non-intact skin (i.e. cut on hand)
4. Prolonged contact with intact skin

What to Do Immediately Following Exposure:

All forms required following a bloodborne pathogen exposure may be printed from <https://www.weber.edu/ehs/>. Under Accidental Exposure, Injury or Spill, please select Bloodborne pathogen exposures and follow all steps required post-exposure for student interns. Immediately notify your preceptor, faculty member, and HR (801-626-6184 or marisasalazar@weber.edu).

Exposed Individual's Responsibilities: The exposed individual is responsible for:

1. Becoming familiar with post-exposure procedures before the exposure occurs;
2. Obtaining medical treatment and follow-up;
3. Completing necessary forms;
4. Notifying his/her supervisor or clinical instructor of your exposure.

School of Radiologic Sciences Responsibilities: The school is responsible for:

1. Disseminating post exposure information to faculty, staff, and interns who are at risk for exposures to human blood;
2. Coordinating blood testing of the source individual once a consent is given.

Supervisor Responsibilities: The supervisor or clinical instructor is responsible to:

1. Becoming familiar with these procedures before the exposure occurs;

2. Know the location of the nearest health care provider able to perform post exposure evaluation and treatment.
3. Have available rapid access to the health care provider's telephone number.
4. Ensure student compliance with the OSHA Bloodborne Pathogen Standard;
5. Facilitate timely resolution of workers compensations insurance claims resulting from occupational bloodborne pathogen exposure

CLINICAL ACCIDENTS & INCIDENT REPORTS

Any other accident and/or injury occurring at the hospital involving patients, equipment, supplies, etc. must be reported to the affiliate and to the School of Radiologic Sciences. Some injuries may be reported to <https://www.weber.edu/benefits/workers-compensation.html> and will require an individual and supervisor reports. For additional questions, please contact Ryan Perkins, EH&S Manager (ryanperkins2@weber.edu, 801-626-7077)

PRIVACY RIGHTS OF STUDENTS (FERPA)

All WSU faculty, staff, adjunct, affiliates, and clinical instructors must adhere to the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law that protects the confidentiality of student education records. FERPA provides students with a number of rights, including:

1. **The right to inspect and review your education record** within 45 days of the University's receipt of an access request. Students should submit a written request identifying the record(s) they wish to inspect to the Office of the Registrar, dean, department chair, or another appropriate official. The university official will make access arrangements and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request an amendment of your education record** if you believe it is inaccurate or misleading. If you feel there is an error on your record, you should submit a statement to the University official responsible for the record that clearly identifies the part of the record you want to be changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. **The right to consent to the disclosure of personally identifiable information** contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. Examples of exceptions to the consent of disclosure include:
 - a. Access to educational records by WSU officials with a legitimate educational interest in the records. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted to provide a service; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another

school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the university.

b. Parents who establish the student's dependency for federal income tax purposes.

c. Upon request, WSU will disclose educational records without consent to officials of another college or university to which the student seeks or intends to enroll.

4. **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Such complaints may be directed to the U.S. Department of Education's Student Privacy Policy Office, 400 Maryland Ave SW, Washington, DC 20202-8520. More information is available at <https://studentprivacy.ed.gov/file-a-complaint>.

Weber State has designated the following student information as directory information that it may disclose to the public without the consent of the student:

1. Name
2. Physical Address
3. Telephone Number
4. Program of Study/Major
5. Dates of Attendance
6. Degrees received
7. Full-Time/Part-Time Status
8. Honors Received
9. Videos used for educational purposes at WSU

The University may, in its considered discretion, release directory information where the release will aid the University in its mission; where a release is made to benefit students; or to University affiliates and partners. The University will generally not release directory information to marketers or other entities who seek to advertise themselves or their products to students.

Students have **the right to make their directory information confidential**. Students must file a written nondisclosure request with the Office of the Registrar. Forms and more information are available at <http://weber.edu/registrar/ferpa.html>.

More details about your rights and information on related university policies are available from the Office of the Registrar at <http://weber.edu/registrar/ferpa.html>. Questions concerning FERPA should be referred to the Office of the Registrar, SC 101, 3885 West Campus Dr. Dept 1102, Ogden, Utah 84408-1102, or to registrar@weber.edu or 801-626-6100.

STUDENT IDENTIFICATION

In response to growing concerns about individual identity and privacy, the President's Council approved the following set of guidelines for student identification at Weber State University.

1. All Weber State University students are assigned a unique Student ID number generated by the University. Accordingly, students are not required to use their Social Security Number (SSN) to identify themselves for the purpose of accessing information or receiving University services. Exceptions include:
 - a. Students must include their Social Security Number in their application for admission and their Social Security Number is stored as part of their permanent confidential record.
 - b. Social Security Numbers are used by University personnel where required by federal or state law including on things such as tax forms, financial aid records, and reports to federal and state agencies.
2. Social Security Numbers may be used by University personnel for other legitimate confidential purposes when approved in writing by the Registrar.
3. The use of Social Security Numbers for convenience is discouraged.
4. WSU does not routinely produce lists, reports or other documents containing student Social Security Numbers. (This applies to documents displayed electronically, as well as to printed documents.)
5. WSU does not routinely transmit or download electronic files containing student Social Security Numbers.
6. Students are also issued a W# (W plus 8 digits) Personal Identification Number (PIN). The PIN is required for all secure on-line transactions.
7. A student may get and activate their new Student ID by going in person to the Union Building Wildcat Office or one of the registration windows in the Student Services Center.

*Federal Regulations mandate the maintenance and archiving of radiation detection records for students. Therefore, the School of Radiologic Sciences may require use of the Social Security Number and birth date of students for the purpose of complying to this Federal standard within Radiation-based programs.

DEGREE COMPLETION

The School of Radiologic Sciences offers certificate, associate's degree (AAS), bachelor's degree (BS), and master's degree (MSRS) programs. Please refer to the School of Radiologic Sciences web page (<https://www.weber.edu/radsci/>) under the "Degree & Programs" and/or the university catalog. For additional questions, you may contact radas@weber.edu, radbs@weber.edu, and/or msrs@weber.edu for additional guidance and help.

Weber State University General Education requirements may be found at <http://www.weber.edu/generalstudiessheet/>. Students are responsible for reviewing their Cat Tracks, found on the eWeber portal, on a regular basis to ensure that they have fulfilled all university and program requirements for graduation. Graduation

applications, commencement program deadlines, cap and gown orders, and diploma information are found at: <http://www.weber.edu/graduation/>

All graduates should complete the appropriate certification examinations associated with their program in a timely manner. Once certified, students may apply for a state license (where applicable). Students are encouraged to participate in their professional organizations and participate in continuing education and professional advocacy.

CLASSROOM / DIDACTIC POLICIES

Classroom instruction may be provided in virtual synchronous (ZOOM), virtual asynchronous (online videos), and face to face delivery. Times and dates of courses may vary, and students are responsible for the review of published schedules posted to the School of Radiologic Sciences webpage under the student resources tab (<https://www.weber.edu/RadSci/studentresources.html>).

Students should make every effort to attend scheduled lectures, laboratories, and seminars. Should weather or other unforeseen circumstances risk a student's safety, students should make reasonable decisions based on the current and foreseeable conditions, objective facts, and personal skills/resources before traveling to campus. It is pertinent that every student enters their contact information into the Code Purple system. This is the WSU emergency notification system.

If an absence occurs, please contact each professor for all registered courses and review course syllabi for a detailed description of what is expected for each course. Children are not permitted in the classroom without having received prior notification from the faculty member. If a child becomes a distraction to other students, the student and child may be asked to leave the classroom. Excessive absenteeism may result in failing grades and academic discipline. Missed classroom experiences, coursework, and/or credit due to absenteeism will be handled by each individual instructor based on their course policies.

It is expected that each student will participate during laboratory sessions wherein they will model the skills required of certified imaging professionals working in the field. Participation may include acting as both patient and professional, physically moving and appropriately touching peers and phantoms, acquiring images, using a variety of equipment, and discussing patient cases. In situations wherein a student or volunteer may be imaged and pathology demonstrated, a volunteer release form will be required. Within every lab, students are required to act professionally and safely when working with peers, faculty, and the equipment at Weber State University.

FACULTY CONTACT

Each faculty member has varied teaching and professional obligations. It is often best to contact the desired faculty member via email. If the message is urgent, please contact the school Administrative Staff and/or the Chair. As a student at WSU, you will have an e-mail account (studentname@mail.weber.edu) which you must activate and use for communication with faculty as required by FERPA. Faculty cannot assist you or respond to personal emails once you are a declared a student in a Radiologic Sciences Program.

ACADEMIC/GRADING STANDARDS

All professional course work included in the programmatic grad map requires a minimum of a “C” grade (2.0) for undergraduate degrees and a “B” grade (3.0) for graduate degrees. A student whose grade falls below the minimum grade requirement within a programmatic course will be subject to disciplinary action. Please review the following School of Radiologic Sciences policies regarding academic progress:

1. A student cannot remain in the program if they earn an incomplete (I) or a substandard grade in two or more courses required by their program within one semester.
2. A student cannot remain in the program if they earn an incomplete (I) or a substandard grade in any course required by their program for two consecutive semesters.
3. A student cannot remain in the program is a student fails the same course twice.

It is the student’s responsibility to discuss their didactic and clinical progress with their respective faculty. All programs are developed under a lock-step design. If possible, failed courses may be repeated the following semester. When a course that was failed is not offered the following semester, the student may be required to complete the course through distance learning (Independent Study).

Faculty may select from a variety of learning experiences and assessments for grading. These may include class participation, laboratory work, case studies, worksheets, and/or examinations. The statistical bell curve is not used for grading within the School of Radiologic Sciences. Each course syllabus will outline each instructor’s grading requirements. The grading system adopted by the School of Radiologic Sciences is presented below.

Grade	% Scale	Grade Point	Meaning
A	95–100	4.0	Excellent
A–	92–94	3.7	Excellent
B+	89–91	3.3	Good
B	86–88	3.0	Good
B–	83–85	2.7	Good
C+	80–82	2.3	Standard
C	77–79	2.0	Standard
C–	74–76	1.7	Substandard
D+	71–73	1.3	Substandard
D	68–70	1.0	Substandard
D–	65–67	0.7	Substandard
E	0–64	0.0	Failure

TRANSFER CREDIT AND ADVANCED PLACEMENT (EXPERIENTIAL CREDIT)

A student may receive credit and/or clinical hours for experience within an imaging discipline if the student was (1) engaged in an imaging program and was required to transfer or relocate, was (2) certified as a technologist, and/or was (3) working as an employee or in the military within the scope of the profession. The student should follow the procedures for university credit and/or clinical hours to be acknowledged by The School of Radiologic Sciences.

A. TRANSFER/RELOCATION STUDENT (COURSE WAIVERS)

University level courses (numbered 1000 or above) completed at other institutions may be accepted for transfer credit provided the grade received was a 2.0 ("C") or better. As reference to credits that may be transferred to Weber State University, please contact an advisor at healthprofessions@weber.edu or 801-626-6136

To adhere to the University policies concerning the transfer of credits from different in-state or out-of-state institutions, the School of Radiologic Sciences has adopted this policy for clarification of existing policies.

1. Instances when the student claims to have completed a similar course(s) at a different institution and is requesting a waiver for a WSU required course(s) in the curriculum, only the instructor who teaches and is responsible for the WSU course can grant the waiver(s).
2. Students who complete a certificate (hospital) program can have graduation credits awarded by applying for the credits, supplying a transcript for the program attended, providing a copy of the ARRT registry card and paying the recording fee. No upper division credits will be awarded for the certificate program completed.
3. A lower division collegiate course(s) or a course(s) from a certificate program will not be accepted for a waiver of an upper division course in the WSU required curriculum for the selected program of study.
4. WSU acceptance of a course(s) as a transfer implies credit has already been given for the content of the transferred courses; therefore, credit cannot be given twice for the same content or course.
5. When requesting a waiver for a WSU required course because a similar course was taken elsewhere, the student must present evidence of the following to the instructor for review:
 - A transcript demonstrating successful completion of the course (a C grade or higher),
 - A course outline or syllabus
 - The textbook (s) used for the course.
6. The course taken at another institution must cover at least 80% of the subject material contained in the WSU course, and an instructor may advise the student to complete examinations and/or other course work to verify competency.

In cases where a student is seeking to transfer from another imaging program to WSU prior to graduation/program completion, the student must present a transcript of all academic credit hours and clinical experience (hours, evaluations, and competencies). Determination of the level of placement within the program is at the discretion of the Chair, in consultation with the Program Director.

B. CERTIFIED TECHNOLOGIST (EXPERIENTIAL CREDIT)

1. Experiential credit may be provided to students who have completed certification examinations and can provide proof of their certification to the School of Radiologic Sciences.
2. The determination of the amount of credit awarded will be at the discretion of the Chair and the Program Director of the School of Radiologic Sciences program.

C. EMPLOYEE (EXPERIENTIAL CREDIT)

1. Experiential credit may be provided to students with substantial work experience within an imaging profession.
2. The determination of the amount of credit awarded will be at the discretion of the Chair and the Program Director of the School of Radiologic Sciences program.

DEPARTMENTAL HONORS

In conjunction with the WSU Honors Program, the School of Radiologic Sciences offers Departmental Honors. This enhanced program provides opportunities to increase intellectual initiative, explore creative processes, work independently, and expand social interaction. This program can be particularly beneficial to students contemplating graduate school because it enhances their credentials and exposes them to graduate level requirements. Student can apply for Departmental Honors through the WSU Honors Portal <https://portalapps.weber.edu/honors/> All applications will be reviewed by the School's Department Honors Faculty Advisors, Kim Parkinson and/or Tanya Nolan

DISCIPLINARY ACTION

Students at Weber State University assume the personal obligation to conduct themselves in a manner which is compatible with the University's role as a public institution of higher education. By enrolling at Weber State University, students agree to maintain certain standards of conduct, which if violated, may result in the imposition of sanctions or other forms of university discipline.

General categories of misconduct for which students may be subjected to University discipline include:

- 1) Conduct which violates federal, state, or local law;
- 2) Conduct which violates Weber State University rules or regulations;
- 3) Conduct which unreasonably disrupts, adversely affects, or otherwise interferes with the lawful functions of the University, or the rights of any individual to pursue an education at Weber State University; and
- 4) Conduct which results in injury or damage to persons affiliated with the

University or property owned or controlled by the University. (See IV. Student Responsibilities, Students Services, Student Code, Section 6-22.)

Any infraction of Weber State University Radiologic Sciences policies and/or any infraction of the policies and regulations of the affiliated healthcare facility in which a student is assigned, will warrant disciplinary action. The type of action taken will depend upon the seriousness of the infraction.

Student-related challenges and/or issues that arise at an affiliated healthcare facility should be reported to the University faculty in a timely manner. Clinical supervisors, coordinators, and/or instructors should provide details regarding the problem, any circumstances surrounding the infraction, and all supporting documentation.

The University faculty shall investigate the situation, decide upon the disciplinary measure to pursue in conjunction with the Program Director and/or Chair, and notify the student.

Disciplinary action shall fall into one of the following categories:

1. **Warning**

The University faculty will discuss the problem with the student and suggest a remedial plan of action. All remedial terms and conditions initiated after a warning should be documented and communicated to the student and any other appropriate supporting faculty and/or clinical supervisors/instructors. Clear guidelines for reviewing student progress should be established.

2. **Probation**

Probation is initiated after a warning, unless the infraction is egregious. The University faculty will discuss the problem with the student and suggest a remedial plan of action. All remedial terms and conditions initiated after probation has been determined should be documented and communicated to the student and any other appropriate supporting faculty and/or clinical supervisors/instructors. Clear guidelines for reviewing student progress should be established, and the student will remain on probationary status through the remainder of their program.

3. **Suspension**

A. The student will be suspended from Weber State University Radiography program(s) for severe infractions of university, affiliate, and/or program policies. Suspension may be permanent (see Permanent Suspension) or indefinite. Terms and conditions of the suspension and/or readmission will be determined upon review of the incidence and supporting documentation.

B. The student has the option of an appeal board organized by the School Chair. The School Chair will impanel an appeal board to hear both sides of the question. The board will make a decision; and if readmission is possible, they will set guidelines for readmission.

C. After steps A. and B. have been satisfied, the student has the option of an Appeal Board appointed by the Dean of the College of Health Professions.

The Dean will impanel an Appeal Board to hear both sides of the question. The Appeal Board will make a decision and if re-admission is possible, establish guidelines for readmission. The University grievance policies and procedures as outlined in the University policy and procedure manual will be followed and can be accessed on the WSU web page, under the section entitled Students Services, Student Code, Section 6-22. http://www.weber.edu/ppm/Policies/6-22_StudentCode.html

If a student is placed on an indefinite suspension, the student may apply for readmission once the student has satisfied the terms for readmission set by the Appeal Board. If a board was not impaneled, the provisions for readmission would be set by the Radiologic Sciences program and the base health care facility involved, when appropriate.

4. **Permanent Suspension**

If a student violates a standard of conduct defined by the University, the Clinical Experience Acknowledgement and Release Form, and/or cannot meet the essential qualifications of a candidate for the School of Radiologic Sciences Program, the student may be subject to permanent suspension without the option of readmission.

Categories of misconduct include but are not limited to:

- A. Behavior violating codes of conduct and/or ethics defined the American Registry of Radiologic Technologists (ARRT).
- B. Behavior which unreasonably disrupts, adversely affects, or otherwise interferes with either academic or clinical education
- C. Behavior in a clinical affiliate learning center which cannot be resolved and when no other clinical affiliate education center is available to provide continuous clinical education experiences.
- D. Behavior in a clinical affiliate learning center which results in posing a risk to patient safety or which results in injury or damage to persons or property.

STUDENT GRIEVANCE POLICY AND PROCEDURE

A student may file a written complaint with the program's Educational Director or the School Chair within the time limit of thirty (30) days following the incident. The program's Educational Director or School Chair will investigate the complaint and seek to arrive at a settlement not later than thirty (30) days after the complaint has been filed.

If the complaint is not disposed of to the satisfaction of the complaining student within thirty (30) days after being filed with the program's Education Director or School Chair, the complainant may appeal the decision to the Dean in the Dumke College of Health Profession.

If the complaint is not disposed of to the satisfaction of the complaining student within thirty (30) days after being filed with the Dean, the complainant may appeal

the decision to the Dean's office and the College of Health Profession's Grievance Officer. The student has the right to request a formal hearing reviewed by the College of Health Professions Hearing and Grievance Committee. This request must be in writing to the Grievance Officer. Please see the following for appropriate contact information: <https://weber.edu/complaint/level1contacts.html>

STUDENT SERVICES

Weber State University provides several student resources and services. Please review several of the services available to students below:

Student Success Center: Find support built around your unique path.

<https://www.weber.edu/student-success-center/>

- Staff have expert knowledge of campus and community resources along with university procedures.
- Hands-on workshops presented by various services around campus.
- Performers, guest speakers, artists, educational heritage events and more!

Student Support & Resource Center: Enrich the lives and well-being of students by addressing basic needs, remove financial barriers, and foster a safe and supportive environment for academic success. <https://www.weber.edu/support-resources/>

- Basic Needs Resources
- Hourly Child Care
- Weber Care Pantry
- Financial Literacy
- Emergency Funding

Student Health & Wellness: Promotes optimal student health and wellbeing through resources for healthcare, one-on-one consultations, substance abuse prevention, wellness events and programs to get students educated and involved.

<https://www.weber.edu/studentwellness>

Office of Admissions Advisement: A fundamental resource as you complete your Weber State University health professions program. Meeting with any of our excellent advisors will help you construct your plan to succeed in healthcare! In addition, you will receive important information regarding degree programs, classes, prerequisites, applications and deadlines.

<https://www.weber.edu/chpadvising>

Office of Equal Opportunity: Weber State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of military service, sexual orientation or preference, or gender, including sexual/gender harassment. Such an environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment. Any person who believes they may have experienced discrimination or harassment, or who has knowledge

of such conduct, are encouraged to report that conduct directly to the Office of Equal Opportunity. <https://www.weber.edu/equal-opportunity/>

Counseling & Psychological Services Center: The Counseling and Psychological Services Center provides professional mental health care, outreach, and training to help individuals improve coping and achieve personal goals. We promote growth and development in an environment that welcomes and respects individuals of all backgrounds, belief systems, and identities. <https://www.weber.edu/counselingcenter/>

Disabilities Services: Disability Services provide services and accommodations to qualified students with disabilities attending or planning to attend Weber State University. The School of Radiologic Sciences is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to the services, programs, activities, and educational opportunities offered through their programs. <https://www.weber.edu/disabilityservices/>

Students who wish to request reasonable accommodation are encouraged to contact Disabilities Services directly.

Phone:801-626-6413

Fax:801-626-8990

Email: dsc@weber.edu

Address: 3885 West Campus Dr. Dept. 1129 Ogden UT 84408-1129

Building: Student Services Center, Room 181

While the School of Radiologic Sciences will make every effort to work with students with disabilities to accommodate their needs, it is important to note that a program may not be required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program or that would result in an undue financial burden. Qualified students with disabilities are expected to perform all essential functions of the program with or without reasonable accommodation.

STUDENT FORMS

The following student forms should be reviewed, signed, and returned to the School of Radiologic Sciences to be maintained within the student's program file.

AUTHORIZATIONS

I hereby give my permission:

- (i) for review of my Student File for purposes of evaluation of my progress within the Weber State University Radiologic Sciences Program;
- (ii) to the Weber State University faculty and/or staff to give my address and telephone number to other students in the Radiography Sciences Programs for purposes pertaining to my program; and
- (iii) to the Weber State School of Radiological Sciences personnel, including student aides, to have access to my student file for the purposes of filing and record keeping.

Signature: _____ Date: _____

EMPLOYMENT AND REFERENCE RELEASE

A. Address Release

I hereby agree to let the School of Radiologic Sciences release my name and mailing address to potential employers who contact the Program for this information.

Student Signature _____ Date: _____

B. Reference Release

I hereby request the following faculty to function as a reference for me to support my search for employment, graduate school applications, and other appropriate agencies. In doing so, I authorize you to disclose all knowledge you have learned about me as a result of my being a student in Radiologic Sciences Programs. This includes my overall grade point average, my academic performance in the program or in specific courses, and my involvement in community, professional, or campus activities. This reference may also include subjective evaluations of my ability to read, write, speak, solve problems, work effectively with other people, and contribute to an imaging employment setting.

I understand that I am giving you the right to disclose information which I may otherwise have the right to keep confidential. I understand that some of the information I am authorizing you to disclose may include some judgment on your part which I might view as being negative. Nonetheless, I authorize you to share your candid observations of my past performance and my future potential with prospective employers, graduate school, and other appropriate agencies.

The faculty/staff members I am providing this reference release to include:

Faculty/staff member name: _____

Faculty/staff member name: _____

Faculty/staff member name: _____

Faculty/staff member name: _____

Check for all Faculty and Staff Members

Student Signature: _____ Date: _____

STUDENT AGREEMENT

The following agreement is intended to acquaint the student with the requirements and guidelines bearing on his/her program at Weber State University and the affiliate clinical facilities.

1. Program Duration: My program may be 3-5 semesters in length and require didactic and clinical course work during the Summer Semester.
2. Student Aid: Scholarships or loans are available to students through application to the Financial Aids Office of Weber State University.
3. Tuition and Fees: All tuition and fees must be paid prior to the beginning of each semester. Students cannot be in academic classes or clinical education centers with any unpaid financial obligation. Unpaid financial obligations will result in disciplinary action and a hold being placed on student records which will block transcript processing and future registration.
4. Governing Regulations: All those applicable provisions concerning conduct, general department and grooming standards promulgated by the university and the affiliated clinical facilities shall apply.
5. Uniforms: The purchase and maintenance of clinical attire shall be the responsibility of the student. Clinical attire must be in compliance with WSU Radiologic Sciences policy.
6. Textbooks and Course Materials: The student shall purchase all textbooks and course materials required by the University or any of the clinical affiliates.
7. Clinical Education Hours: The clinical hour schedule and clinical education competency system will be strictly adhered to.
8. Clinical Assignment: Accept the assignment to a clinical education center affiliated with Weber State University to gain clinical experience. Once a clinical affiliate is accepted, you will not be allowed to trade or change your clinical assignment. When you accept a position in the Radiography Program, you acknowledge your clinical assignment will require some travel, and you agree to the financial and time requirements of the program.
9. Program Completion: Successful program completion will allow you the opportunity to apply for and write the national certification exam. If you have been convicted of a crime or other infraction of the law, you may be ineligible to take the national examination. It is the responsibility of the students to discuss this with their faculty advisor.
10. Sick Leave: Absences from clinical education must be remedied through communication with the clinical affiliate and WSU faculty. Any infraction will result in disciplinary action.
11. Breach of Regulations: Any substantial breach of regulations, any serious departure from professional bearing, or any prominent deficit in academic achievement, motivation or attitude may constitute grounds for a student's expulsion from the program, depending upon the severity of the infraction.
12. Medical Health Care Coverage: Health care coverage is not provided by Weber State University or its clinical affiliates. Health care coverage is the responsibility of the student.

Signature: _____ Date: _____

Weber State University Dumke College of Health Professions
Student Clinical Experience Acknowledgement and Release Form

As a student in the Weber State University College of Health Professions I understand that I will be required to complete a Clinical Experience with a Clinical Facility. With regard to the Clinical Experience I understand and agree to the following:

- 1) I understand and agree that a failure to successfully complete a Clinical Experience may result in my removal from the Program and that I may be unable to obtain a certificate or degree.
- 2) I understand that Clinical Experiences are placements with non-Weber State University medical providers. I understand that I have no right to a placement and that my participation is completely voluntary on the part of the Clinical Facility. I understand that I may have to find my own placement.
- 3) I understand that the Clinical Facility may not have been screened by WSU. If problems arise during the Clinical Experience, including issues of harassment, I understand that I should immediately report the problem to College of Health Professions or to the WSU Affirmative Action / Equal Opportunity Office Title IX Coordinator and Disability ADA/504 Coordinator who can be reached at Miller Administration Building, Room 101, Office: 801-626-6239. I understand that I also have the option to go to the proper authorities including police if I feel it necessary. Further information can be found at Safe@Weber <https://www.weber.edu/safeatweber>
- 4) I understand that I am required to be on my best behavior while with a Clinical Facility. I will familiarize myself with the policies, rules and regulations of the Clinical Facility and abide by them. I understand that a failure to comply with the policies, rules, regulations, and directions given me by the Clinical Facility, inappropriate behavior, poor clinical performance, unacceptable attendance, being late or other misbehavior may result in my expulsion from the Clinical Facility at its sole discretion. If this occurs I understand that I may be removed from the program and that I may be unable to obtain a certificate or degree.
- 5) I understand that I will be required to obtain a background check, including criminal records, drug screen, and various immunizations and that information associated with these may be supplied to the Clinical Facility. I hereby authorize Weber State University and its designated agents and representatives ("WSU") to disclose any and all information, verbal or written, pertaining to my background check report, drug screen results, immunizations and other health related information as required to the Clinical Facility where I will be completing a Clinical Experience. I also authorize WSU to disclose other educational records and information as necessary to the Clinical Facility including grades obtained in prerequisite classes and progress in current courses. The purpose of the disclosures is to ascertain that I am qualified for and remain qualified for the Clinical Experience, meet the Clinical Facility's requirements and expectations, and to allow information to flow between the Clinical Facility and WSU to evaluate my performance.
- 6) I understand and agree that while participating in the Clinical Experience I am not an employee of the Clinical Facility. I will not be entitled to or receive remuneration of any kind, will not be entitled to any benefits given to employees of Clinical Facility including I will not be entitled to workers' compensation benefits for any accident, illness or injury arising during the Clinical Experience. I agree not to make any claim arising out of the Clinical Experience including for remuneration, salary, wages or benefits and will hold harmless and indemnify Weber State University including for all expenses it may incur in defending a claim including attorney's fees. This applies even if in a separate capacity I am employed by the Clinical Facility.
- 7) I acknowledge that some states may also require state licensure for allied healthcare professionals to be able to work in that particular state. This may include requirements above and beyond obtaining a certificate and/or degree from Weber State University. Visit <https://continue.weber.edu/wsuoonline/state-authorization/> to see if this applies to the state you wish to be employed in. Students that are seeking employment in states with licensure requirements are responsible for completing any licensure requirements beyond the degree.

Print Name:

Signature:

Date:

Revised April 22, 2021