



SNHS Student Policy Summary

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I. Directory

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II. SNHS Dean's Welcome Message

Dear students,

As your dean, I am delighted to welcome you to the School of Nursing and Health Sciences (SNHS) at Manhattanville University. You have embarked upon a wonderful transformative journey by taking the first steps in pursuit of your goal to become a future Radiologic Technologist. Our mission is to educate health professionals from a holistic framework in preparation to meet the needs of humanity in a complex health system locally, nationally, and globally. Health Sciences are complementary to Manhattanville's rich history in the liberal arts.

Radiologic Technologists who graduate from Manhattanville University will be design thinkers, patient-centered, holistically educated Radiologic Technologists who will impact healthcare institutions seeking to improve safety and health outcomes while enhancing the patient experience and achieving magnet status. Your commitment to Caritas values will assist you in all aspects of your interactions with others. The Caritas philosophy and processes provide a common language and will guide you through your focus on caring for humanity. Our faculty are experts in their respective clinical fields of practice, imaging health, and contributions to health care.

The Radiologic Technologist, as an agent of change, is a stellar inter-professional collaborator who incorporates design thinking as a practical method for innovation and problem-solving. It is through our mission that, together, we collaboratively learn and grow. This student handbook is intended to be a resource to assist you in your educational journey.

Thank you for choosing Manhattanville University, and again, my sincerest welcome.

Debra Simons, PhD, RN, CCMR

Dean, School of Nursing & Health Sciences

Fellow New York Academy of Medicine

III. Mission & Philosophy

Manhattanville University

Mission

We are committed to ensuring the intellectual, ethical, and social development of each student with a community of engaged scholars and teachers, encouraging each student to develop as an independent and creative thinker in pursuing career and personal goals and providing a diverse, inclusive, and nurturing environment which develops in each student a commitment to service and leadership within a global community.

SNHS Radiologic Technology Program

Mission

Our mission is to offer a quality educational program and train highly competent radiographers who will model ethical behavior, practice radiation safety, and provide quality patient care. We are committed to instruction in an atmosphere of professionalism, support, and shared social responsibility.

Values

- Respect and compassion for ourselves and others
- Excellence in education
- Dignity of human life
- Commitment to the Radiologic Technology profession

Philosophy

The philosophy of the School of Nursing and Health Sciences at Manhattanville University is grounded in a profession that is built upon the arts and sciences foundation. At Manhattanville University, we believe in balancing technology and caring to develop a truly high-tech, high-care technologist. The technologist, as an agent of change, will become a stellar inter-professional collaborator who incorporates design thinking as a practical method for innovation and problem-solving. Radiologic Technology is the art and science of utilizing ionizing radiation to produce diagnostic images of the tissues, bones, organs, and vessels of the body to assist physicians in diagnosing and treating disease. The radiographer is an essential healthcare team member and is responsible for producing quality diagnostic images through accurate positioning, radiation protection, and quality patient care. The program consists of a selective curriculum designed to educate and train students in the art and science of diagnostic Radiologic Technology.

IV. Baccalaureate Essentials

The **Joint Review Committee on Education in Radiologic Technology (JRCERT)** and **The American Society of Radiologic Technologists (ASRT)** guide the curricular elements and framework for building the Radiologic Technology curriculum.

Core Values

- Believes educational quality and integrity should not be compromised.
- Respect and protect the rights of students.
- Promotes the welfare of patients.
- Encourages educational innovation.
- Collaborates with other organizations to advance the profession.
- Exemplifies the highest ethical principles in its actions and decisions.
- Responds proactively and dynamically to the environment in which we operate.

Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an interdisciplinary team. Simulation experiences augment clinical learning and complement direct care opportunities essential to assuming the role of the technologist. Clinical immersion experiences provide opportunities for building clinical reasoning, management, and evaluation skills.

Program Purpose

- Practice within a complex healthcare system and as a member of the health care profession.
- Receive a Bachelor of Science (BS) in Radiologic Technology.
- Be eligible for the American Registry of Radiologic Technologist Examination (ARRT).

V. SNHS Baccalaureate Program Learning Outcomes

Program Student Learning Outcomes (PSLO)

Upon completion of the program, Radiologic Technology graduates will:

PSLO #1 demonstrates critical thinking competence in radiologic technology

1. Students will be able to apply learned positioning skills.
2. Students will demonstrate the selection of correct technical factors for various exams.
3. Students will employ appropriate radiation protection in the clinical setting.

PSLO #2 devises problem-solving skills for use in the field of Radiologic Technology

1. Students will demonstrate the ability to adapt skills for trauma (non-routine) exams.
2. Students will demonstrate the ability to adapt techniques for variations in patient body habitus.
3. Students will demonstrate an ability to critique radiographs for diagnostic quality and to recognize potential area(s) of improvement.

PSLO #3: develops professional and ethical behavior as a Radiologic technologist in service to the community

1. Students will express professional behavior towards patients, fellow students, and hospital staff working as members of the health care team.
2. Students will apply didactic knowledge of professional law and ethics to support ethical behavior in the clinical setting.
3. Students will synthesize best practices to remain culturally competent in a diverse environment.
4. Students will outline the risks and benefits of both routine and advanced imaging procedures.

PSLO #4 employs effective communication in the surrounding community and the healthcare field

1. Students will use effective oral communication skills in the clinical and class settings.
2. Students will demonstrate effective written communication skills in the clinical setting.
3. Students will demonstrate the ability to collaborate with all members of the healthcare team.

PSLO #5 values the importance of continued personal and professional development.

1. Students will pass the national certification examination on the first attempt.
2. Of those pursuing employment, students will be gainfully employed within 6 months post-graduation.
3. Students will complete the program.
4. Graduates will be satisfied with their education.
5. Employers will be satisfied with the performance of newly hired technologists.
6. Students will justify the need for professional development through Continuing Qualifications Requirements.

VI. Pre-Licensure Program & Curriculum Plan

Curriculum Plan

The School of Nursing and Health Sciences offers a traditional, 4-year undergraduate program leading to a Bachelor of Science in Radiologic Technology (BS).

Manhattanville University - Bachelor of Science Radiologic Technology Major Traditional Student Curriculum Plan

Year 1

Term 1					Term 2				
Course	Credits	LAS	Major	LA Satisfied	Course	Credits	LAS	Major	LA Satisfied
FYP-1100 First Year Seminar	3	X		Fulfills 3/9 credits First Year Gen Ed Requirements	ENC-1002 First Year Writing II	3	X		Fulfills 9/9 First Year Gen Ed Requirements
ENC-1001 First Year Writing I	3	X		Fulfills 6/9 credits First Year Gen Ed Requirements	BIO-2070 Human Anatomy & Physiology for Health Sciences I & Lab	4	X	X	Fulfills 3 Science credits Required for Major
BIO-1000 or BIO-1012 Biology	3	X		Fulfills Natural Science	Fine Arts Gen Ed	3	X		Fulfills 3/3 Fine Arts Gen Ed
College Math	3	X	X	Fulfills 3/3 credits Math Gen Ed Required for Major	Global Gen Ed	3	X		Fulfills 3/6 Global Elective
PSY-1004 Fundamentals of Psychology	3	X	X	Fulfills 3/6 credits Social Science Gen Ed Required for Major	Humanities Gen Ed	3			Fulfills 3/6 Humanities Elective
Term Credit Total	15				Term Credit Total	16			

**Manhattanville University - Bachelor of Science
Radiologic Technology Major
Traditional Student Curriculum Plan**

Year 2

Term 3					Term 4				
Course	Credits	LAS	Major	LA Satisfied	Course	Credits	LAS	Major	LA Satisfied
Humanities Gen Ed	3	X		Fulfills 6/6 Humanities Elective	RAD-1000 Radiologic Medical Terminology (Online Asynchronous)	3		X	Required for Major
BIO-2071 Human Anatomy & Physiology for Health Sciences II & Lab	4	X	X	Required for Major	Language Gen Ed	3-4	X		Fulfills 3/3 credits Second Language Ged Ed
Global Gen Ed	3	X		Fulfills 6/6 Global Elective	PSY-1100 Lifespan Development	3	X	X	Required for Major
Liberal Arts Elective	3	X			Liberal Arts Elective	3	X		
Liberal Arts Elective	3	X			Liberal Arts Elective	3	X		
Term Credit Total	16				Term Credit Total	15-16			

**Manhattanville University - Bachelor of Science
Radiologic Technology Major
Traditional Student Curriculum Plan**

Year 3

Term 5					Term 6				
Course	Credits	Hrs	Major	Prerequisite(s)	Course	Credits	Hrs	Major	Prerequisite(s)
RAD-1010 Patient Care I	3	37.5	X	Fundamentals of Psychology RAD 1000	RAD-1020 Patient Care II	3	37.5	X	RAD 1010, RAD 1010L, RAD 1010C, RAD 1260, RAD 3010, RAD 3010L, RAD 3010C, RAD 2270
RAD-1010L Patient Care I Lab	1	30	X	RAD 1000	RAD-1020L Patient Care II Lab	1	30	X	RAD 1010, RAD 1010L, RAD 1010C, RAD 1260, RAD 3010, RAD 3010L, RAD 3010C, RAD 2270
RAD-1010C Patient Care I Clinical	.5	60	X	RAD 1000	RAD-1020C Patient Care II Clinical	.5	60	X	RAD 1010, RAD 1010L, RAD 1010C, RAD 1260, RAD 3010, RAD 3010L, RAD 3010C, RAD 2270
RAD-1260 Concepts of Radiographic Exposure	3	37.5	X	College Math BIO 2071	RAD-4410 Research in Healthcare Online Asynchronous	3	25	X	RAD 1010, RAD 1010L, RAD 1010C, RAD 1260, RAD 3010, RAD 3010L, RAD 3010C, RAD 2270
RAD-3010 Radiographic Procedures I	3	37.5	X	BIO-2071 RAD 1000	RAD-3020 Radiographic Procedures II	3	37.5	X	RAD 1010, RAD 1010L, RAD 1010C, RAD 1260, RAD 3010, RAD 3010L, RAD 3010C, RAD 2270
RAD-3010L Radiographic Procedures I Lab	1	30	X	BIO-2071 RAD 1000	RAD-3020L Radiographic Procedures Lab	1	30	X	RAD 1010, RAD 1010L, RAD 1010C, RAD 1260, RAD 3010, RAD 3010L, RAD 3010C, RAD 2270
RAD-3010C Radiographic Procedures Clinical	1.5	180	X	BIO-2071 RAD 1000	RAD-3020C Radiographic Procedures Clinical	1.5	180	X	RAD 1010, RAD 1010L, RAD 1010C, RAD 1260, RAD 3010, RAD 3010L, RAD 3010C, RAD 2270
RAD-2270 Principles of Radiation Protection	2	25	X	College Math BIO 2071	RAD-3400 Radiographic Pathophysiology	3	37.5	X	RAD 1010, RAD 1010L, RAD 1010C, RAD 1260, RAD 3010, RAD 3010L, RAD 3010C, RAD 2270
Term Credit Total	15				Term Credit Total	16			

**Manhattanville University - Bachelor of Science
Radiologic Technology Major
Traditional Student Curriculum Plan**

Year 4

Term 7					Term 8				
Course	Credits	Hrs	Major	Prerequisite(s)	Course	Credits	Hrs	Major	Prerequisite(s)
RAD-3300 Radiographic Physics	3	37.5	X	RAD 1020, RAD 1020L, RAD 1020C, RAD 4410, RAD 3020, RAD 3020L, RAD 3020C, RAD 3400	RAD-4420 Leadership in Imaging Asynchronous	3	37.5	X	RAD 3300, RAD 3200, RAD 4300, RAD 4300C, RAD 3030
RAD-3200 Digital Radiology & PACS	3	37.5	X	RAD 1020, RAD 1020L, RAD 1020C, RAD 4410, RAD 3020, RAD 3020L, RAD 3020C, RAD 3400	RAD-3030C Advanced Procedures Clinical	2	240	X	RAD 1010C, RAD 1020C, RAD 3010C, RAD 3020C, RAD 4300C, RAD 3030, RAD 3300, RAD 3200, RAD 4300
RAD-4300 Image Critique	3	37.5	X	RAD 1020, RAD 1020L, RAD 1020C, RAD 4410, RAD 3020, RAD 3020L, RAD 3020C, RAD 3400	RAD-4430 Magnetic Resonance Imaging Principles and Procedures	2	37.5	X	RAD 3300, RAD 3200, RAD 4300, RAD 4300C, RAD 3030
RAD-4300C Image Critique Clinical	2	240	X	RAD 1020, RAD 1020L, RAD 1020C, RAD 4410, RAD 3020, RAD 3020L, RAD 3020C, RAD 3400	RAD-3280 Radiation Biology	3	37.5	X	RAD 3300, RAD 3200, RAD 4300, RAD 4300C, RAD 3030
RAD-3030 Advanced Procedures	4	50	X	BIO2020, BIO 2071RAD 1020, RAD 1020L, RAD 1020C, RAD 4410, RAD 3020, RAD 3020L, RAD 3020C, RAD 3400	RAD-1030 & RAD-1030L Radiographic Pharmacology & Venipuncture & Lab	2	25	X	RAD 3300, RAD 3200, RAD 4300, RAD 4300C, RAD 3030
Term Credit Total	15				Term Credit Total	12			
Program Summary									
CREDITS	Total Credits			Liberal Arts & Sciences Credits		Major Credits		Elective/Other Credits	
	121			60		61			
HOURS	Didactic Hours			Task Training Lab Hours		Simulation Hours		Clinical Hours	
	612.5			120		TBD		1,080	
	1 Credit = 50 Minutes			1:2 Ratio		1:2 Ratio		1:8 Ratio	

VII. Radiologic Technology Course Descriptions

RAD-1000 Radiologic Medical Terminology (Online Asynchronous)

The course is designed to introduce the elements of medical terminology, including terminology prefixes, suffixes, word roots, parts of speech, and singular and plural forms. The student will learn to interpret abbreviations, symbols, and terms associated with various body systems and pharmaceuticals. The student will also learn how to interpret radiographic orders from physicians and diagnostic report interpretation.

RAD-1010/RAD1010L/RAD1010C Intro to Rad Tech/Patient Care I

The first portion of the course is designed to provide a basic overview of the history of Radiologic Technology, an introduction to commonly used radiologic equipment (tube, table, fluoroscopy tower), concepts of X-ray production, fundamental radiation biology, and essential radiation protection principles. The course continues as we examine Radiologic Technology as a profession, including professional organizations, critical thinking skills, and problem-solving strategies. Various concepts in patient care are introduced, including relevant legal issues, ethical practices in radiography, effective communication skills, patient needs and safety, proper body mechanics, the importance of infection control procedures using standard precautions, and surgical aseptic principles.

RAD-1020/1020L/1020C Patient Care II

This course will continue to teach the principles and practices of excellent patient care. Topics include assessing vital signs, understanding medical emergencies and the radiographer's response, trauma and mobile considerations in radiography, caring for patients with different needs and medical requirements, basic pharmacology, radiographic contrast agents, and administration routes.

RAD-1030/RAD1030L Radiographic Pharmacology & Venipuncture

This course is designed to provide an overview of the role of the Radiologic Technologist in the use of pharmacology and venipuncture. Students will learn the six rights of medication administration, drug nomenclature, drug classification, and general pharmacologic principles. An in-depth look at drug categories relevant to radiographers, their uses, and their impact on patients will be evaluated. The course provides an overview of contrast agents, indications, contraindications, critical thinking skills, and problem-solving strategies for patients with contrast-enhanced studies. Various concepts in patient care are introduced, including routes of drug administration, venipuncture sites, injection methods, contrast agents, and current practice status for the radiographer's scope of practice.

RAD-1260 Concepts of Radiographic Exposure

Throughout this course, the student will be introduced to the principles of exposure and image production. Upon completion of this course, the student will understand how to manipulate radiographic techniques. Students will demonstrate an understanding of the nature and characteristics of radiation, X-ray production, and the fundamentals of photon interactions with matter.

RAD-2270 Principles of Radiation Protection

This course provides the student with the knowledge necessary to identify ionizing radiation and the need for protective measures and maximum safety in radiography. Instruction includes the properties and production of X-rays, radiation units of measurement, the interaction of radiation with matter, the maximum permissible dose, principles of safety, radiation detection instrumentation, protective barriers, ionizing radiation, and public, Federal, and State Regulations.

RAD-3010/3010L/3010C Radiographic Procedures I

The course prepares the students to accurately position patients for diagnostic radiologic procedures. The content provides the knowledge base necessary to perform standard imaging procedures and special studies. Procedures I focuses on an Introduction to Positioning, Upper Extremities and Shoulder Girdle, Lower Extremities, Pelvic Girdle, Vertebral Column, Bony Thorax, and Chest. Each section will include Pediatric, Geriatric, Mobile, and Trauma radiographic procedures.

RAD-3020/3020L/3020C Radiographic Procedures II

This course is designed to prepare students to position patients for diagnostic radiologic procedures accurately and to prepare all necessary equipment and contrast media for examination procedures. The focus will be on continued studies of the Abdomen, Skull, Facial Bones, Paranasal sinus, Contrast Studies, Surgical Radiography, and Fluoroscopy. Each section will include Pediatric, Geriatric, Mobile, and Trauma radiographic procedures. Special Procedures include Selective and Non-Selective Arteriography, Venography, Arthrography, Lymphangiography, Sialography and Myelography.

RAD-3030/3030C Advanced Procedures

This course will briefly introduce Special Radiographic Imaging Procedures, Computed Tomography, and Quality Assurance. Special imaging studies include Angiography, Arthrography, and Myelography. Computed Tomography content is designed to provide entry-level radiography students with an introduction to, and basic understanding of, the operation of a computed tomography (CT) device, equipment, basic scanning principles, and best practices to maintain patient safety during these high-dose radiologic procedures. Quality Assurance content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, a discussion of a problem-solving technique for image evaluation, quality assurance testing, correction and prevention of electrical breakdown, and the factors that can affect image quality.

RAD-3200 Digital Radiography and PACS

This course provides the student with an understanding of digital radiography's history, equipment, operation, and application and the Picture Archiving & Communication System (PACS). The components, principals, and standard operations of the digital imaging and archiving systems are evaluated, including image acquisition and processing for CR and DR systems. Image display, archiving, and retrieval of data in PACS will be learned in theory and made applicable in the clinical and laboratory setting. Differentiation between CR, DR, and film/screen systems will be discussed, considering exposure factors, image evaluation, and the principle of quality assurance in digital radiography.

RAD-3280 Radiation Biology

This course provides the student with the knowledge necessary to understand the principles of radiation biology that underline the radiation protection theory and methodology. Specific topics to be addressed include cellular anatomy and physiology and the cellular effects of radiation. Students will be instructed on both the short and long-term biological effects of radiation, emphasizing means to keep radiation exposure to patients, personnel, and the community at large to a minimum.

RAD-3300 Radiation Physics

This course gives the student the knowledge necessary to understand the fundamental physics behind creating and applying x-radiation for diagnostic purposes. Students will explore the origin of X-radiation and its growth into modern-day medical imaging. Specific topics to be addressed include atomic structure and its relationship to diagnostic X-ray and radioactivity, identification of the components of the X-ray circuit and their function(s), and the illustration of the various forms of X-ray production and diagnostic X-ray beam characteristics.

RAD-3400 Radiographic Pathophysiology

This course is designed to present the students with working knowledge of various disease processes, differentiation between bacterial and viral organisms, and presentation of principles used in the identification of circulatory disorders, degenerative disease, neoplastic, and conditions of illness involving the different body systems.

RAD-4300/4300C Image Critique

This course prepares the student's future role as a medical imaging professional. This course's primary Image Critique portion enhances the student's ability to apply preexisting knowledge to analyze radiographic images accurately. Through class discussions, students will prepare, present, and critique medical X-ray images and discuss problem-solving techniques for image evaluation. Students will review the various factors that affect image quality and differentiate anatomy in relationship to the accuracy of patient positioning. The secondary Career Prep portion of the course will include instruction on resume building and an exploration of the various career trajectories available to the licensed professional. Course material is a foundation for the professional, knowledgeable, and safe radiography practice.

RAD-4410 Research in Health Care (Online Asynchronous)

This course is designed to help students develop inquiry and investigation skills. It reviews the role and scope of radiologic incidents and the interdisciplinary approach to research intended to meet the needs of a complex and changing healthcare system. Learning research skills and conducting research projects benefit the individual and the profession by adding to the professional body of knowledge.

RAD-4420 Leadership in Imaging (Online Asynchronous)

This course explores the impact of leadership in healthcare policy and practice on radiographers. Content includes an analysis of current studies, political, environmental, and cultural issues, and the changing role of a Radiologic Technologist within the healthcare team. The impact of these issues on the Radiologic Technologist and the healthcare delivery system will be explored.

RAD-4430 Magnetic Resonance Imaging Principles and Procedures

This course provides an introduction to the principles and clinical applications of Magnetic Resonance Imaging (MRI) within the field of medical imaging. Emphasis is placed on MRI physics, instrumentation, image formation, pulse sequences, patient safety, and imaging procedures. Students will examine the role of MRI in diagnostic medicine while developing an understanding of image quality, contrast media, artifact recognition, and ethical considerations related to patient care. The course is designed to provide the didactic content required for advanced-level MRI education and to prepare students for post-primary certification opportunities in Magnetic Resonance Imaging.

VIII. Admissions

A. Application Procedures:

Applicants must submit the following materials to the Office of Admissions for evaluation:

1. Application for admission;
2. An application fee must accompany the application.

B. Radiologic Technology Applicant Requirements - First Year, Traditional Candidates:

1. Applicants must be graduates of an approved secondary school. A High School Equivalency Diploma with satisfactory scores may also be accepted.
 - Cumulative GPA: 2.75 or higher
 - High school Biology: C+ or higher
2. Official transcript(s) of grades earned to date from secondary school;
3. Two (2) letters of recommendation, including one from a guidance counselor/transfer counselor and one from a current or former teacher;
4. Personal essay;
5. Personal statement on why Radiologic Technology is your major of choice.

C. Radiologic Technology Applicant Requirements - Transfer Candidates:

Students from other institutions may be admitted either in the fall or spring semester provided they meet Manhattanville University's admission requirements. Students may transfer up to 90 credit hours of coursework satisfying general education and radiologic technology pre-requisite requirements. They may enter either in the fall or spring semester and must submit official transcripts of all undergraduate coursework. Students may only enter the radiologic technology program in the fall semester. While academic work completed at the University level is a more recent indicator of a student's potential success at Manhattanville University, the Admissions Committee may also consider the secondary school record and test scores.

1. Applicants must be graduates of an approved secondary school. A High School Equivalency Diploma with satisfactory scores may also be accepted.
2. Official transcript(s) of grades earned to date from secondary school and/or college;
3. One letter of recommendation from a teacher or counselor;
4. Personal statement on why Radiologic Technology is your major of choice;
5. Cumulative GPA or 2.75 or higher is required;
6. A grade of C+ or higher is required for the following prerequisites:
 - Human Anatomy & Physiology I & Lab
 - Human Anatomy & Physiology II & Lab
 - Fundamentals of Psychology
 - Developmental Psychology
 - University-level Math

**Failure of two or more prerequisite courses disqualifies candidates from admission to the Radiologic Technology program.*

All students need to maintain a 2.75 cumulative GPA to qualify for the clinical phase of the Rad Tech Program

IX. Accommodations for Students with Disabilities

Students enrolled in the School of Nursing and Health Sciences are expected to meet the following criteria:

Radiologic Technology education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. After the educational process, the Radiologic Technology degree awarded by the Manhattanville University School of Nursing and Health Sciences certifies that the individual has acquired a base of knowledge and skills requisite for the practice of Radiologic Technology at the respective undergraduate level.

To this end, all courses in the curriculum must be completed successfully. To acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care. Candidates for the undergraduate degrees in Radiologic Technology must have abilities and skills in five areas:

1. Observation
2. Communication
3. Motor
4. Conceptual-Integrative
5. Behavioral-Social

Technological accommodations can be made for some disabilities in certain areas listed above, but a candidate should be able to perform reasonably independently and exercise independent judgment.

Observation

The candidate must be able to observe demonstrations, participate in didactic courses, and participate in simulated learning opportunities. The candidate must also be able to observe a patient accurately at a distance and close at hand. Observation requires common sense and the functional use of the senses of vision, audition, olfaction, and palpation.

Communication

Candidates must communicate effectively in the clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity, and posture, and perceive nonverbal communication. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the healthcare team in both immediate and recorded modes.

Motor

Candidates should have sufficient motor function to elicit patient information using various assessment techniques. They should also be able to perform technological skills requiring gross and fine motor skills and execute motor movements reasonably required to provide quality care and emergency response to patients. Examples of emergency responses reasonably required of technologists are cardiopulmonary resuscitation, applying pressure to stop bleeding, locating the emergency carts in the department, and handing off emergency medicines until they are relieved by another healthcare team member. Candidates must perform actions that require gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

Conceptual-Integrative

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities to provide optimal care. In addition, the candidate should be able to comprehend three-dimensional relationships and the spatial relationships of structures.

Behavioral-Social

Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility attendant to patient care, and the development of mature, sensitive, and effective relationships with patients. They must also be able to tolerate physically taxing workloads and function effectively under stress in the classroom and clinical setting. They must adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities assessed during the admissions and educational process.

Reasonable accommodations will be considered on a case-by-case basis for individuals who meet eligibility under applicable statutes.

X. Title IX: Sexual Assault

Title IX of the Education Amendment of 1972 protects people from discrimination based on gender in education programs or activities that receive Federal financial assistance. Athletic programs are not the only academic realm governed by Title IX. Title IX applies to all departments, programs, and activities, on and off of campus, available to students at Manhattanville University in addition to employment. Manhattanville University prohibits and will not tolerate sexual harassment, sexual violence, domestic violence, stalking, or dating violence upon any member of the community.

For more information, please visit the Manhattanville University website

XI. Social Media and Electronic Devices

A. Classroom/Laboratory Policy:

- Cell phones must be turned off or silenced and are not to be used during class time.
- Laptops may be used for notetaking but will be shut down if non-class content is displayed.
- Audio/video recording is not permitted during any classroom time.
- If it is approved by the faculty, students may use their cell phones in the lab to utilize medical applications.

B. Clinical Facility Policy:

- Manhattanville SNHS has a zero-tolerance cell phone policy in clinical facilities.
- Cell phones are prohibited in all clinical areas.
- Students using their cell phones at clinical facilities will be immediately sent home by their faculty member and fail the course with a grade of F.
- Students are prohibited from posting any information related to their clinical experience on social media platforms.
- Students who do not comply with the social media and electronic devices policy will automatically fail the clinical class as a Health Insurance Portability and Accountability Act (HIPAA) violation.

XII. Attendance, Leaves of Absence, and Withdrawals

A. Didactic Course Attendance

Attending class is vital to academic success. Accordingly, Manhattanville University expects attendance and punctuality in all classes. Students are expected to accept personal responsibility for any absences, and will be held responsible for all course content, requirements, and assignments, whether or not they are present in class. The responsibility for explaining and/or documenting individual absences rests with the student, who must understand that instructors are not obligated to grant requests for make-up or supplementary work.

B. Clinical Attendance

Clinical experience is an essential and mandatory component of the curriculum, as it provides students with hands-on learning opportunities necessary for the development of professional competencies and the successful completion of program requirements.

Students are expected to attend all scheduled clinical experiences. More than two absences—whether excused, unexcused, or a combination of both—during a full-semester clinical, or more than one absence during a half-semester clinical, will result in a failing grade in the associated course.

All absences whether excused or unexcused must be made up during “Clinical Make-Up Week”, which will take place during the final week of the semester. Failure to complete required make-up time may result in a failing grade in the associated course and prevent progression to the following semester.

Clinicals begin at 8:00am and end at 4:00pm unless otherwise established by the clinical site and clinical coordinator.

- Students who exhibit three (3) instances of clocking in and out of their scheduled time without prior authorization from the clinical coordinator and lead technologist will be penalized. The student will be assigned an additional clinical day by the clinical coordinator at the end of the semester.
 - Clocking in late: more than 10 minutes after the established start time
 - Clocking out early: more than 10 minutes before the established end time
- Students who exhibit three (3) instances of clocking in and out outside of their geographical area will be penalized. The student will be assigned an additional clinical day by the clinical coordinator at the end of the semester- Please see Clinical Handbook
- Students must not schedule personal appointments during clinical time.

Students are expected to attend all scheduled clinical experiences.

- More than two absences—**whether excused, unexcused, or a combination of both** (see *sections D and E below*)—during a semester will result in a **failing grade** in the associated course.
- All absences whether excused **or** unexcused must be made up during “Clinical Make-Up Week”, which will take place during the final week of the semester. Failure to complete required make-up time will result in a failing grade in the associated course and prevent progression to the following semester.

C. Lab Attendance

Attending every laboratory session is mandatory and must be completed in order to meet the course objectives. Students who miss a laboratory experience must make them up prior to the completion of the course in order to receive a grade and progress to the following semester.

- Be on time: You should be engaged in all lectures, clinical, and laboratory activities.
- Three (3) instances of documented lateness will equate to one (1) absence.
- Lateness is defined as 10 minutes after the start of the session.

D. Excused Absences

1. Religious Observances: Students who would like to request religious observance considerations must do so in writing with an original clergy signature. Students must deliver the signed document to the Dean's office two weeks prior to the start of the semester. At that time, reasonable accommodation will be made to accommodate the students' needs. The student will be informed as to when the time will be made up. For clinical placements or clinical and laboratory hours, students must deliver the signed document to the Clinical Placement Coordinator's office before the due dates set by SNHS. Although it is not guaranteed, SNHS will make a good-faith effort to provide reasonable accommodation for the students' needs for clinical placements and laboratory hours.
2. Illness or death in the family, and student illness or injury, require appropriate documentation from the student, such as a note from a healthcare provider for illness, or evidence of death of the family member. It is the responsibility of the student to promptly inform their instructor in the event of an absence or illness. If a student cannot reach their faculty member by phone, the student should email the faculty member and the course chair. The email should include the student's name and the nature of the absence. With the exception of an extenuating circumstance, students are expected to notify their faculty member 24 hours prior to the course start time. Failing to notify the instructor within this time-frame could result in an unexcused absence.
3. Athletic or other Mville sponsored trips: Travel dates and times accompanied by a signed memo from the group's advisor/coach must be presented to the instructor prior to travel dates.

Religious, Military and Athletic Obligations must be submitted to the Clinical team prior to registration.

- Students who would like to request religious observance considerations must provide the Program Director with a religious exemption letter, on letter head, from their parish's clergy person explaining the specifics of religious obligations. An official letter will be required each semester by the specific date given prior to registration. The clinical team will put forth their best efforts to accommodate, but cannot guarantee all requests will be met fully.
- Students who have military obligations that may conflict with clinical courses must provide the Program Director with an official letter from a commanding officer outlining a schedule of obligations. An official letter will be required each semester by the specific date given prior to registration. The clinical team will put forth their best efforts to accommodate, but cannot guarantee all requests will be met fully.
- Students who have athletic obligations that may conflict with clinical courses must provide the Program Director with an official letter from a commanding officer outlining a schedule of obligations. An official letter will be required each semester by the specific date given prior to

registration. The clinical team will put forth their best efforts to accommodate, but cannot guarantee all requests will be met fully.

E. Unexcused Absences

An unexcused absence is any absence from a scheduled clinical, lecture, or laboratory session that is not supported by appropriate documentation or prior approval from the instructor or program coordinator. This includes, but is not limited to, absences due to personal convenience, lack of transportation, oversleeping, or failure to notify the appropriate personnel in a timely manner. Two unexcused clinical absences during a semester will result in failure of the course.

*In cases of emergency, please use the RadTechClinicalInstructors@mville.edu email address to notify the Clinical Instructors **and** Clinical Coordinator of your absences.

F. Leave of Absence

A leave of absence is intended to provide a student time away from his/her studies due to a temporary circumstance or situation (academic, financial, or personal). Any student who wishes to request a leave of absence should contact their academic advisor for additional information and guidance on the next steps. Students must request a leave in writing from the academic advisor. In making the request, include the following information: the specific reason/purpose for the leave, how the student plans to spend his/her time while away, and confirmation of the intended semester of return.

There are three types of leave that a student can request:

1. Approved Leave of Absence

- A leave initiated by the student and approved by the Assistant Dean of Student Success. The student's planned leave from their studies at Manhattanville University cannot exceed 180 days.
- Any federal loans taken before entering an approved leave will qualify to remain in school status. If the student in this status does not return to Manhattanville University within 180 days, their status will be changed to "Institutional Leave of Absence", and the student may be subject to Return of Title IV calculations based on their original leave date. Please contact the Office of Financial Aid if you have questions or concerns.
- Students on a leave of absence are responsible for staying in contact with their advisor and scheduling an advisement meeting before registering for the intended return semester.

2. Institutional Leave of Absence

- A leave initiated by the student and approved by the Assistant Dean of Student Success. This leave can last no more than two academic semesters, excluding winter and summer sessions. This leave may be extended for one additional semester under extreme circumstances and only by approval of the Assistant Dean of Student Success.
- Institutional leaves of absence do not qualify under federal regulations to have federal loans remain in an in-school status.

3. **Medical Leave of Absence (voluntary or involuntary)**

Please see the Manhattanville University catalog for more information.

MLOA must be processed through SHAC

Voluntary Medical Leave of Absence

- Students experiencing medical or psychological conditions that are interfering with their academic functioning and that necessitate an extended absence may request a medical leave of absence. The student must provide supporting documentation of the medical condition from his or her treating physician to the associate dean of student health and counseling or designee, who will review the documentation with the appropriate university staff and decide.
- A medical leave of absence may be granted for up to two semesters. Upon conclusion of the medical leave, to return, the student must provide the completed Provider Evaluation Form to the associate dean of student health and counseling or designee confirming the student's necessary readiness to return. Once the form has been received, the student can schedule a clearance review. During this review, students may be advised of reasonable accommodations and any continued behavioral plans needed to support and ensure their success and wellness.
- Information for medical leave of absence can be found on the Student Health and Counseling webpage or at the Student Health and Counseling offices.
- Requests for medical leave must be processed five days before the final course date of the term in which the withdrawal is requested; after this time, the student will receive the earned grades.
- When a medical leave of absence is granted, the course grade in all courses for which the student is registered will become a W (withdraw). Students taking a medical leave of absence or withdrawal who are recipients of federal Title IV financial aid should refer to the "Refund Policy" to determine how taking a medical leave might impact your financial aid. Questions should be directed to the Office of Financial Aid and Scholarship.

Involuntary Medical Leave of Absence

- The university may place a student on an involuntary medical leave of absence when, after conducting an individualized assessment, it has been determined that there is a significant risk that the student will harm him/herself or another. This risk cannot be eliminated or reduced to an acceptable level through reasonable accommodations.
- If a student is considered to potentially be a risk to him/herself or others, the student will be required to undergo an evaluation with the student health and counseling psychiatrist or designee. The student must release all relevant medical information to the student health and counseling psychiatrist or designee before the evaluation. The evaluation results will be reviewed by the associate dean of student health and counseling, and a decision will be made as to whether or not the student should return to the college. An individualized assessment to determine reasonable accommodations will be made on a case-by-case basis to assist the student in continuing coursework while seeking treatment.
- A student who has been placed on an involuntary medical leave of absence is subject to the same policies as a student granted a voluntary leave of absence with regard to financial aid and financial obligations as stated in the university's refund policy. Students placed on medical leave of absence from the university, will not be permitted on campus for the duration of the leave. Once a clearance evaluation is scheduled, the student will be expected to go straight to the Student Health and Counseling Office as soon as they arrive on campus.
- To return from a medical leave of absence, the student must submit a completed Provider Evaluation Form no sooner than one month before the start of the semester in which they are requesting to return. The form must be submitted to the Student Health and Counseling office, along with signed release of information forms permitting the associate dean of student health and counseling or designee to share information with the professionals who provided care to the student during the medical leave. Subsequently, a clearance evaluation will be scheduled. During the clearance evaluation, the student requesting to return from medical leave will meet with the associate dean of student health and counseling or designee to review progress made over the course of the medical leave. When a student is cleared to return, the university may establish plans or criteria regarding the student's eligibility to return to campus. The criteria may include but are not limited to, plans for continued participation in treatment and accommodations to support the student's success, safety, or overall functioning at the university. If a student is not cleared to return to the university, the student will not be permitted to remain on campus, and the medical leave may be extended until clearance criteria have been met, but not beyond 2 semesters.
- Once a student has been cleared to return to the university, Academic Advising will be notified, and the student will then be permitted to participate in course registration. Students on medical leave will not be permitted to register for courses until they have obtained clearance. For residential students, the Director of Residence Life will be notified that the student has been cleared to return to the residence halls. Campus Safety will be notified, and the student's ID card will be re-activated. In the event there is a pending student conduct matter, it may be addressed upon the student's return.

G. Withdrawals

Students intending to withdraw from Manhattanville University should arrange an exit interview by contacting the Assistant Dean.

XIII. Compliance Requirements

Upon acceptance into the School of Nursing and Health Sciences, students must complete a background check and toxicology screen on American Data Bank's Complio portal. Student accounts must display clear results before course registration. If a student does not present a clear background check and toxicology results, acceptance into the School of Nursing and Health Sciences will be forfeited.

Students are required to upload all compliance documents onto American Data Bank's Complio portal before orientation. Compliance items include but are not limited to:

Category	Requirements	
Varicella	2-dose vaccine, positive titer, or documentation of childhood disease	
MMR	Measles (Rubeola) Mumps Rubella	Proof of 2-dose vaccine and positive titer <i>Titer must demonstrate immunity for all categories or booster must be obtained</i>
Tdap	Vaccine or proof of vaccine within past 10 years	
PPD	PPD	Negative Quantiferon within last year OR negative 2-step PPD
Hepatitis B	Step 1: Titers <i>This option is for students who have previously received Hep B vaccines</i>	Hep B Surface Antibody (HBsAb) <i>demonstrates immunity</i> Positive result needed Hep B Surface Antigen (HBsAg) <i>demonstrates carrier status</i> Negative result needed
	Step 2: Vaccination <i>If titers are not within range</i>	3-dose vaccine followed by repeat titers
	Option: Declination	Declination forms are located on Complio You CANNOT decline titers, only vaccination. You MUST get the titers!
Physical Exam	Annual requirement	<u>Manhattanville's Physical Exam form</u> must be completed by the student's health care provider
COVID-19 Vaccine	Full immunity before the start of clinical rotations as per most recent CDC guidelines	Upload documentation of vaccine to Complio (e.g., vaccine card, visit summary from health care provider)
10-Panel Drug Screening	Completed through testing site verified by Complio DO NOT have your provider order this test. ONLY complete through steps on Complio!	Screening for Marijuana, Cocaine, Opiates, Amphetamines/ Methamphetamines, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Methaqualone, and Propoxyphene.

Influenza Vaccine	Annual Vaccine	Availability in September/October Documentation of the vaccine must include: <ul style="list-style-type: none"> • Location where the vaccine was administered (e.g., left deltoid) • Date & time • Manufacturer • Lot # • Expiration date • Provider's signature Documentation must be uploaded in Complio
BLS Training	Option 1: On-Campus Training	At the beginning of the semester, we have a contact who can come to campus; however the student will incur the cost.
	Option 2: Outside Training	The student can opt to complete BLS training on their own. However, we only accept verified AHA BLS training that has an in-person training component. Fully-online training <u>will not be accepted</u> .

Drug Testing Policy

A negative dilute drug screen result will not be accepted for clinical clearance. If a student receives a negative dilute result, they are required to retake the drug test. The repeated test must produce a valid result of either negative or positive. The retest must be completed, and the valid result submitted, by the deadline set by the Clinical Coordinator. Failure to comply with this requirement will result in removal from the clinical phase of the program.

Please be advised that while the State of New York has legalized THC (marijuana), it is not recognized as federally legal. Clinical affiliates and the University receive federal funding and therefore must comply with federal regulations and standards. Medical marijuana prescription cards or certifications will not be accepted as an exception to the program's drug screening policy. All students are required to comply with the drug screening requirements regardless of medical marijuana authorization. Students are expected to adhere to all Manhattanville University and clinical affiliate policies regarding drug use and screening requirements.

XIV. Clinical Guidelines

A. Placement

Many variables must be considered when matching clinical sites and students. For example, the availability of placement opportunities at clinical sites is an important factor, as are the prior experiences and needs of a particular student and other students in the program. Students cannot contact a clinical site or a preceptor about a clinical placement. Students may not attend a clinical experience when the University is not open.

Before students are permitted to commence a clinical placement, they must have completed the health clearance process and any mandatory training identified by the site. Students will not be considered cleared for clinical placement until they have satisfied these prerequisites.

A conflict of interest can arise if a student has a familial, social, or long-term professional relationship with someone who would directly supervise the student during the clinical placement. ***Students are responsible for disclosing any actual or potential conflict of interest to the Clinical Coordinator.*** The Clinical Coordinator will assess the circumstances and determine whether there is an actual conflict of interest.

Clinical sections may occasionally be canceled due to circumstances such as changes in enrollment, scheduling issues, agency needs, and the like. The School of Nursing and Health Sciences will notify students when a clinical section is canceled. Every effort will be made to enroll the student in another section of the course with the least disruption possible to the student's course schedule. ***Rotation to the clinical sites is at the discretion of the clinical coordinator and availability of the sites. Sites are subject to change depending on the need of the facility and the program.***

B. Dress Code

- Black scrub top, scrub pants, and scrub jacket with Mville logo. A white or black undershirt is appropriate.
- Socks are to be worn at all times. Footwear must be closed-toe, closed-heel, non-porous, and solid-colored.
- ID and Name Tag must be worn at all times. Identification badges, if lost, must be reported immediately and a new tag obtained at the student's expense.
- Neatly trimmed beards and mustaches may be worn.
- For all students, hair that extends past the shoulders must be tied back.
- Fingernails should be kept clean and short, without nail polish, and artificial nails are not permitted.
- Excessive or loose jewelry is a safety risk for students and patients, and their use is discouraged during clinical rotations.
- Students are provided with personalized radiographic markers and are required to have them at all times.
- Radiation dosimeter must be worn at collar level at all times while in the clinical setting.

C. Clinical Hours

The Joint Review Committee on Education in Radiologic Technology (JRCERT) recommends that a combination of clinical experience and classroom hours not exceed 40 hours per week. Clinical hours will be as follows:

Seniors – Monday & Thursday, 8:00 am - 4:00 pm

Juniors – Wednesday & Friday, 8:00 am - 4:00 pm

Didactic, Clinical, and Lab credit hour loading:

Total Semester Loading:

- 2 Credit Class: 25 hours (1,500 minutes)/semester
- 3 Credit Class: 37.5 hours (2,250 minutes)/semester
- 4 Credit Class: 50 hours (3,000 minutes)/semester

Per Hour Loading:

- 1 Class Credit = 1 classroom hour (50 minutes)
- 1 Clinical Credit = 8 Clinical Hours
- 1 Lab Credit = 2 lab hours (100 minutes)

D. Clinical Education Schedule

To provide students with a reasonable length of time to achieve clinical competency, the following schedule will be used as a guideline towards this goal. Students are expected to work within their designated clinical schedule in meeting their clinical competencies. The students may be spontaneously tested or can request to be tested by their Clinical Instructor.

Year 1: Junior Rotations

Fall Semester	Spring Semester
Direct and Indirect Supervision: <ul style="list-style-type: none">• Chest exams• Abdominal exams Direct Supervision: <ul style="list-style-type: none">• Upper extremities and shoulder girdle	Direct and Indirect Supervision: <ul style="list-style-type: none">• Upper extremities and shoulder girdle• Lower extremities• Pelvic girdle Direct Supervision: <ul style="list-style-type: none">• Spinal column

Year 2: Senior Rotations

Fall Semester	Spring Semester
Direct and Indirect Supervision: <ul style="list-style-type: none">• Spinal column• Skull• Contrast media exams• Portable chest exams	Rotate to Advanced Modalities: MRI, CT, Mammography, Special Procedures, Interventional Radiography <i>Continue with all required Clinical Competencies</i>

E. Adjunctive Modality Clinical Rotation Policies

Mammography Rotation Policy:

All students in the program (Male & Female) are offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students.

Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings do not provide the same opportunity to male students.

The program's policy regarding student clinical rotations in mammography is based on the rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is available on the JRCERT website, www.jrcert.org, Programs & Faculty, Program Resources.

MRI Policy:

Students rotating to MRI are required to complete a Magnetic Resonance (MR) Procedure Screening Form to ensure student safety. In addition, students are required to complete a Clinical Orientation Module on MRI Safety before entering the clinical setting. To promote the safety of students participating in clinical education involving the magnetic resonance (MR) environment, all Radiologic Technology students are required to comply with the program's MRI safety screening requirements.

Initial MRI Safety Screening:

All students must complete the program-required MRI safety screening process before participating in clinical activities that may involve access to the MR environment. Any condition identified on the screening form as a potential contraindication to entering **MR Zones III or IV** requires further review by an appropriately qualified MR safety professional, such as a **Level II MR Technologist, Magnetic Resonance Safety Officer (MRSO), or Magnetic Resonance Medical Director (MRMD)**, to determine whether the student may safely enter Zones III or IV and whether additional evaluation or precautions are required.

Student Responsibility to Report a Change in Status:

Students are required to **immediately notify the Radiologic Technology Program of any change in their health, medical, surgical, or implant/device status that could potentially affect their safety in the MR environment**. This requirement remains in effect throughout enrollment in the program.

A change in status may require the student to refrain from entering **MR Zones III and IV** until the appropriate safety review has been completed at the clinical site.

Clinical Site Rescreening:

Regardless of previous program screening, students must comply with the MRI safety policies and screening procedures of the assigned clinical education setting. Prior to entering **Zone III**, the student must be rescreened by the appropriate **Level II MR Technologist or other qualified MR safety personnel at the clinical site**.

Students must not enter Zones III or IV unless all required screening and safety requirements have been satisfied.

Student Compliance:

Failure to disclose a change in status that could affect MR safety or failure to comply with required MRI screening procedures may result in removal from the MR environment and may affect the student's ability to participate in clinical education until all safety requirements have been addressed.

Pregnancy notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition scanning.

MRI Rotation:

The program will provide all students with the required 16 hours of didactic instruction. MRI rotations will be offered only to students who declare their intent to pursue MRI certification and who have completed the ARRT-required Radiography competencies. The program is not obligated to provide MRI rotations and does not guarantee that students will obtain all ARRT-required clinical MRI cases.

MRI Rotation Eligibility Policy: Students are not eligible to rotate in MRI until senior year spring semester if permitted by the clinical site. Radiologic Technology students are eligible to participate in MRI rotations only after successful completion of all required radiographic competency examinations.

Exception: Students who have not completed all required radiographic competencies may be considered eligible if the remaining competencies fall within the maximum of ten (10) radiographic exams permitted to be simulated. Students must declare interest in MRI rotation by the 2nd week of October in their Fall semester senior year.

CT Rotation Policy:

The program will provide all students with the required 16 hours of didactic instruction. CT rotations will be offered only to students who declare their intent to pursue CT certification and who have completed the ARRT-required Radiography competencies. The program is not obligated to provide CT rotations and does not guarantee that students will obtain all ARRT-required clinical CT cases.

CT Rotation Eligibility Policy: Students are not eligible to rotate in CT until senior year spring semester if permitted by the clinical site. Radiologic Technology students are eligible to participate in CT rotations only after successful completion of all required radiographic competency examinations.

Exception: Students who have not completed all required radiographic competencies may be considered eligible if the remaining competencies fall within the maximum of ten (10) radiographic exams permitted to be simulated. Students must declare interest in CT rotation by the 2nd week of October in their Fall semester senior year.

F. Clinical Competency Implementation

The basis of clinical competency will be developed with each individual according to the following procedures:

1. The student will learn the material by way of didactic lectures.
2. The student will observe and demonstrate the content in the lab.
3. The student will observe procedures in the clinical setting and then proceed to participate at the discretion of the radiographer.
4. The student may then prove competency in the procedure.

ARRT Competency Evaluation Requirement:

Patient Clinical Evaluations (Competency Evaluations): The student performs (3) procedures under the direct supervision of a radiographer. The student is eligible for competency evaluation after a minimum of three cases per examination. (ARRT Clinical Competency Requirements are linked in [APPENDIX I](#)).

G. Remediation Policy

After an unsuccessful competency attempt, the student must document three additional practices (observe, assist, and perform) before attempting the unsuccessful competency again. The reattempt of the unsuccessful competency will not be approved without documentation that three additional practices have been completed after the date of the failed competency. The clinical faculty/faculty reserves the right to ask students to perform or simulate any competency they have successfully completed in the lab or at the clinical site.

H. Supervision Policy

Standards for Supervision - Based on the Standards of JRCERT:

- Each student must be supervised by an assigned technologist so that only one student works with a single technologist during a given exam.
- Direct- A licensed Radiographer reviews the request with the student before the examination. The radiographer evaluated the patient's condition and supervised the procedure in the room with the student. The radiographer evaluates the radiographs with the student and instructs the student on the appropriate measures necessary to complete the exam. (see JRCERT Standard 5.4)
- Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy procedures, and **all advanced modalities**, regardless of the level of competency.
- Indirect- Supervision provided by a licensed radiographer who is immediately available near the room where the radiographic procedure is performed. A student radiographer may be indirectly supervised after they have achieved competency in that particular exam. (see JRCERT Standard 5.4)
- Any radiographs that must be repeated must be performed under the direct supervision of a licensed radiographer, regardless of the student's level of competency. (see JRCERT Standard 5.4)

I. Student Competency Evaluation and Level of Supervision

Until students achieve the program's required competency in a given procedure, all clinical assignments should be carried out under the direct supervision of qualified Radiographers.

The following are the parameters of *direct supervision*:

1. A qualified radiographer identifies the patient and reviews the requisition.
2. A qualified radiographer evaluates the patient's condition and identifies the anatomy of interest.
3. A qualified radiographer is physically present in the exam room during the examination.
4. A qualified radiographer reviews and approves the radiographs. After demonstrating competency, students may perform procedures with indirect supervision.

After demonstrating competency, students may perform procedures with indirect supervision.

Indirect supervision: This is defined as supervision provided by a qualified radiographer immediately available to assist students regardless of student achievement.

Immediately Available: This is interpreted as the presence of a qualified radiographer adjacent to the room or location when a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

1. In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified Radiographer, regardless of the student's level of competency.
2. In support of professional responsibility for the provision of quality patient care and radiation protections, all finished radiographs shall be reviewed and approved by a qualified Radiographer before dismissing the patient, regardless of the student's level of competency.

J. Repeat Radiograph Policy

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified Radiographer, regardless of the student's level of competency.

1. The student and the radiographer will review the radiographs and identify areas that need improvement.
2. The student will explain the correction plan.
3. If a student's correction plan is unacceptable, return to step 1. If the plan is satisfactory to the radiographer, continue to step 4.
4. The student implements corrections and makes exposures in the presence of a qualified radiographer. The radiographer will ensure appropriate technical factors, equipment manipulation, and patient positioning.
5. The student must consult with the radiographer before deleting an image.

K. Incidents in the Clinical Setting

All affiliated clinical institutions are required to inform the program via the clinical instructor in the event of any incident involving students. At the discretion of the clinical affiliate, either a copy of that institution's standard incident report form or a written statement may be used. Students must inform their clinical instructor and the clinical coordinator of any incident that might occur during their clinical rotation.

L. Hospital Policies and Procedures

Students will be required to follow the rules and regulations as prescribed by the clinical affiliate.

M. Patient Confidentiality/HIPAA Policy

The Radiologic Technology program students will have access to patient and hospital information. This information may contain confidential data; any and all information learned in the field is the property of the clinical institution. Students will be required to sign a statement of confidentiality to be kept on file at the university. **Any student violating the confidentiality policy will be subject to disciplinary action, up to and including dismissal from the clinical site and/or the program.**

- Patient records, charts, and radiographs are legal documents. Therefore, they must be protected from unauthorized personnel, family, the patient, or any unauthorized person. Medical information should not be left unattended or with the patient.
- Images may not be shown to the patient. If the patient insists on seeing their images, contact a radiologist or a supervisor. Never discuss the examination results with a patient. Refer the patient to their physician. Diagnosis is **not** in an RT's scope of practice.
- Confidentiality is of extreme importance. Please be careful discussing cases in the department, hallways, elevators, and surrounding community.
- Students are lectured on HIPAA regulations in the classroom and orientation well before they begin clinical rotations. The HIPAA Privacy Rule provides federal protections for personal health information.

N. Student's Clinical Record of Work

All procedures performed, observed, and assisted during a student's clinical rotation must be documented in Trajecsyst. The student's daily activity log is a day-to-day record of the different activities and procedures performed/assisted/observed by a student in the clinical setting. The student should continue to log cases even after competency is obtained. This electronic record must be kept up to date and will be checked monthly by the Clinical Coordinator.

O. Clinical Grading Process

All Clinical courses are Pass/Fail. Failure to receive a grade of 90% or greater (passing) on a competency will require repeating the exam to prove competency. See the Clinical Handbook for grading details.

P. Trajecsyst Mandatory Compliance:

1. Students who exhibit **three (3) instances** of clocking in and out of their scheduled time will be penalized. The student will be assigned an additional clinical day by the clinical coordinator at the end of the semester.
2. Students who clock in and out **three (3) times** outside of their geographical area will be penalized. At the end of the semester, the clinical coordinator will assign the student an additional clinical day.
3. Students must not schedule personal appointments during clinical time.

Q. Trajecsyst Compliance Grading Criteria

Grievance	Consequence(s)
Punching in/out of geographical area	3 instances = 1 absence that must be made up at the end of the semester
Failure to complete all Trajecsyst evaluations by the due date (CI, site, and course evals)	-2 points from clinical grade per missing evaluation
Failure to complete range of comps per semester	-1 point from clinical grade
Lateness	3 instances = 1 absence that must be made up at the end of the semester

XV. Lab Guidelines

A. Lab Restrictions

- Students are not allowed in the lab without **direct supervision**.
- Radiographing another person is never allowed and will result in **dismissal** from the program.
- There will be no smoking (vaping), drinking, or eating in the lab at any time.
- **For Emergencies, call 7233 or 888 from a Manhattanville University extension or 914-323-7233**

B. Equipment Use & Handling

- Equipment may not be removed or borrowed from the lab.
- Students must report any malfunctions with the equipment to the instructor.
- Keep the countertops free from pen and pencil marks.
- Before leaving, return all equipment to its proper location and clean the lab.
- Mobile x-ray machine use must be under direct supervision.

C. Lab Dress Code

- Manhattanville ID and Name Tag must be worn at all times.
- Students are provided with personalized radiographic markers and are required to have them at all times.
- Dosimeters must be worn at the collar level when in the lab.
- Uniforms and footwear must be clean, properly maintained, and appropriately fitted to allow unrestricted movement.
- Footwear must be closed-toe, closed-heel, non-porous, and solid-colored.
- Socks are to be worn at all times.
- Clothing must be free of tobacco odor, excessive fragrance, and body odor.
- For all students, hair that extends past the shoulder must be tied back.
- Facial hair, if grown out, must be neatly groomed.
- Fingernails should be kept clean and short without polish; artificial nails are prohibited.
- Excessive or loose jewelry is a safety risk for students and patients, and their use is discouraged during lab.

Failure to comply with this dress code will result in the student being dismissed from the lab. In addition, the student will be responsible for making up for any missed lab.

D. Lab Conduct

Standards of the Code of Conduct in the laboratory setting include but are not limited to:

1. Respectful and courteous communication and conduct
2. Preparation for lab
3. Participation in the teaching/learning process
4. All assignments **MUST** be submitted by the assigned due date
5. Zero tolerance for inappropriate or disruptive activities or behavior
6. *See Appendix O - Positioning Policy for Student-to-Student Practice*

E. Open Lab Hours

- Each semester, hours will be posted in the lab area.
- Open lab must be scheduled and is available by appointment only.
- Students are encouraged to schedule additional practice sessions to achieve proficiency.

F. Lab Incident Reporting

- Students must complete an incident report in the event of physical injury, equipment damage, or accidental exposure.
- Please reference the SNHS Student Policy Summary for the Laboratory incident report form.

G. Skills and Health Assessment Practice Session Procedures

- Practice sessions are staffed by faculty for guided practice of positioning and patient care assessment skills.
- Each semester, hours will be posted in the lab area.
- Open lab can only be accessed by appointment only. Please use the bookings page [here](#) to make an appointment.
- Students are encouraged to schedule additional practice sessions of any skill to achieve proficiency.

XVI. Radiation Safety

A. Radiation Safety & Monitoring Policy

It is required by law that all personnel working with or around ionizing radiation equipment and/or radioactive materials wear personal radiation dosimeters.

Dosimeters are provided to students in accordance with existing state and federal regulations, which require that students wear them when working in areas where potential radiation exposure may occur. The reports regarding student's exposure will be displayed in the Radiology Lab (Founder's Hall 20-8) within 30 days following the receipt of the data. This report will become part of the student's permanent record and is open for inspection.

When students leave this institution, they should request a copy of their exposure report to keep in their personal records.

While in the clinical setting:

- Students must wear a dosimeter when at their clinical site.
- The dosimeters are to be worn at collar-level and outside of any protective aprons. (see *Student Radiographer Pregnancy Policy* for appropriate use of fetal dosimeters)
- Any student that fails to wear a dosimeter while in clinicals or lab will not be allowed in radiation areas, and the time missed will be considered as an absence.
- Students must wear a protective apron and thyroid shield during fluoroscopy procedures, C-arm procedures, and portable radiography.
- Students are not allowed to hold patients or image receptors during a procedure while ionizing radiation is used.
- Dosimeters should never be left on protective aprons, especially when stored in procedure rooms.

Note: The program director, clinical coordinator, and radiation safety officer (RSO) will investigate instances where dose limits are exceeded. The student will then be counseled on the appropriate course of action, and a review of radiation safety practices will be provided. Dose limits are established by the [Nuclear Regulatory Commission \(NRC\)](#).

Failure to adhere to this policy may result in dismissal from the program.

B. As Low As Reasonably Achievable (ALARA)

Manhattanville University has determined ALARA levels for occupational exposures from any radiation source, including X-ray and RAM. The ALARA levels are derived from the US NRC Regulations in Title 10, Part 20, Code of Federal Regulations (CFR), which can also be found in the NRC Dose Limits table below. Therefore, although different entities regulate radioactive materials and x-ray-producing equipment, ALARA levels for both exposures have been derived using the NRC limits. Additional information regarding New York State radiation protection regulations for x-ray use can be found in the [New York Codes, Rules, and Regulations](#).

Manhattanville University is committed to the ALARA philosophy and, therefore sets forth the following ALARA policy:

- ALARA is the acronym for "As Low As Reasonably Achievable." The purpose of ALARA in radiologic practices is to keep radiation exposure and consequent dose to the lowest possible. The Radiologic Technology Program is committed to the ALARA principles for reasonably reducing radiation exposures.
- The ALARA principle is practiced throughout the entire Radiologic Technology Program. The Radiation Safety Officer (RSO) ensures radiation safety compliance. Students are never to use radioactive equipment without a licensed professional in near proximity. Records of the inspections and program dosimetry reports are maintained and analyzed to ensure appropriate implementation of the ALARA policy. Policy levels are established at values well below the allowable dose limits, and investigations are conducted when the action levels are exceeded. Radiation users must contribute to the ALARA philosophy by continuously reviewing and improving their radiation protection procedures.
- All students, faculty, and RSOs involved in using radiation equipment at Manhattanville University are responsible for applying the ALARA philosophy.
- The RSO will review quarterly dosimetry reports prepared by the Appropriate actions that will be taken on radiation doses that exceed the levels listed in the "ALARA INVESTIGATIONAL THRESHOLD" table below.
- The RSO may establish radiation dose investigational levels and reporting frequencies different than those listed for an individual or a group of workers. Justification for new action levels will be documented and must be consistent with good ALARA practices.

C. ALARA Investigations

ALARA Investigation Levels	Deep Dose Equivalent (DDE)* (mrem)	Limit Fraction
Level 1: Notification	125	10%
Level 2: Investigation	375	30%
Annual Regulation Limit	5,000	

Deep Dose Equivalent (DDE): External whole-body exposure at a tissue depth of 1 cm (about 0.39 in)

ALARA REPORTING:

The radiation safety program sets student dose levels well below the annual regulatory limits. Doses exceeding those in Level II will trigger an investigation to determine the cause of the dose and assess methods for dose reduction. Students who receive an amount greater than Level II but less than Level I will only accept a notification.

ALARA INVESTIGATIONAL LEVELS:

The ALARA investigational levels are listed above. In addition, the NRC dose limits are presented below for comparison. Doses reported by the dosimetry vendor are used to determine if ALARA levels have been exceeded. Contact the RSO to revise the permitted dose levels for a new group.

REPORTS AND INVESTIGATIONS:

The RSO receives a quarterly report which demonstrates radiation exposure levels. An ALARA Level 1 Notice will be sent to individuals who only exceed an ALARA Level I limit. An ALARA Level II Investigational Report will be sent to individuals who exceed an ALARA Level II limit. The individual is asked to complete the ALARA Report describing the type of work performed during the monitoring period and, if possible, to identify ways to reduce future exposure or if it was accidental. This report is to be signed by the individual and the RSO who conducted the investigation. The returned reports are then filed with the individual's exposure records.

D. NRC Dose Limits

Area of Dose Received	Occupational Dose Limits (mrem/year)	Public Dose Limits (mrem/year)
Total Effective Dose Equivalent (or Whole Body: external + internal)	5000	100
Committed Dose Equivalent (or any organ dose)	50000	N/A
Eye Dose Equivalent (or lens of the eye)	15000	N/A
Shallow Dose Equivalent (or skin dose)	50000	N/A
Extremity Dose (or shallow dose to any extremity)	15000	N/A
Minor (less than 18 years of age)	10% of Occupational Limits	N/A
Embryo/Fetus of Declared Pregnant Individual (limit taken over time of pregnancy)	500	N/A

E. Student Radiographer Pregnancy Policy

Should a student or faculty member become pregnant while employed/ enrolled in the program, they are under NO requirement to declare their pregnancy status to any individual associated with the program. Should they voluntarily elect to declare their pregnancy status, they may do so by using the “Form letter for Declaring Pregnancy”, and submitting it to the program director. If the student or faculty member declares they are pregnant, they may at any time, undeclare their pregnancy status for any reason. They will do so by informing the Program Director in writing. At that time, their status will revert to that in effect before her declaration.

Should they elect NOT to declare their pregnancy status, or undeclare their pregnancy, it is understood that the program is under no requirement to afford any measures with regards to radiation safety other than those, which are routinely afforded to all radiography students and faculty.

Should they declare and submit the declaration form to the program director, the following measures will become effective for the duration of their pregnancy or declaration while they are enrolled within or employed by the program:

1. The Program Director or Clinical Coordinator will initiate the use of the form entitled “Radiation Received during Gestational Period.”
2. The student will be counseled by the program director, clinical coordinator, chief radiologist, radiation safety officer, radiation physicist, or all five regarding methods to protect them from ionizing radiation. They will be asked to read the previously distributed Regulatory Guide 8. 13, NCRP Report No. 54, and the Technical Bulletin Radiation Safety Considerations for the Declared Pregnant Worker.
3. The student must always wear a dosimeter when working with ionizing radiation. An additional dosimeter will be worn at waist level underneath protective aprons. The dosimeter must not leave the clinical site property at any time except when being sent out for processing by the institution.
4. Students can continue their clinical education without modification during the entire gestational period.
5. Rotation evaluations and/or clinic time missed because of pregnancy must be made up. The student will be responsible for meeting with the program director and clinical coordinator to plan this make-up time.
6. Under no circumstance will a pregnant or any student hold or assist in holding a patient or image receptor during a radiographic exposure.
7. The student must bring written permission from their physician to the program director as soon as possible, permitting them to continue clinical assignments.
8. The student will not be permitted to receive a cumulative radiation dose exceeding 0.5 rem (500 millimeters) during the gestation period.
9. **MRI Pregnancy notice:** The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data accusation scanning.

The following will be done to ensure that the gestational limit is not exceeded:

1. The dosimeter reports will be carefully monitored during the gestation period, noting averages and trends that may cause the cumulative exposure to exceed the limit. After receiving each exposure report, the results will be shared with the student.
2. If and when the cumulative radiation dose during the gestation period reaches 250 mrem, the student will be counseled by the program director, clinical coordinator, chief radiologist, radiation safety officer, radiation physicist, or all five.

XVII. Examination Policies

A. General

- Students are expected to take course examinations as scheduled using ExamSoft/Examplify.
- Occasionally, a student may be unable to take an examination due to an emergency. In such cases, students who cannot take an examination due to an emergency may, at the instructor's discretion, take a make-up examination. *Please refer to each professor's syllabus guidelines.*
- If a student has an emergency (e.g., illness or death in family) that arises prior to the scheduled exam, it is the student's responsibility to notify the instructor directly and prior to the exam start time. Upon sufficient evidence provided by the student, the instructor may approve a make-up exam. If a student does not have a legitimate excused absence, faculty members are free to give that student a zero on the quiz or examination. If this is a final exam, the student will be required to take an 'Incomplete' and may not progress to the following course or graduate until the final examination is complete.
- Make-up examinations must be completed within 7 days of the original scheduled exam. The format of a make-up examination may differ from the format of the original examination.
- In deference to their colleagues and in fairness to students, faculty should schedule exams for regular class periods and conclude the exercise within the time period of class.
- Reasonable steps should be taken by faculty to provide an atmosphere conducive to maximizing test performance for all students and to prevent dishonesty.

B. Administration of Exams

- Instructors will release the password-protected examination to the student on the test day. Students will be permitted to download the exam inside the classroom only, under supervision of the professor.
- Students are responsible for ensuring that the exam is accessible in their respective portal and that they are able to download it to their Examplify software. Students are responsible for contacting the instructor if they cannot see the exam in their student portal or cannot download it prior to the exam time.
- Instructors will bring at least two hard copies of the examination to the classroom in case of technical difficulties (in-person exams).

C. In-Person vs. Online Exam Etiquette and Conduct

In-Person Exams:

- Students must be prepared at least 15 minutes before the scheduled exam, and the instructor may randomly assign them a seat.
- If a computer crashes, instructors may instruct the student to reboot his/her computer and continue the exam from where the student left off. If this should happen again, the instructor will provide a paper exam.
- Students are responsible for having a working, fully charged computer in the classroom.
- Talking with other students is prohibited, and students may not speak out loud during exams.
- Students' belongings will be set aside in an area designated by the faculty.
- Smart devices, including cell phones, earbuds, and smartwatches with computer screens, are not to be used during scheduled exams.
- No hats or hoodies may be worn during scheduled exams.
- No food is allowed during scheduled exams.
- Students should take bathroom breaks before the exam.
- Students may not leave the room during exams.
- Students are not permitted to ask questions about the exam during the exam.
- The use of any unauthorized aid during an examination or test, including, but not limited to, writing the answers down before the exam for use during the exam, copying another person's work, or obtaining copies of the exam before taking the test, is strictly prohibited.

Online Exams:

In instances of inclement weather or newly issued and mandated social distancing guidelines, instructors may permit students to take exams synchronously from their homes and proctor online via exam proctoring software or applications (i.e., Proctorio, Zoom, TEAMS).

- Students must be prepared at least 15 minutes before the scheduled exam.
- Students must find a quiet, private area to take their exams. If this is not possible, students must communicate with their instructor at least 48 hours before the exam to arrange for proper accommodations.
- Students are not allowed to have anyone in the room during the exam.
- Students cannot talk to anyone and may not speak out loud during an exam.
- The instructor may ask the student to scan the room via webcam, and the student must comply.
- Students will be muted during the exam unless the faculty asks the student to unmute themselves.
- Communicating with other students via chat/cell phone/other software or device is prohibited.
- Students' belongings, including but not limited to, books, electronic devices, and personal notes, are not allowed in the room, except for the device used for online proctoring.
- All smart devices, including cell phones, earbuds, and smart watches with computer screens, are not to be used during scheduled exams, except for the device used for online proctoring.
- No hats or hoodies may be worn during scheduled exams.
- No food or drink is allowed during scheduled exams.
- Students may not leave the room during exams.
- The student is not permitted to ask questions about the exam during the exam.
- Using any unauthorized aid during an examination or test, including, but not limited to, writing the answers down before the exam for use during the exam, copying another person's work, or obtaining copies of the exam before taking the test.

Online Asynchronous Course Examination Policy:

To ensure academic integrity and maintain consistency with in-person course standards, the following policies apply to all online asynchronous examinations:

- Exam Format: All asynchronous exams are open-book and open-resource unless otherwise specified. Students may use course materials (e.g., notes, textbooks, lectures), but collaboration with others is strictly prohibited unless explicitly permitted.
- Academic Integrity: Students are expected to uphold the university's academic integrity standards. Unauthorized collaboration, use of outside assistance, or sharing of exam content constitutes a violation and may result in disciplinary action.
- Exam Availability and Deadlines: Exams must be completed within the designated time window as outlined in the course syllabus or learning management system. Due dates are firm and must be strictly adhered to. Late submissions will not be accepted unless prior approval has been granted due to documented extenuating circumstances (see make-up policy below).
- Timing and Submission: Once an exam is started, it must be completed within the allotted time. Those requiring accommodation must contact the [Center for Student Accessibility \(CSA\)](#)
- Exam Review Process: Students may request an exam review with the course instructor within a specified timeframe following grade release. Reviews are intended for clarification and learning purposes and may be conducted virtually.
- Technical Issues: Any technical difficulties encountered during an exam must be reported immediately to the instructor with appropriate documentation (e.g., screenshots). [Manhattanville University IT](#) should be contacted to resolve issues if necessary; your professor cannot help troubleshoot IT issues.

Students who are not compliant with the rules listed above will be considered in violation of examination procedures, which may result in a 0 (zero) on the exam.

D. Exam Reviews

- Exam reviews are dependent on instructor discretion.
- Exam reviews are considered secure, and all aforementioned exam rules (online or in-person) apply.
- During exam reviews, students' belongings will be set aside in an area designated by the faculty. This includes but is not limited to, the following: smart watches, cellphones (must be turned off), books, wallets, hats, book bags, or any other items unrelated to the exam. If the review is online, students must ensure that none of these items are present in the room during the review.
- Recording on smart devices and or taking pictures during an exam review is prohibited.
- Faculty reserves the right to establish a seating chart during examination reviews.

XVIII. Course Grading

A. Course Grade Overview

- A minimum grade of C+ is required for all RAD prefix courses and the following radiologic technology major, pre-requisite courses: Human Anatomy & Physiology I & Lab, Human Anatomy & Physiology II & Lab, Fundamentals of Psychology, Developmental Psychology, and qualifying College Math.
- Undergraduate students in the Bachelor of Science in Radiologic Technology Major who fail (i.e., a grade of C or lower) a RAD prefix didactic component will fail the entire Radiologic Technology (RAD) course, including any attached clinical and/or laboratory courses. In addition, those who fail the clinical or laboratory component of a course will receive an “F” for the clinical or laboratory component and an “F” for the Radiologic Technology (RAD) didactic course.
- A student may repeat only ONE Radiologic Technology (RAD) course, which must be repeated the next time it is offered. To remain in the Radiologic Technology program, students may NOT fail a second RAD prefix course. Students who fail RAD prefix course will re-cohort!
- A student who fails two required courses, whether RAD prerequisites or Radiologic Technology (RAD prefix) courses—will be dismissed from the Radiologic Technology program.
- A student re-taking a required Radiologic Technology course due to failure of the first attempt may not withdraw unless he/she is passing the course at the time of withdrawal. Withdrawal with a failing status will result in the second-course failure.
- All students need to maintain a 2.75 cumulative GPA in order to qualify for the clinical phase of the Rad Tech Program.
- For the complete University grading system, please see section C below.

B. Grade Appeal Policy

If a student has reason to believe that the final course grade they have earned is incorrect, they should first try to resolve the issue with the faculty member. The student may submit a grade appeal to the Program Director if no satisfactory resolution is reached. This must occur within 5 business days of the discussion with the faculty member to initiate the grade appeal process.

The grounds for a student grade appeal are as follows:

1. The grade is allegedly based on a calculation error.
2. The grade assigned allegedly did not follow the grading criteria stated in the course syllabus.

The student is responsible for proving that the grade is incorrect or unjustified. Please note an appeal cannot be based on “personal dislike of the instructor,” “dislike of the instructor’s teaching style including speaking too fast or too slow,” or “dislike of or disagreement with the assignments,” among other things not based on Items #1 and #2 above. The student must summarize the grade appeal grievance and submit a grade appeal form to the Program Director.

If the Program Director concludes that the student did not provide sufficient ground for a grade appeal, the Program Director will notify the student and SNHS Dean that the grade will be upheld. The Dean communicates the final decision directly to the student.

If the Program Director concludes that a grade appeal hearing is warranted, the Program Director will notify the student and the Dean that a grade appeal hearing will occur. The Academic Appeals Committee will be assembled for the hearing.

The Academic Appeals Committee is composed of the following:

- Two Faculty
- One Student
- One Administrator

The student will be asked to attend the committee meeting to discuss their grounds for the grade appeal. The Academic Appeals Committee will make recommendations to the Dean, who will communicate the final resolution. The decision is final and not open to appeal.

C. Grading Scale

The following table lists the grades that are used at Manhattanville University:

GRADE	GRADE POINT EQUIVALENT	PERCENTAGE EQUIVALENT
A	4.0	93-100
A -	3.66	90-92.9
B +	3.33	87-89.9
B	3.0	83-86.9
B -	2.66	80-82.9
C +	2.33	77-79.9
C	2.0	73-76.9
C -	1.66	70-72.9
D	1.0	60-69.9
F	0.0	0-59.9
P	No grade point value	For satisfactory work in a course taken on a Pass/Fail basis.
NP	No grade point value	Doctoral Program only. For work that demonstrates limited mastery of the material or method of inquiry.
W	No grade point value	For a course from which the student has withdrawn, with the approval of the instructor and advisor, or Provost or relevant Dean, before the withdrawal deadline.
WA	No grade point value	Academic or administratively initiated withdrawal
WF	0.0	Academic or administratively initiated withdrawal while failing or for sanction. This grade is a terminal grade and changes are not accepted.

XIX. Undergraduate Grade Replacement

A. Undergraduate Grade Replacement Policy

Starting in Fall 2021, undergraduates who re-take a course in the Radiologic Technology major will have the lower of the two grades removed from the GPA calculation as long as the initial grade was C or lower. If a repeat attempt results in the same grade earned, the previous attempt will be removed from the GPA. There is a limit of 2-grade replacements that may be applied within a degree program career.

B. Policy Highlight and Quick Reference

- The policy applies to repeated coursework during the Fall 2021 term. This policy is not retroactive. Courses already repeated in previous terms will stay with the old rules.
- Grade Replacement may only be applied to a course if the previous grade earned was a C, C-, D, or F. The replaced grade will appear on grade displays and transcripts with a “#” sign to the left of the grade letter as a #C, #C-, #D, or #F.
- The lower of the two grades will be replaced and removed from both the term and cumulative GPA calculations for the term containing the course. The previous attempt will be removed if a repeat attempt results in the same grade earned (“Grade Tie”).
- Credit is granted only once for any repeated course. The earlier course attempt will be the course that will carry the completed credit value.
- There is a limit of 2-grade replacements may be applied within the Radiologic Technology degree program.
- Degree audit and grade replacement: Since the degree audit displays only course work that carries earned credit, the previously taken course with the “#” replaced grade will appear on a student’s audit lists to fulfill requirements. This is not a cause for concern as the degree audit focuses on tracking and tallying courses with earned credit and completed status. *The degree audit is not an official transcript.*

C. Policy Limitations

- Only the last grade earned will count in the grade point average (GPA). However, all grades for the course will remain on a student’s transcript.
- Faculty do not assign replacement grades. The posting of #C, #C-, #D, or #F replacement grades and administration of the grade replacement policy is managed by the Registrar’s Office. Students must continue to consult their advisors on whether repeating a course for an improved grade fits their program requirements and academic goals.
- Grade replacements must match course for course. Example: PSY.1004 for PSY 1004. Independent Studies taken as equivalents for standard courses may not be used for grade replacement.
- A student receiving a letter grade can only replace that grade with another letter grade. Students may not elect to retake a course for a Pass/Fail (“P”) or Audit (“AU”) grade and then use it for grade replacement.
- A “W” grade (Withdrawal) cannot replace previous letter grades under this policy. Also, this policy will not remove previous “W” grades from a term record or transcript.
- Only Manhattanville courses are eligible for grade replacement. Transfer coursework may not be used to replace an earlier grade on a Manhattanville transcript.
- Grade Replacement is an automatic policy that cannot be applied selectively on an individual course basis.

- Undergraduate term academic standings such as “Deans’ List,” “Good Standing,” and “Probation” are awarded after each Fall and Spring term. Previously awarded standing distinctions will not be re-evaluated or adjusted when grade replacements occur in past terms.
- When a student submits an official transcript to apply for admission or transfer to another academic institution, that institution may include all grades in the calculation of GPAs for admission purposes, including replaced grades under this policy. Before applying, review and understand a prospective institution’s admission and transfer policies.
- In accordance with Department of Education regulations, all attempted coursework is included to determine Financial Aid eligibility; no portion of the academic transcript can be excluded. Consult with the Financial Aid Office for more information.

Students are encouraged to consult their financial aid advisor regarding any out-of-pocket costs for a repeated course

XX. Academic Probation and Dismissal

A. Academic Probation Policy

Academic probation is based on the following:

- Undergraduate students in the Bachelor of Science in Radiologic Technology Major qualify for academic probation if they fail to maintain a 2.75 cumulative GPA.
- Undergraduate students on academic probation may not be granted an Incomplete/Grade Deferred (GD) in any course during their probation semester. In addition, they are required to meet with their designated advisor regularly throughout the semester. Full-time undergraduate students on academic probation must register for 15 or 16 credits in the semester of probation and may not withdraw below 12 credits. As probationary students are not in satisfactory academic standing, they may not participate in intercollegiate athletics.

B. Program Dismissal Policy

Dismissal from the radiologic technology program is based on the following:

- Cumulative GPA falls below 2.75 for two consecutive semesters (including summer school courses attempted).
- If a grade of C+ or above in a required Radiologic Technology (RAD) or prerequisite course is not achieved in the second attempt, the student will be dismissed from the radiologic technology program.
- A student may repeat only ONE RAD prefix course or RAD prerequisite course. If a student fails a second RAD prefix or RAD prerequisite course, the student will be dismissed from the radiologic technology program.
- Students cannot withdraw from the course(s) they failed and are retaking.
- A student commits a second violation of academic integrity.

C. Dismissal Appeal Policy

At the end of each semester, the SNHS Dean will receive a report of students qualifying for dismissal. Students will receive written communication informing them the schedule of Academic Appeals Committee (AAC) for dismissals. Students qualifying for dismissals may appeal to Academic Appeals Committee (AAC). Students should direct their appeal requests to Associate Dean of Academic Affairs, Nursing by the semester's school-set deadline. If the Associate Dean of Academic Affairs, Nursing concludes that a dismissal appeal hearing is warranted, the Associate Dean, Academic Affairs, Nursing will notify the student and the SNHS Dean that a grade appeal hearing will occur.

The Academic Appeals Committee will be assembled for the hearing. The Academic Appeals Committee is composed of the following: • Two Faculty • One Student • One Administrator (non-voting member) The student will be asked to attend the committee meeting to discuss their grounds for the dismissal appeal. The Academic Appeals Committee will make recommendations to the SNHS Dean.

The SNHS Dean will communicate the final resolution. Further appeals can only be considered on the basis of procedural unfairness or new evidence. Such appeals should be directed to the Provost within 48 hours after the student has received the letter from the SNHS Dean. If the appeal is approved, the student should contact their advisor to readjust their curriculum plan and future term registration. A seat in the

sections that were dropped, as well as in clinical, lab, and didactic courses, is not guaranteed. Additionally, clinical and lab placement may be chosen for the student by the SNHS clinical team.

D. Re-Admission Policy:

Students whose appeals have been denied may apply for readmission to the university after one year's absence. Readmission is not automatic and requires the student to demonstrate the ability and readiness to undertake continued studies, as specified in the dismissal letter.

Students should read their dismissal letter thoroughly and follow its specifications before applying for readmission.

The Academic Appeals Committee may request a statement from the student's advisor and may also request further information from individual instructors if needed. A student whose appeal is approved may be required to participate in specific courses or mentoring programs as a condition of continued enrollment. The student's advisor will be notified of the outcome of the appeal.

XXI. Academic Integrity

A. Academic Dishonesty

Academic Dishonesty is any action that may result in an unfair academic advantage for oneself or others, including, but not limited to:

- **Plagiarism**: Offering one's own words, ideas, arguments, code, or visuals (any medium, including electronic) of another. Appropriate citation (according to the course instructor) with quotation marks, references, and/or footnotes is required when using any aspect of another's work; the failure to do so, whether intentional or not, constitutes plagiarism. Copying homework or answers on an exam or report, submitting a term paper from the archives of a group or another student, procuring a paper from an external source (electronic or otherwise), and submitting it as one's own are additional, though not exhaustive, examples of plagiarism.
- **False citation**: Providing false information about a source. This includes citing a title, author, and page as if it were from one source when, in fact, it is from a different source or including information that did not come from the cited source.
- Cheating on exams and/or falsely claiming to have completed assigned work.
- **Forgery**: Signing a faculty member's, administrator's, or other student's name to any assignment or written or electronic communication about a course or altering/forging said document or communication to mislead or circumvent University policy.
- **Falsification**: Altering any official University document, clinical documentation, paper, or examination to mislead others; or any deception (written, oral, or electronic) of a University official in an attempt to circumvent University policy.
- **Computer abuse**: Students must acknowledge any information that is not their own, from word texts to full programs. In addition, infringing on the rights of other students to gain access to the computer system, deliberately destroying or infecting files, operating systems, or code, copying files or programs without permission, and gaining access to and/or altering the functionality or stored data of any University or other student's computer without permission are all considered incidents of academic dishonesty.
- Destruction, theft, or displacement of any library or other shared materials, whether hard copy or electronic.
- **Multiple submissions**: Work done for one course cannot be submitted for another. Exceptions may be made only with the express written permission of both course instructors.
- Unauthorized collaboration on academic assignments.
- Aiding another student in the commission of academic dishonesty.
- Making materials from any academic course (including, but not limited to, assignments, papers, quizzes, or tests) available to persons outside the class. This includes uploading to an online site not pre-approved by the course instructor. Such actions may also constitute a violation of the Intellectual Property Policy.

B. Sanctions for Academic Misconduct

The sanction for any act of academic misconduct may include but is not limited to, one or more of the following sanctions: rewriting the assignment, failing the assignment, failing the course, taking a mandated workshop or other remedial course, academic warning or probation, disqualification from honors or other awards, disqualification for internships, denial of recommendations for professional certification, denial of or removal from placement for student teaching, suspension, or expulsion.

C. Procedures Regarding Violations of Academic Integrity

The primary responsibility for identifying an instance of academic misconduct and determining the sanction for both the assignment in question and the course lies with the course instructor. When an instructor has found what s/he considers an instance of academic misconduct, s/he must notify the SNHS Radiologic Technology Program Director and submit the Manhattanville University Academic Misconduct Reporting Form.

Academic misconduct may also be identified and reported by a staff member or administration. Students will not be permitted to withdraw from a course for which an offense has been reported unless the school's Academic Integrity Committee, as a result of a hearing, permits such a withdrawal.

All Academic Integrity procedures will proceed in the following manner:

- The SNHS Radiologic Technology Program Director will be notified. If applicable, the student and course instructor may meet to discuss the alleged academic misconduct and the sanction. The course instructor will submit a Reporting Form and a summary of that discussion to the SNHS Radiologic Technology Program Director. If, for some reason, the instructor and student cannot meet (e.g., the offense was found after classes stopped meeting at the end of the semester, the instructor is no longer at Manhattanville, the instructor opts for the student to meet directly with the SNHS Radiologic Technology Program Director, or the misconduct issue happens outside of a course) the student will meet with the SNHS Radiologic Technology Program Director. Failure to do so within 30 business days will result in the student being found responsible for the academic integrity violation.
- The student and SNHS Radiologic Technology Program Director will meet to discuss and complete the Reporting Form. If the student does not dispute the finding of the SNHS Radiologic Technology Program Director, the decision and sanction recorded on the Reporting Form are final. The form will remain a part of the student's record, managed by the School Designee, in compliance with the University's Record Retention Policy.

****Hard copies of academic integrity documents will be filed in the office of the respective school Designee. Digital versions will be stored in the secure Academic Integrity folder on the Manhattanville server. Access to this folder is limited to members of the Academic Standards Committee, Graduate Academic Standards Committee, and the Designee from each school. ****

D. Appeals

If the student disputes the finding of the course instructor, the student may indicate so in his/her meeting with the SNHS Associate Dean. The SNHS Radiologic Technology Program Director will discuss the charge with the student and explain the procedures for meeting with the Academic Integrity Committee. The SNHS Radiologic Technology Program Director will then notify the chairperson of the appropriate Committee, and that Committee will review the case with the student in a closed regularly scheduled meeting. During this meeting, the Committee will review all relevant evidence presented, including any new evidence. The Committee will seek information from the course instructor and/or other affected parties. The Committee may uphold the finding and sanction, overturn the finding and sanction, or impose an alternative sanction.

For students who have previously been sanctioned under this policy, the appropriate Committee must adjudicate a second alleged violation. Sanctions will be more severe in the case of repeat violations. In such repeat offenses, the possibility of an appeal to the Academic Integrity Review Committee will be available.

Where the student disputes the decision of the Academic Integrity Committee, s/he may ask for a formal review within 5 business days of notification of the decision. The written appeal will be made to the Provost. Such an appeal will only be considered on the basis of procedural error or new evidence that might have resulted in a different decision. If the aforementioned procedures have been followed as determined by the Provost, the Provost will act as a facilitator and call an Academic Integrity Review Committee (AIRC). The AIRC will comprise five members from across the University including one graduate or undergraduate student, depending on the level of the student appeal, at least two faculty members, and at least one Dean or Designee. Each member of the AIRC must be newly apprised of the offense and capable of making an impartial decision. The AIRC will invite the student to a closed meeting. During this meeting, the AIRC will review all relevant evidence in reference to procedural unfairness or any new evidence that might have resulted in a different decision. The AIRC may uphold the finding and sanction, overturn the finding and sanction, or impose alternative sanctions. The decision of the AIRC is final.

XXII. Learning Environment Conduct

A. Disruptive Behavior from Students

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations) that disrupts the educational process, and whether behavior is considered disruptive is defined by an instructor. Disruptive class behavior includes but is not limited to, verbal or physical threats, use of any obscenity, unreasonable interference with class discussion, heckling or interrupting any speaker making/receiving personal phone calls, text messaging during class, excessive tardiness, leaving and entering class frequently in the absence of a notice to the instructor of illness or other extenuating circumstances, and persistent, disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the faculty, staff, or classmates outside of class.

B. Response to Disruptive Behavior from Students

Step One: Instructor Warns Student

When disruptive behavior occurs:

- The instructor should warn the student. The warning will consist of orally notifying the student that (a) his/her behavior is disruptive, and (b) it must cease immediately, or else face removal from the classroom or other context and/or be subject to other disciplinary action.
- If the student fails to comply with the instructor's warning, the instructor may require the disruptive student immediately leave the classroom or area for the remainder of the class period/presentation. If the student refuses to leave, the instructor may summon Campus Safety to remove the student.
- If the instructor believes that the student's disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons, the instructor may summon Campus Safety to remove the student, regardless of whether a warning has been issued.
- The instructor will decide whether the student can return to the classroom or area. The process is resolved if the instructor allows the student to return to the class/presentation and continue in the course/event.
- If the instructor believes the student should not be permitted to return to the class to continue in that course, s/he should proceed to Step Two, below.

Step Two: Withdrawal Process

Instructor:

- If the instructor decides that withdrawing the student from the course is necessary, s/he shall, within two (2) working days of the disruptive incident, provide the Radiologic Technology Program Director with a written report of the disruptive incident(s).
- If the instructor has the disruptive student in more than one class and decides that the student is disrupting learning in more than one of those classes or exhibiting threatening and/or intimidating behavior outside the class (e.g., in the instructor's office, outside the classroom), the instructor has the authority under this policy to initiate removal of the student from all courses taught by that instructor, with the signed approval of the Radiologic Technology Program Director, Dean, SNHS designee, or Provost.

Program Director: (Except for extenuating circumstances)

- The Program Director will notify the student in writing within 2 days of receiving the instructor's notice that the matter has been submitted to them and the SNHS Dean for a decision on whether the student should be removed from the course and that they may not return to the class until the issue is resolved. This notice shall include a written description of the reported disruptive behavior and a copy of the Disruptive Student Conduct in the Classroom or Other Learning Environment Policy, which includes a description of the appeals process.
- The student will also be informed that if they wish to respond to the complaint, they must submit a written statement within 2 days of receipt to the Program Director and meet with the Program Director within five 5 working days from the date of the written notice. The Program Director's contact information should be included.
- The Program Director should make themselves available to meet with the student as soon as possible, within 5 working days of written notice to the student.
- The Program Director and SNHS Dean will decide on the appropriate outcome and send notice of the decision to the student, explaining the basis for the decision.
- The decision may consist of:
 - a. Allowing the student to return to course or courses, with or without conditions;
 - b. Allowing or requiring the student to transfer to another course section or sections; or
 - c. Withdrawing the student from the involved course or courses.
- The Program Director will notify the student in writing of their decision within 5 working days of receiving the student's response. If the Program Director and SNHS Dean decide that the student should be removed from the involved course or courses, the Program Director will notify the Registrar and Dean of the School of Nursing and Health Sciences via email that the student should be withdrawn. A copy of the withdrawal email will be sent to the student by the Program Director via e-mail when the SNHS Dean's written notice of their decision is sent. The Program Director will also include notice that the student may appeal the decision by submitting a written appeal to the Dean of the School of Nursing and Health Sciences, detailing the basis of the student's denial of the charges within (5) working days from the date of the Program Director's written notice of his/her decision.

Step Three: The Appeals Process

The student may appeal the decision of the Program Director in writing to the SNHS Dean or their designees, as appropriate. The student's appeal must be received by the Program Director in writing within (5) working days of the decision date. The decision shall be made and, except for extenuating circumstances, will be sent to the student via e-mail within five (5) working days of the SNHS Dean's receipt of the student's appeal.

Step Four: Final Resolution

According to University policy, students who are withdrawn from a course for disruptive behavior will receive a grade of W. If the charge of disruptive behavior is upheld, regardless of whether the student is allowed to return to the course, the student is responsible for any loss of tuition and/or financial aid. If a decision is made at any point in this process that the student was removed without sufficient cause, then the student will be allowed to immediately return to the course without penalty, and the Program Director will work with the student to facilitate the completion of any work missed. Depending upon where the decision ends, the Program Director and the SNHS Dean will notify the Registrar's Office of the final decision on the matter.

XXIII. Appeals and Grievances

A. Appeals and Grievance Procedures

Grievance procedures pertaining to situations not covered in the policies above have been established at Manhattanville University for students who feel they have received biased or unfair treatment by a faculty member in a class. The following grievance procedures do not apply to issues relating to academic dishonesty, academic dismissal, and misconduct.

Meant to protect students' rights, these grievance procedures are as follows:

1. Students with complaints should first attempt to resolve the issue by discussing their problem with the faculty member involved. Faculty members are advised to keep notes and documents connected to such cases. This discussion must happen within one semester of the claimed instance of unfair treatment. If the student cannot locate the faculty member, they should contact the Program Director.
2. In the event that the discussion with the faculty member does not resolve the matter to the student's satisfaction, the student should go to the Program Director, submitting a summary of that grievance in writing. This must occur within five business days of the discussion with the faculty member. The Program Director will investigate the matter, consulting with the faculty member identified in the grievance, and review pertinent records and documents in an effort to achieve a fair resolution of the grievance. The resolution will be given in writing to the student, and a copy will be kept on file in the Office of the Dean. If the Program Director is the faculty member identified in the grievance, the student should go to the SNHS Dean.
3. In the event that the grievance cannot be resolved to the student's satisfaction within five business days after receiving the Program Director's Letter, the student should make a formal complaint to the SNHS Dean, attaching all pertinent documents and evidence.
4. In the event that the grievance cannot be resolved within the department to the student's satisfaction, within five business days after the receipt of the letter from the SNHS Dean, the student should make a formal complaint to the Manhattanville Grievance Committee, attaching all pertinent documents and evidence. The Grievance Committee is chaired by the Provost and must include the Chairperson of the Faculty. In cases where any of these members must be excused due to a conflict of interest or inability to meet, the Chair of the Board of Academic Standards or Board designee will sit on the Grievance Committee. Once the grievance is received in writing, the Grievance Committee reviews the available materials and consults with the student, the faculty member, and the department. After consultation and review of the materials, the Grievance Committee will vote, and the decision will be conveyed by letter to the concerned parties.
5. The decision of the Manhattanville Grievance Committee may be appealed to the President or their designee with clear evidence of procedural unfairness or new evidence that might result in a different decision. Such an appeal must be made in writing within five business days after receipt of the letter from the Grievance Committee.

XXIV. Performance Improvement System

Manhattanville University's Radiographic Technology program will be using a performance improvement system.

The protocol of counseling and disciplinary actions includes:

- The faculty member and the Program Director will discuss the infraction with the student, and the faculty member will complete a counseling form. It will indicate the specific infraction, the degree of seriousness of the infraction (i.e., counseling, warning, reprimand, or probation), and the steps needed to be taken by the student to correct the behavior.
- Email communication labeled with the subject line "Verbal Warning" will account for a verbal warning in the disciplinary system. Noncompliance with emails labeled verbal warning will proceed to the following disciplinary step.
- Failure to reply to email communication within 3 business days, whether during active semesters or school breaks, will be categorized as insubordination unless the prior inability to respond is communicated to staff (e.g., vacation with limited access to internet/service, etc.)
- The student and the faculty member will sign the counseling form. The student will receive one copy, and a copy will go into the student's file.
- If a student receives a cumulative total of 4 infractions in any category, this demonstrates a disregard for the Radiologic Technology Program policies. This will result in the dismissal of the student from the program.

The categories are as follows:

- Category I: Professional Identity
- Category II: Professional Code of Ethics
- Category III: Safe and Competent Practice
- Category IV: Negligent & Unprofessional Behavior

Disciplinary actions used in this system and the consequences of each are as follows:

1. Verbal Warning: A verbal notification to a student that their behavior, performance, or actions are unacceptable. The student will be notified via email or in person regarding the verbal warning, and a copy of the email will be saved.
2. Written Warning: This is a formal behavioral agreement between the student, the Program Director, and the Clinical Coordinator or course instructor. It lists the behaviors, performances, and unacceptable actions that need correcting. Failure to correct behavior will result in consequences determined by the infraction level. One copy of the written agreement will be provided to the student, while another will be entered into the student's file.
3. Probation: This action may be taken as a last resort for those students who continue to display inappropriate behavior or commit a serious infraction.

Performance Improvement Form is linked in [Appendix O](#)

Performance Improvement Chart

Category I Infraction	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
Violating the Standard Uniform Dress Code	Verbal Warning*	Written Warning	Probation	Dismissal+
Unprofessionally written correspondence via email or chat	Verbal Warning	Written Warning	Probation	Dismissal+

Category II Infraction	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
Careless damage to clinical site, ground, or property	Written Warning	Probation	Dismissal+	
Creating or contributing to unsanitary conditions	Written Warning	Probation	Dismissal+	
Provoking or reacting to provocation	Written Warning	Probation	Dismissal+	
Excessive lateness to clinical	Written Warning	Probation	Dismissal+	
Using cell phones/text messaging in clinic	Written Warning	Probation	Dismissal+	
Unprofessional conduct (e.g.) cursing, condescending attitude	Written Warning	Probation	Dismissal+	
Violating the No-Call/No-Show Policy	Written Warning	Probation	Dismissal+	

Category III Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Causing harm to a faculty member, patient, visitor, or fellow worker through negligence or inattention to duties	Probation	Dismissal+		
Willful violation of safety rules or hospital safety practices	Probation	Dismissal+		
Leaving a clinical site without informing the clinical instructor and/or notifying the clinical coordinator	Probation	Dismissal+		
Reporting to college or a clinical site under the influence of alcohol or other non-prescribed drugs	Probation	Dismissal+		
Failure to observe and practice radiation safety guidelines in clinical/lab	Probation	Dismissal+		
Sleeping while on duty at a clinical assignment	Probation	Dismissal+		
Patient complaints against students.	Probation	Dismissal+		
Fighting at the clinical site or on college premises				
Insubordination (Refusal to respond to a reasonable request from Radiographers, Clinical Instructors, Clinical Coordinators, or Program Director. Including but not limited to clinical medical compliance.)	Probation	Dismissal+		

Category IV Infraction	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
Accepting gratuities from patients and their relative	Dismissal**			
Performing a radiographic exam without a physician's order	Dismissal+			
Intentional physical and/or verbal abuse of a patient	Dismissal+			
Possession of weapons on hospital or college property	Dismissal+			
Theft	Dismissal+			
Willful destruction of college/clinical property	Dismissal+			
Willful falsification of documents or records	Dismissal+			
Breach of confidentiality, unauthorized accessing confidential information on hospital/college	Dismissal+			
The affiliate permanently dismisses the student from the clinical site	Dismissal+			
The clinical affiliation agreement is terminated due to student conduct.	Dismissal+			

** It is assumed that the student was counseled before this action.*

*** Excludes flowers, candy, and thank you cards*

+ Requires review, investigation and approval of the Program Effectiveness Committee.

APPENDIX

Item	Appendix
Dosimeter Variance Report	<u>A</u>
Declaration of Pregnancy Form	<u>B</u>
Gestational Radiation Dose Information	<u>C</u>
Confidentiality Agreement	<u>D</u>
Completed Competencies Release Authorization	<u>E</u>
Cell Phone Policy Acknowledgement	<u>F</u>
Clinical Competency Form	<u>G</u>
Clinical Competency Form – C-Arm	<u>H</u>
Clinical Competency Requirements	<u>I</u>
JRCERT Standards of Compliance	<u>J</u>
Clinical Evaluation of the Student Radiographer	<u>K</u>
Student Handbook Policies & Procedures Acknowledgement	<u>L</u>
Explanation of Lab, Technology, and Testing Fees	<u>M</u>
Medical Records Release Authorization	<u>N</u>
Positioning Policy for Student-to-Student Practice	<u>O</u>
Lab Incident Report Form	<u>P</u>
Performance Improvement Form	<u>Q</u>
MRI Procedure Screening Form	<u>R</u>
Acknowledgement of Appendices and Clinical Modules	<u>S</u>



DOSIMETER VARIANCE REPORT

Dosimeter variance reports are completed when a student or instructor's dosimeter readings are above those reported by the control dosimeter.

Name: _____
Role: ☐ Student ☐ Instructor

Dosimeter Variance Occurrence

Date Range: _____
Report Date and Time: _____

Dosimeter Readings

DDE	Control Dosimeter	Student/Instructor Dosimeter
LDE		
SDE		

Resulting action and findings:

Reported by:

_____ Ezequiel Ayala-Santos, Radiation Safety Officer	_____ Date
_____ Iris Cortes, Program Director	_____ Date
_____ Student/Instructor Signature	_____ Date

Notice: Dose limit for any single quarterly reading will result in the Radiation Safety Officer and Program Director investigating instances in which dose readings above 125 rems are reported. The student/ instructor will then be counseled as to the appropriate course of action and review radiation safety practices. "Accidental" exposures due to badges left on aprons, etc., will be documented.



DECLARATION OF PREGNANCY FORM

To: Manhattanville University Radiologic Technology Program
Attn: Iris Cortes, Program Director

Re: Declaration of Pregnancy,

I am declaring that I am pregnant. I believe the pregnancy began on:

Month Day

Unless exceeded prior to submitting this letter, I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisieverts). I also understand that meeting the lower dose limit may require a change in clinical responsibilities during my pregnancy.

If I wish to undeclare my pregnancy for any reason, I will promptly inform you in writing.

_____ Student Name	_____ Signature	_____ Date
_____ Iris Cortes Program Director	_____ Signature	_____ Date



GESTATIONAL RADIATION DOSE INFORMATION

Student Name (PRINT)

Student ID Number

Dose Information:

Date of Pregnancy Declaration: _____

Cumulative Radiation Exposure Prior to Gestation Period: _____

Radiation Records During Gestation Period

Month	Source	DDE (mrem)	Student Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Student counseled regarding radiation protection by:

Ezequiel Ayala-Santos, RSO

Date

Iris Cortes, Program Director

Date

Jayme Scheckler, Clinical Coordinator

Date

My Signature acknowledges that I have received counseling on radiation safety measures to protect my fetus, and that I have read NCRP Reports 53 and 54, or Regulatory Guide 16.7.

Student Signature

Date



CONFIDENTIALITY AGREEMENT

As a student of Manhattanville University enrolled in the Radiologic Technology Program, I agree to maintain a patient's right to confidentiality. I understand that the use and disclosure of a patient's protected health information (including radiographic photography on social media) for other than clinical reasons are punishable by law and will result in dismissal from the program.

Student will sign "ACKNOWLEDGEMENT OF APPENDICES AND CLINICAL MODULES" and submit the form on Compio, thereby verifying the information outlined above.



COMPLETED COMPETENCIES RELEASE AUTHORIZATION

I hereby authorize Manhattanville University to release my competency record as required for academic purposes.

Student will sign "ACKNOWLEDGEMENT OF APPENDICES AND CLINICAL MODULES" and submit the form on Complio, thereby authorizing the release of competency records as outlined above.



CELL PHONE POLICY ACKNOWLEDGEMENT

I have read and understand the policy as it pertains to cell phone use at the clinical site. The policy is clear, and questions have been answered by the program director, clinical coordinator, or clinical instructor.

Student will sign "ACKNOWLEDGEMENT OF APPENDICES AND CLINICAL MODULES" and submit the form on Complio, thereby verifying the information outlined above.

CLINICAL COMPETENCY FORM



Student Name

Date

Exam Performed

Requisition Number

Clinical Site/Lab

Area of Performance	Completed	Not Completed	N/A
Patient Care			
1. Verifies patients complete name and date of birth			
2. Reads requisition and interprets clinical information			
3. Determines pregnancy status			
4. Properly prepares patient for exam requested. (gown/removes jewelry)			
5. Makes room ready; clean and operational, to include all necessary items to complete the exam			
6. Applies critical thinking to monitor patient's comfort due to age, mental status and physical condition			
7. Communicates effectively with patient			
8. Practices Standard Precautions and defines criteria for isolation if needed.			
9. Performs correct examination on patient			
Equipment/Portable Operation			
10. Radiographic table manipulation/IR/grid selection/locks.			
11. Radiographic tube, centering/angling/alignment, SID.			
12. Console selection of KV/MAS/focal spot/AEC/Tube/body part			
13. Correctly identifies image receptor with proper patient/position (pre-processing procedures)			
14. Demonstrates correct use of CR reader/digital equipment			
Exposure Factors & Radiation Protection			
15. Prior to exposure demonstrates knowledge of technique that will render an optimal radiograph			
16. Utilizes proper collimation for the body part			
17. Utilizes appropriate gonadal shielding (as determined by the facility)			
18. Wears lead apron when necessary, i.e. Mobile and/or Fluoroscopy			
Radiographic Procedure			
19. Knows the facility's protocol prior to the start of the examination			
20. Correctly positions body part in question for each projection required			
21. Selects and uses positioning aids when necessary			
22. Ensure no opaque articles/artifacts are visible			
23. Provides breathing instructions			
Image Evaluation			
24. Using Merrill's criteria, student will be able to discuss the image quality and critique image for centering, positioning, alternate methods, and identify areas of improvement			
25. Anatomy of interest demonstrated and able to identify pertinent anatomical structures			
26. Ensures radiographic markers are visible and legible on each film			
27. Confirms radiograph possesses optimum contrast/brightness			
Post Processing			
28. Ensures appropriate post-processing procedures followed (annotations, orientation of image)			
29. Correctly forwards radiographs to the appropriate systems (PACS) & finalizes the study			
30. Completes exam within a reasonable time with no assistance			
Comments:			
Any student that obtains 5 "not completed" in the areas of performance mentioned above will obtain a failure on the competency. The student must practice under direct supervision and reattempt the competency. Failure on the part of the student to correctly identify the patient, adhere to pregnancy policy, the examination, or to utilize proper radiation protection will result in an automatic failure of the competency. The student must be observed and directly supervised when performing the procedure from beginning to end.			
			☐ Pass ☐ Fail

Evaluator Name (PRINT)

Student Signature

Evaluator Signature



CLINICAL COMPETENCY FORM – C-ARM

 Student Name

 Date

 Exam Performed

 Requisition
Number

 Clinical Site/Lab

Area of Performance	Completed	Not Completed	N/A
Equipment Operation			
1. Storage and retrieval location of the C-Arm in OR			
2. Brakes and steering mechanisms			
3. Connect the C-Arm unit to the monitors.			
4. ON/OFF switch/button			
5. Adjust the exposure technique control buttons (kVp, mAs, AEC)			
6. Contrast and brightness control on the monitor			
7. Collimation control			
8. Identify controls for image magnification/orientation.			
9. Fluoro timer reset/ 5 min alarm			
10. Move "C" in all directions, understanding which locks are to be engaged to perform AP/PA, obliques, lateral, cephalad, and caudal angles.			
11. Locate digital controls, including pulse, boost, and low dose.			
12. Image save/store buttons.			
13. Move the stored image to the reference screen.			
14. Exposure/Dead-man switches (hand, foot, console)			
15. Enter patient information or populate patient information			
Radiation Safety			
16. Locate and record the radiation quantity used during the procedure.			
17. Practice radiation safety by shielding and alerting other OR staff when radiation is in use.			
Post Processing			
18. Perform hard copy printing if required.			
19. Ensures appropriate post-processing procedures followed (annotations, orientation of image)			
20. Correctly forwards radiographs to the appropriate systems (PACS) & finalizes the study			
21. Completes exam within a reasonable time with no assistance			
Advanced Procedures			
22. Techniques to maintain a sterile field (list examples)			
23. Cine radiography (understanding concept)			
24. Road mapping (understanding the concept)			
25. Image subtraction (understanding concept)			
Comments:			
Any student that obtains 5 "not completed" in the areas of performance mentioned above will obtain a failure on the competency. The student must practice under direct supervision and reattempt the competency. Failure on the part of the student to correctly identify the patient, adhere to pregnancy policy, the examination, or to utilize proper radiation protection will result in an automatic failure of the competency. The student must be observed and directly supervised when performing the procedure from beginning to end.			
			☐ Pass ☐ Fail

 Evaluator Name (PRINT)

 Student Signature

 Evaluator Signature



CLINICAL COMPETENCY REQUIREMENTS

Candidates must be CPR/BLS certified and have demonstrated competence in the remaining patient care procedures listed on the ARRT website. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

See [ARRT Clinical Competency Requirements](#) for Detailed List

Competencies acquired each semester are dependent on clinical availability



JRCERT STANDARDS OF COMPLIANCE

All complaints regarding the integrity of a Radiologic Technology Program thought to be in non-compliance with the prescribed standards for an accredited educational program can be directed to:

JRCERT
 20 North Wacker Drive Suite 2850
 Chicago, IL 60606-3182
 Phone (312)704-5300
 Fax: (312)7045304
 Mail@jrcert.org or www.jrcert.org

Standards for an Accredited Program in Radiologic Sciences:

- Standard One: Integrity
 - The program demonstrated integrity in the following: representation to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.
- Standard Two: Resources
 - The program has sufficient resources to support the quality and effectiveness of the educational process.
- Standard Three: Curriculum and Academic Practices
 - The program's curriculum and academic practices prepare students for professional practice.
- Standard Four: Health and Safety
 - The program's policies and procedures promote the health, safety and optimal use of radiation for students, patients, and the public.
- Standard Five: Assessment
 - The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.
- Standard Six: Institutional/Programmatic Data
 - The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

JRCERT Standards of Compliance Policy

I have read and understand the JRCERT Standards of Compliance Policy. The policies are clear, and questions have been answered by the Program Director and Clinical Coordinator. Contact information for the JRCERT has been shared and I understand that any complaints regarding the integrity of a Radiologic Technology Program thought to be in non-compliance with the prescribed standards for an accredited educational program can be directed to the JRCERT.

I have signed the acknowledgement form indicating that I have read and understand the policies as prescribed by the JRCERT.

Student will sign "ACKNOWLEDGEMENT OF APPENDICES AND CLINICAL MODULES" and submit the form on Complio, thereby verifying understanding of the information outlined above.



CLINICAL EVALUATION OF THE STUDENT RADIOGRAPHER

Instructions for the CI: For the selected student, please select an answer for each question based on the point scale listed below. Provide any comments by clicking "comment" bubble to the right of items.

- 1 - Unacceptable
- 2 - Extremely weak
- 3 - Very weak
- 4 - Weak
- 5 - Well below average
- 6 - Below average
- 7 - Average
- 8 - Very good
- 9 - Excellent
- 10 – Outstanding

Professionalism

1. The student demonstrates punctuality, arriving at and leaving from the clinical site on time.
2. The student communicates clearly and effectively with patients, staff, other students and faculty.
3. The student displays a positive work ethic, through ethical behaviors and attitudes.
4. The student arrives at clinicals appropriately attired and groomed, exhibiting good personal hygiene.
5. The student adheres to all college and clinical site policies.
6. The student accepts constructive criticism, is adaptable to challenging situations, and works well with others.
7. The student is able to work independently at their appropriate level.
8. The student demonstrates confidence in performing exams and equipment operation.
9. The student is on track with their completion of competencies.
10. The student exhibits outstanding patient care through empathy and a positive attitude, while creating a professional and comfortable experience for the patient.

Clinical Skills

1. The student creates quality radiographs through consistent collimation, accurate marker placement, proper image contrast, and correct display of anatomy of interest.
2. The student adapts their knowledge to various procedures, equipment, and radiographic techniques.
3. The student exhibits excellent work sequencing and the ability to prioritize tasks.
4. The student recognizes quality radiographs and displays the skills to remedy low quality X-ray images.
5. The student demonstrates appropriate knowledge of anatomy and medical terminology.
6. The student performs proper patient positioning.
7. The student takes the appropriate precautions for the safety of patients and staff.
8. The student adheres to radiation safety, through appropriate patient shielding and ALARA, while providing radiation protection to self, and others.
9. The student maintains accurate case logs and meets Trajecsyst requirements.
10. The student is reliable.



STUDENT HANDBOOK POLICIES AND PROCEDURES ACKNOWLEDGEMENT

I have read and understand the Student Handbooks, University Guide, program, clinical and laboratory policies. The policies and procedures are clear, and questions have been answered by the Program Director, Clinical Coordinator, or Clinical Instructor.

I have read and understand and will comply with the policies procedures at Manhattanville University.

Student will sign "ACKNOWLEDGEMENT OF APPENDICES AND CLINICAL MODULES" and submit the form on Complio, thereby verifying the information outlined above.



LAB, TECHNOLOGY, AND TESTING FEE EXPLANATION

Lab, Technology & Testing Fee:

- Trajecsyst Monitoring Tool
- RadReview Online Radiography Prep- MHRP
- Landauer Dosimeters
- Kettering Seminar (Seniors)

Swag Bag Items:

- Clinical backpack
- Clinical Name Tag
- Radiographic Positioning Markers (set of 2)
- Clinical Uniform
- Clinical note pads
- RadHesive
- Marker clip
- Pocket size positioning book



MEDICAL RECORDS RELEASE AUTHORIZATION

I authorize Manhattanville University to release copies of my medical records to clinical affiliates as necessary for medical clearance, as is required in the following courses:

- Patient Care I Clinical (RAD 1010C)
- Patient Care II Clinical (RAD 1020C)
- Radiographic Procedures I Clinical (RAD 3010C)
- Radiographic Procedures II Clinical (RAD 3020C)
- Advanced Procedures Clinical (RAD 3030C)
- Image Critique Clinical (RAD 4300C)

Student will sign "ACKNOWLEDGEMENT OF APPENDICES AND CLINICAL MODULES" and submit the form on Complio, thereby authorizing release of medical records as outlined above.



POSITIONING POLICY FOR STUDENT-TO-STUDENT PRACTICE

As part of your training in radiographic positioning, students will engage in peer-to-peer simulations during lab sessions. These sessions are intended to build clinical confidence, communication skills, and professional conduct required in patient care. To ensure a respectful and safe environment for all, the following policies must be observed at all times:

1. **Professional Use of Palpation:**
 - Palpation of anatomical landmarks is an essential skill in radiographic positioning and must be performed only when clinically necessary and within the scope of the procedure being practiced.
 - Palpation must be conducted with care, clarity, and clinical intent, using only the minimum contact necessary to locate anatomical structures.
 - Avoid any area that may be considered private or sensitive unless explicitly instructed by faculty for a specific positioning objective. In such cases, anatomical demonstration models or phantoms will be used when appropriate.
2. **Consent and Communication:**
 - Before beginning any positioning activity involving physical contact, students must clearly verbalize their intentions to their lab partner. For example, a statement such as, "I'm going to palpate here to locate the landmark," should be made prior to initiating contact. This communication ensures transparency and respect for boundaries.
 - Lab partners are encouraged to express any discomfort or decline being positioned at any time, without fear of judgment or academic penalty. *Faculty and lab staff are available to assist or provide alternatives as needed.*
3. **Creating a Supportive Learning Environment:** Remember that each student brings a unique level of comfort and experience to the lab. Be patient, empathetic, and encouraging. Cultivate trust with your lab partners by listening, communicating clearly, and honoring personal boundaries.

Note to Students:

This policy is not only a guideline for your time in the lab—it is a foundation for the professional behaviors expected throughout your career. If you ever feel uncomfortable during lab activities, please speak with your instructor or clinical coordinator. Your safety, dignity, and learning experience are our top priorities.

Student will sign "ACKNOWLEDGEMENT OF APPENDICES AND CLINICAL MODULES" and submit the form on Complio, thereby authorizing release of medical records as outlined above.



LAB INCIDENT REPORT FORM

Name of Person(s) Involved in Incident (PRINT)

Role: ☐ Student ☐ Instructor

☐ Other: _____

Name(s) of Witness(es)

Incident Information:

Date

Time

Location

Incident Category:

☐ No Injury

☐ Near Miss

☐ First Aid Required

☐ Severe Intervention Required

Description of Incident: _____

Were any devices/equipment Involved in the incident?

☐ Yes ☐ No

If yes, describe: _____

What were the possible causes of the incident? _____

Recommendations to Prevent Future Incidents:

	Corrective/Preventative Actions	Person to Implement	Date to Implement
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Reporter (PRINT)

Reporter Signature

Date

Time

Ezequiel Ayala-Santos, RSO

Iris Cortes, Program Director



PERFORMANCE IMPROVEMENT FORM

Student Name

Date

Clinical Site/Lab

Corresponding Course

- ☐ Notice of Verbal Warning
- ☐ Notice of Written Warning
- ☐ Notice of Program Probation
- ☐ Notice of Radiologic Technology Program Termination

Statement of Problem:

Prior Discussion or Warning of this Subject:

Statement of Program Policy:

Consequence of Failure to Improve Performance:

Student Comments:

Effective Date:

You are placed on Performance Improvement status. If at any time you (the student) fail to meet expectations or make sufficient progress towards expectations, disciplinary action may be escalated up to and including termination from the program, but not from Manhattanville University.

Student Acknowledgement: I fully understand the condition and consequences of my Performance Improvement status.

Student Signature

Instructor Name (PRINT)

Iris Cortes, Program Director

Instructor Signature

Magnetic Resonance Screening Form for Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves.

This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Student Name: _____ Date: _____

		Circle Yes or No	
1. Have you had prior surgery or an operation of any kind?		Yes	No
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____			
2. Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?		Yes	No
If yes to question 2, please describe: _____			
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?		Yes	No
If yes to question 3, please describe: _____			
Please indicate if you have any of the following:			
Aneurysm clip(s)	Yes	No	
Cardiac pacemaker	Yes	No	
Implanted cardioverter defibrillator (ICD)	Yes	No	
Electronic implant or device	Yes	No	
Magnetically-activated implant or device	Yes	No	
Neurostimulator system	Yes	No	
Spinal cord stimulator	Yes	No	
Cochlear implant or implanted hearing aid	Yes	No	
Insulin or infusion pump	Yes	No	
Implanted drug infusion device	Yes	No	
Any type of prosthesis or implant	Yes	No	
Artificial or prosthetic limb	Yes	No	
Any metallic fragment or foreign body	Yes	No	
Any external or internal metallic object	Yes	No	
Hearing aid	Yes	No	
Other device: _____	Yes	No	

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director.

Student Signature : _____ Date: ____/____/____

☐ The student has not identified any contraindications to entering MR Zone III or IV.

☐ The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Form Information Reviewed By: _____
Print name Signature Title Student Initials

This form is provided by the JRCERT as a resource for programs. Programs are encouraged to personalize the form prior to use.

Remember: The magnet is always on!



ACKNOWLEDGEMENT OF APPENDICES AND CLINICAL MODULES

SNHS STUDENT POLICY SUMMARY APPENDICES

- Confidentiality Agreement
- Completed Competency List Release Authorization Form
- Clinical Cell Phone Policy
- JRCERT Standards of Compliance Policy
- Student Handbook Policies & Procedures
- Medical Records Release Authorization
- Positioning Policy for Student-to-Student Practice

CLINICAL MODULES

- SARS COV-2 (COVID-19): information Module
- HIPAA and Security Training Module
- Infection Prevention + OSHA Training Module
- Fire Safety Training Module
- MRI Safety Competency Assessment
- MRI Screening Form

I, _____, have read and understand the content outlined in all clinical modules and the entirety of the SNHS Student Policy Summary, including the policy appendices listed above. By signing this document, I acknowledge that I have received answers regarding any material for which I had questions or concerns. I understand that the vaccination requirements to care for this population of patients may change, and I will continuously need to review updated information on the Manhattanville University Student Health and Counseling (SHAC) website. I will always comply with and adhere to the policies within the SNHS Student Policy Summary.

Student Name (PRINT)

Student Signature

Date