

West Virginia Northern Community College RADIOGRAPHY PROGRAM



Student Handbook 2020~2021

Prepared by WVNC Radiography Program Faculty

***Reviewed/Revised 8/2020**

Faculty reserves the right to revise as required

**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
RADIOGRAPHY PROGRAM STUDENT HANDBOOK 2018-2019**

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WVNCC Radiography Program Handbook Acknowledgement 2020-2021

WVNCC Radiography Students are responsible for reading & complying with the information which appears in the current College Catalog & the College Student Handbook, as well as the WVNCC Radiography Program Student Handbook. It is the intent of this handbook to ensure patient safety & professional, ethical, & legal conduct of all Radiography Students. Failure to comply with College & Radiography Program Policies will lead to a review of student behavior & possible disciplinary action, including dismissal from the Radiography Program.

The Radiography Program Faculty & West Virginia Northern Community College reserve the right to change, delete, supplement or otherwise amend at any time the information, rules & policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine, & shall apply to both present & prospective students. Changes in the Radiography Program Handbook will be given to students through a Radiography Program Student Handbook Addendum.

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
RADIOGRAPHY PROGRAM STUDENT RESPONSIBILITY STATEMENT

*A separate copy of this form is signed by each student & filed in the student's permanent file in the Radiography Program Director's Office.

INSTRUCTIONS: Please read carefully & decide if you can commit to these requirements. Your signature on this document indicates that you have received & read the WVNCC Radiography Program Student Handbook & accept the conditions of the agreement.

1. Once admitted to the Radiography Program, I understand it is my responsibility to read & adhere to all policies & procedures of WVNCC as defined in the College Catalog, Student Handbook, Radiography Student Handbook, and/or any presented addendums.
2. I agree to comply with the Radiography Program dress code when I rotate through the clinical sites. This includes the designated WVNCC scrubs, lab coat, WVNCC patch, & white shoes. I will abide by all specific dress code requirements, such as body piercings, tattoos, hair restrictions, jewelry restrictions, artificial nails, etc.
3. It is my responsibility once admitted to the Radiography Program to see that a complete physical exam form & appropriate laboratory studies & immunization records, are submitted to the Program Officials Branch (& Castle Branch, if appropriate) by the deadlines established prior to the start of the second & fourth semesters. Current CPR certification is also required for the clinical education sites.
4. I am aware any major change in health status must be reported to the Program Director & Clinical Coordinator. An additional evaluation & release of information by an appropriate health care provider is required.
5. I realize that I may be subject to (A) random drug screening at my expense if my behavior puts patients, faculty, or peers in jeopardy; (B) random drug screening at any time during my admission to the program. Unauthorized use of controlled substances will be cause for dismissal from the Radiography Program.
6. I realize that I am expected to attend all radiography classes & clinical experiences as explained in the course syllabi in the sequence in which they are listed in the WVNCC Catalog. I must successfully pass the required general education courses either prior to the specific semester or in the designated semester. I cannot take the course in a later semester.
7. I understand that travel is required while enrolled in the Radiography Program & it is my responsibility. I will be assigned to many health care facilities used for clinical experience while enrolled in the Radiography Program.

8. I have been informed that WVNCC does not provide individual health & accident insurance. I will be responsible for any expense incurred as a result of illness or accident while in the program.
9. I understand that I am responsible for reporting changes in my name, address, telephone number & e-mail address to the Division of Health Sciences Office, the Admissions Office, & the Radiography Program Director.
10. I understand that I must earn a “C” grade in all Radiography & co-requisite courses included in the Radiography Program curriculum or I will be administratively withdrawn from the program.
11. I understand that if I leave the program for any reason I must apply for readmission or reinstatement to the Radiography Program. I know readmission or reinstatement is not automatic & I must meet requirements outlined in the Health Science *Standards of Progress*.
12. I understand that failure to provide required information or any falsification of records will result in immediate dismissal from the Radiography Program.

Student's Name (Printed) _____

Student's Signature _____

Date _____

West Virginia Northern Community College
Radiography Program Accreditation Information

**The WVNCC Radiography Program is a twenty-one month program designed to fully educate students on the required principles of radiologic technology. This program is established and operated according to the most current JRCERT Standards. The WVNCC Radiography Program is accredited by the following agencies:

The Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone ~ (312) 704-5300

Website ~ www.jrcert.org

E-Mail ~ mail@jrcert.org

**If a copy of the JRCERT Standards is desired, you may visit the web site listed above or contact the Radiography Program Director. All clinical practice sites are provided with a copy of the Standards.

Standards for an Accredited Educational Program in Radiography (Effective 1/1/2021)

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices.....

The curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patient, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners

1124 Smith St., Suite B300

Charleston, WV 25301

Phone ~ (304) 558-4012; Website ~ www.wvrtboard.org; E-Mail ~ rtboard@wv.gov

West Virginia Northern Community College **Accreditation Information**

**Upon successful completion of the program, students are awarded an Associate in Applied Science Degree in Radiography from West Virginia Northern Community College, which is accredited by the following agency:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Telephone: 800-621-7440
Email: <https://www.hlcommission.org>

Graduates are eligible to apply for the National Registry Examination given by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of the registry exam, they may become licensed in any state (depending upon each individual state's requirements). Registered radiographers and students may apply for membership to our professional society known as the American Society of Radiologic Technologists (ASRT), as well as various state societies. In order to maintain their registered status, radiologic technologists must maintain 24 hours of continuing education every two years, based on their birth date (biennium). They must also fulfill the CQR requirements established by the ARRT (refer to www.arrt.org for complete requirements).

Students enrolled in the WVNCC Radiography Program are regarded as mature, responsible persons seeking an education in the field of radiologic technology. All persons involved in this field should act as professionals at all times and follow rules of moral and legal ethics. The students will also be required to follow rules set by the administrative bodies at all clinical sites and West Virginia Northern Community College.

(Reviewed 8/2020 ~ MDK, MJS)

WVNCC Radiography Program Mission Statement

The West Virginia Northern Community College Radiography Program provides a complete educational experience in a professional and caring environment. Our mission is adhered to strictly by the Program Faculty, College and Clinical Staff, as well as the Students. The entire program is committed to excellence in all aspects of the didactic and clinical education of mature, professionals who are seeking to become Radiologic Technologists.

The WVNCC Radiography Program is confident that its graduates will successfully fulfill the requirements of an “entry level technologist” by attaining the highest professional ideals in optimum patient care; moral, ethical, and professional conduct; academic achievements; and respect to everyone. It is our intention that all students successfully complete the program’s requirements, sit for and pass the national registry exam, and obtain employment in their desired field of expertise.

(Reviewed 8/2020 ~ MDK/MJS)

WVNCC Radiography Program Philosophies

**The overall philosophy of the West Virginia Northern Community College Radiography Program is one based upon attainment of the highest professional ideals in each student enrolled in the course of study.

1. Through these ideals, we stress the importance of the patient as a human being; a human being requiring the most competent and courteous care possible. Our program stresses all points stated in the “Patient Bill of Rights” and reinforces these points in our daily work as professionals.
2. As an integral part of WVNCC and a professional body, our program teaches the importance of proper moral and ethical conduct in all situations.
3. Great emphasis is placed on the importance of high academic goals and achievements. Through this increased didactic learning will a more precise application of all related technical skills will be achieved.
4. Students enrolled in this program are taught that respect is of the utmost importance in the field of health care. We emphasize respect for patients and their families, co-workers, faculty, physicians, and fellow students.
5. In training the students to become professionals, WVNCC teaches them the importance of professional awareness through continued education. Students are highly encouraged to attend educational seminars and department in-services, through which they may expand their knowledge and examine the various aspects that are of utmost importance in the ever-expanding field of Radiology. Through this education and professional awareness, our students will be involved in the treatment of disease and the preservation of life.

(Reviewed 8/2020 ~ MDK/MJS)

WVNCC Radiography Program Goals/Student Learning Outcomes

The West Virginia Northern Community College Radiography Program Goals state that upon successful completion of the program, the graduate will...

1. **GOAL: demonstrate the competency level & patient care skills & knowledge of an entry-level technologist.**

LEARNING OUTCOMES:

- a. Students/graduates will be able to perform routine exams.
- b. Students/graduates will possess knowledge of radiographic procedures.
- c. Students/graduates will develop quality patient care skills.
- d. Students/graduates will be able to function competently within the clinical setting (entry-level knowledge).

2. **GOAL: display abilities in communication, critical thinking, & problem-solving skills necessary for professional practice.**

LEARNING OUTCOMES:

- a. Students/graduates will perform non-routine exams.
- b. Students/graduates will demonstrate effective communication skills with people of all ages.

3. **GOAL: understand the significance of professional values & life-long learning experiences.**

LEARNING OUTCOMES:

- a. Graduates will perform in a professional manner in the clinical setting.
- b. Graduates will actively participate in life-long learning.

4. **GOAL: be an entry-level functioning technologist in the health care community.**

LEARNING OUTCOMES:

- a. Graduates will successfully pass the ARRT exam.
- b. Graduates will complete the program within 21 months.
- c. Employers will indicate satisfaction with the program's graduates.
- d. Graduates will seek employment.
- e. Graduates will demonstrate accuracy & thoroughness on skills taught in training.

(Reviewed 8/2020 ~ MDK/MJS)

West Virginia Northern Community College (WVNCC) Mission Statement

West Virginia Northern Community College's mission is to educate and empower individuals to achieve academic and career goals, leading to a highly skilled, well-rounded, and accomplished workforce which successfully competes and adapts in a global economy.

The College responds to the needs of the region it serves by offering a high-quality learning environment that is accessible, safe, and accommodating while nurturing teamwork and community service.

WVNCC Vision Statement

West Virginia Northern Community College is recognized and admired for being a community of learners who model integrity, mutual respect, and a commitment to excellence. The College purposefully strives to:

- Empower students to be successful
- Achieve continued growth
- Be responsive and adaptive
- Value personal growth and development
- Be fiscally responsible
- Respect diversity
- Be entrepreneurial whether in the classroom or online, and
- Enhance partnerships and community service

Pledge to Students

We, the faculty, staff and administrators of West Virginia Northern Community College, reaffirm our commitment to our common mission.

Excellence in Teaching and Learning

As members of an academic community, we pledge to unite to support the success of all who wish to learn.

As faculty, we are a community of scholars who place a top priority on teaching, learning and advising. As classified staff, we serve the students and the College by facilitating and enhancing the total educational process.

As administrators, we provide leadership for the development of students, faculty and staff; and we accept the responsibility for quality and accountability to the total development of the Upper Ohio Valley.

At Northern, the values of the college education and service take precedence over the values of wealth and status.

West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against

applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.

Inquiries concerning this rule should be directed to Chief Human Resource Officer Peggy Carmichael, who is designated coordinator for Title IX and Section 504. Her telephone number is 304-214-8901 and her office is located in Room 119, B&O Building, Wheeling campus. Her email address is pcarmichael@wncc.edu.

WVNCC EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

West Virginia Northern Community College is morally and legally committed to a policy of equal opportunity and prohibits discrimination with respect to race, sexual orientation, gender, age, color, religion, disability, veteran status, marital or parental status, and national origin for all employees, students, prospective students and applicants for employment. West Virginia Northern Community College neither affiliates with nor grants recognition to any individual, group or organization having such discriminatory policies or practices.

This policy extends to all West Virginia Northern Community College activities related to the management of its educational, employment, financial, business and other affairs. It applies to all personnel management practices including, but not limited to, recruiting, hiring, transfer, promotion, training, compensation, benefits, layoff and termination. West Virginia Northern Community College is committed to maintaining an atmosphere that is free of discrimination and harassment in any form.

West Virginia Northern Community College will continue to take affirmative action measures to ensure the entry of qualified minorities, women, veterans and the disabled as defined by law into the faculty, staff and student bodies. In education, equal opportunity on a merit basis is fundamental to equality in all other forms of human behavior; therefore, commitment to this goal is required of every College employee. Any infractions of this policy will be subject to disciplinary actions as deemed appropriate and defined by College policy. Such infractions should be reported to Peggy Carmichael in the Human Resources office, Room 125, B&O Building, (304) 233-5900, Ext. 8901. Inquiries concerning this policy also can be directed to:

President's Office
West Virginia Northern Community College
1704 Market Street
Wheeling, WV 26003-3643

APPEAL PROCEDURES FOR EMPLOYEES, APPLICANTS, AND STUDENTS

Any person who believes that the West Virginia Northern Community College stated policy of non-discrimination has been violated can seek redress through College procedures. Employees, including student employees, and enrolled students may appeal administrative decisions, which are believed to be out of compliance with the provisions of this EEO/AA Plan by contacting, personally or in writing (Chief Human Resource Officer) Peggy Carmichael for the purpose of explaining the complaint. A complainant may at any time seek the assistance of the Human Resource Director (Affirmative Action Officer) for assistance with a complaint.

WVNCC RADIOGRAPHY PROGRAM TECHNICAL STANDARDS REQUIREMENTS

The following are minimum physical requirements that each prospective student of the WVNCC Radiography Program must be able to satisfactorily perform prior to acceptance:

- A. Position the radiographic tube to 44" above the image receptor tray/table, and be able to lift 25 pounds on a frequent basis.
- B. Interpret a patient's physical needs through visual and audio assessment.
- C. Read and understand a patient requisition so that a complete patient history can be recorded and an exam accurately charged.
- D. Assist a debilitated, weak patient on and off of the radiographic table, into their wheelchair or stretcher, and in and out of an examining room.
- E. Give clear, concise instructions to patients of all age groups, and perform in a professional manner at all times.

If accepted into the program, I understand that I must successfully pass a physical examination, background check, appropriate immunizations, and drug screen. My physician will then verify that I am completely able to meet these standards in a satisfactory manner. Paperwork/documentation for these tests will be provided to me by the Health and Science Office.

**See "Background Check/Drug Screen/Health Record" for additional information.

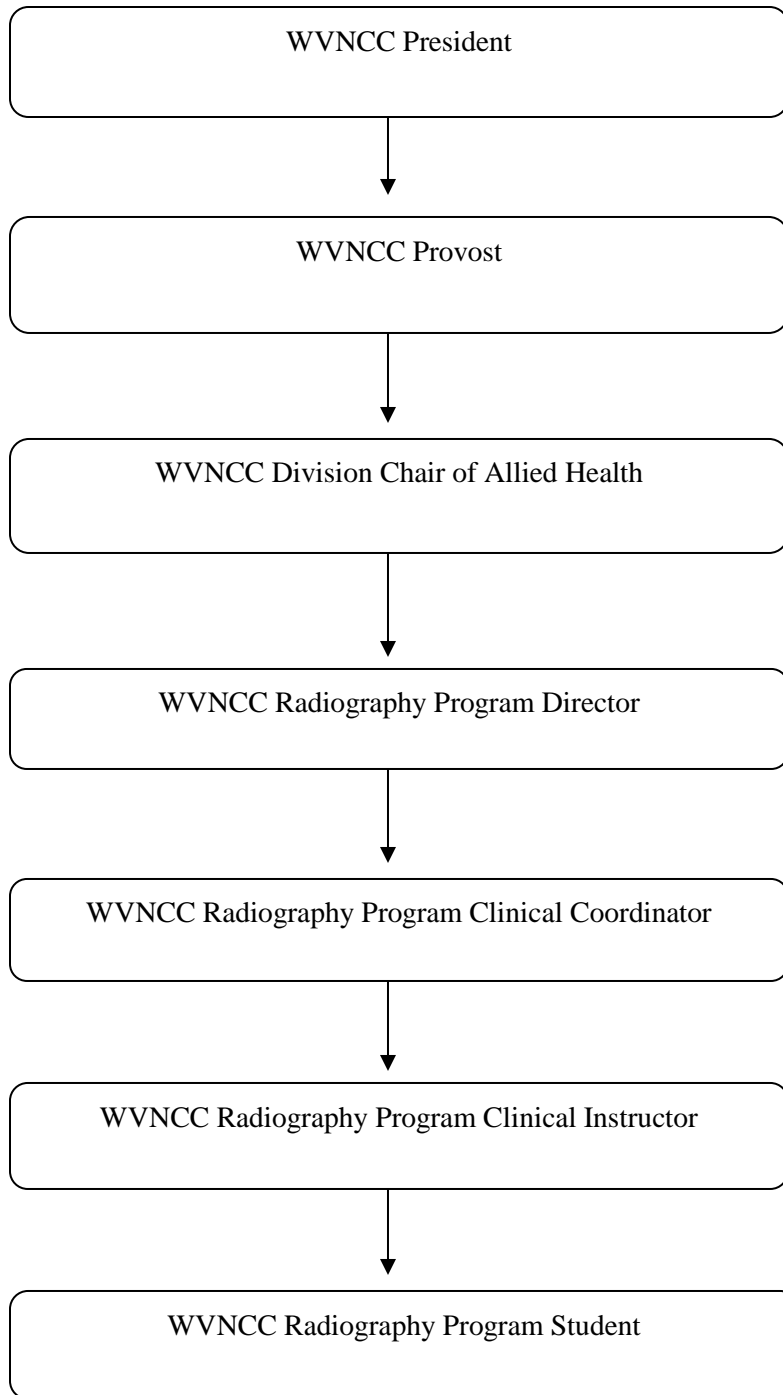
(Reviewed 8/2020 ~ MDK, MJS)

WVNCC Radiography Program Faculty

Misty D. Kahl, M.S., R.T.(R)	Radiography Program Director – WVNCC; mkahl@wncc.edu ; (304) 214-8899; Office 417F
Melissa J. Stephens, B.A., R.T.(R)	Radiography Program Clinical Coordinator – WVNCC; mstephens@wncc.edu ; (304) 214-8898; Office 419D
Tonya R. Trigg, R.T.(R)	Wheeling Hospital Clinical Instructor; (304) 243-3270
Molly S. Dutton, A.S.,R.T.(R)	Wheeling Hospital Clinical Instructor; (304) 243-3270
Miranda R. Schrack, A.S., R.T.(R)	Wheeling Hospital Clinical Instructor; (304) 243-3270
Metta Hoff, R.T.(R)	Wheeling Clinic Clinical Instructor; (304) 234-2102
Billie Riggs, A.S., R.T.(R)	Wellsburg Clinic Clinical Instructor; (304) 737-4336
Gwen Kinnan, A.S., R.T.(R)	Bellaire Health Center Clinical Instructor; (740) 671-9357 or (740) 676-2072
Gwen Kinnan, A.S., R.T.(R)	St. Clairsville Health Center; (740) 695-1210
Karen Mihalic, A.S., R.T.(R)	WVU-Barnesville Hospital Clinical Instructor; (740) 425- 5114
Peggy Skinner, R.T., (R)	WVU-Barnesville Hospital Clinical Instructor; (740) 425- 5114
Michelle Snyder, R.T.(R)	WVU-Reynolds Memorial Hospital Clinical Instructor; (304) 843-3310
Diana Olejasz Howell., R.T.(R)	WVU-Reynolds Memorial Hospital Clinical Instructor; (304) 843-3310
Laurie Pickett, R.T.(R)	Sistersville General Hospital Clinical Instructor; (304) 447-2512

(Reviewed/Revised 8/2020 – MDK/MJS)

WVNCC Radiography Program Chain of Command



(Reviewed 8/2020 ~ MDK, MJS)

CERTIFICATION REQUIREMENTS THE ARRT

Eligibility requirements for ARRT certification and registration in Radiography, Nuclear Medicine Technology, and Radiation Therapy and for the primary pathway to Magnetic Resonance Imaging and Sonography will — effective January 1, 2015 — call for candidates to have earned an associate (or more advanced) degree from an institution accredited by an agency recognized by ARRT. For complete details, go to www.arrt.org.

Submitting the application*

Applications for the computer-based examinations do not have a postmarking deadline. Examination applications may be submitted for only one category at a time. Applicants should allow up to 4 weeks from the date the application is received at the ARRT for examination application processing to be completed. Individuals anticipating graduation should submit an application early (up to 3 months before graduation) to ensure securing the desired testing appointment time.

Educational Program Completion*

All applicants must have completed the eligibility requirements by the date of the examination. The director of the educational program indicated on the application is contacted to verify that the applicant has successfully completed both clinical and didactic phases of the program as it was accredited. This includes all academic degree requirements if the program is accredited as degree granting. Completion of just the professional component of degree granting programs does not establish eligibility for certification.

Examination Fees*

The application fee for computer-based examinations is **\$200 (effective December 31, 2009)** for the initial application and examination. The fee for repeating this examination is subject to ARRT. Fees are not refundable and may not be transferred to another category of examination. Fees may be paid by personal check or by money order. **Please make checks or money orders payable to —The ARRT.** Separate checks should be provided for each applicant. Examination application fees are sent to the bank after the examination application has been processed. This may result in delayed check clearing. *Taken from the ARRT *Examinee Handbook*, and are subject to change.

EXAM PRE-APPLICATION

Eligibility for certification requires that the applicant for the registry be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARRT purposes. The ARRT conducts a thorough review of all convictions to determine their impact on eligibility. Documentation will be required. A pre-application may be submitted. If any student has been convicted of a misdemeanor or felony, a pre-application review form may be requested from the ARRT. If there is a need for such form the student should meet with the program director and information for the request will be given or contact ARRT at 1-651-687-0048 ext. 580. The pre-application review form may also be downloaded at www.arrt.org from the —Ethics section.

ELIGIBILITY DEADLINES

All applicants must have completed eligibility requirements by the date of the examination. The director of the educational program indicated on the application will be contacted to verify that the applicant has successfully completed both clinical and didactic phases of the approved program.

THREE ATTEMPT LIMIT

Effective January 1, 2013, applicants found to be eligible for examination will be allowed three (3) attempts to pass the certification examination. The examinees must complete the 3 attempts within a 3 year period of time that begins with the initial examination window start date. These 3 attempts are also included in any state examination attempts. Candidates have 3 years from their program completion date to be determined eligible. After 3 unsuccessful attempts or 3 years have expired, candidates are no longer eligible.

CONTINUING EDUCATION (CE) REQUIREMENTS

Once certified, every two (2) years an R.T. must either obtain 24 CE credits acceptable to ARRT or pass an exam in an additional discipline recognized by ARRT. Also, certifications are time-limited to 10 years, so Continuing Qualifications Requirements (CQR) will be required in addition to the 24 CE credits.

A Patient's Bill of Rights

A Patient's Bill of Rights was first adopted by the American Hospital Association in 1973.

This revision was approved by the AHA Board of Trustees on October 21, 1992.

Introduction

Effective health care requires collaboration between patients and physicians and other health care professionals. Open and honest communication, respect for personal and professional values, and sensitivity to differences are integral to optimal patient care. As the setting for the provision of health services, hospitals must provide a foundation for understanding and respecting the rights and responsibilities of patients, their families, physicians, and other caregivers. Hospitals must ensure a health care ethic that respects the role of patients in decision making about treatment choices and other aspects of their care. Hospitals must be sensitive to cultural, racial, linguistic, religious, age, gender, and other differences as well as the needs of persons with disabilities.

The American Hospital Association presents A Patient's Bill of Rights with the expectation that it will contribute to more effective patient care and be supported by the hospital on behalf of the institution, its medical staff, employees, and patients. The American Hospital Association encourages health care institutions to tailor this bill of rights to their patient community by translating and/or simplifying the language of this bill of rights as may be necessary to ensure that patients and their families understand their rights and responsibilities.

Bill of Rights

These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision maker if the patient lacks decision-making capacity, is legally incompetent, or is a minor.

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis.

Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their accompanying risks and benefits.

Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.

3. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfer to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
4. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.

Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.

5. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.
9. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.

11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

The collaborative nature of health care requires that patients, or their families/surrogates, participate in their care. The effectiveness of care and patient satisfaction with the course of treatment depend, in part, on the patient fulfilling certain responsibilities. Patients are responsible for providing information about past illnesses, hospitalizations, medications, and other matters related to health status. To participate effectively in decision making, patients must be encouraged to take responsibility for requesting additional information or clarification about their health status or treatment when they do not fully understand information and instructions. Patients are also responsible for ensuring that the health care institution has a copy of their written advance directive if they have one. Patients are responsible for informing their physicians and other caregivers if they anticipate problems in following prescribed treatment.

Patients should also be aware of the hospital's obligation to be reasonably efficient and equitable in providing care to other patients and the community. The hospital's rules and regulations are designed to help the hospital meet this obligation. Patients and their families are responsible for making reasonable accommodations to the needs of the hospital, other patients, medical staff, and hospital employees. Patients are responsible for providing necessary information for insurance claims and for working with the hospital to make payment arrangements, when necessary.

A person's health depends on much more than health care services. Patients are responsible for recognizing the impact of their life-style on their personal health.

Conclusion

Hospitals have many functions to perform, including the enhancement of health status, health promotion, and the prevention and treatment of injury and disease; the immediate and ongoing care and rehabilitation of patients; the education of health professionals, patients, and the community; and research. All these activities must be conducted with an overriding concern for the values and dignity of patients.

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WVNCC Radiography Program Student Responsibilities

BEHAVIOR RULES

1. Criticism of fellow classmates or staff will NOT be tolerated and will result in disciplinary action by the program officials.
2. Criticism of patients will NOT be tolerated and will also result in disciplinary action by the program officials.
3. Dress, action, and attitude are expected to remain that of a professional individual at all times in the hospital setting.

CLINICAL RULES

1. No one is permitted to be on a radiographic table other than a patient.
2. Any reading being done in the department that is not pertinent to radiology must be done in the lounge/designated area. If the material pertains to the field of radiology, you may shut the door and read it in your room when you are not radiographing patients.
3. There is NO SMOKING, SMOKELESS TOBACCO, VAPING, or E-CIGARETTES permitted anywhere on hospital grounds.
4. Loafing or loitering is NOT permitted in the department. This includes all areas to which you are assigned.
5. No profanity is permitted in the radiology department. No personal talking is permitted. No conversations should take place except those regarding the operation of your clinical room and those taking place with the patient in your room.
6. NO bubble gum is permitted to be chewed while performing your duties while in the clinical setting. Chewing gum and breath mints are acceptable – PLEASE NO CHOMPING OR CRACKING GUM AT ANY TIME!!
7. A patient is **NEVER** to be left alone in your radiographic room. You are to be fully attending to the patient at all times.
8. While performing lengthy examinations on patients, you may sit on a chair near the patient to provide any necessary patient care. You must be readily accessible at all times.
9. Always refer to the patient in a professional manner. **NEVER** use slang terms such as “Honey”, “Sweetie”, or “Gallbladder”, etc.

10. NO eating, drinking, applying lip balm, or manipulating of contact lenses is permitted in any undesignated area due to infection control policies.
11. Students are expected to remain in their designated areas at all times, unless otherwise instructed by a clinical instructor or program faculty. If a student leaves their designated area, they should make every effort to notify the R.T. in that area.

TELEPHONE USE AND COURTESY

Telephones within the department should be used for conducting RADIOLOGY BUSINESS ONLY. The student is NOT permitted to place personal calls on these phones. If the student needs to make a personal call of any nature, they should use their cell phone and ONLY when they are on a break or lunch. Students are NOT permitted to be on their cell phones for ANY reason (i.e., texting, talking, taking photos or videos, social networking, etc.) when they are with patients. Any time that a student answers the phone within the Radiology Department, it must be done in the proper manner. Answer professionally by stating the department and your name (i.e., “Radiology, Bob speaking”).

ELECTRONIC DEVICE USAGE

The use of cell phones, smart phones, blackberries, or any other electronic devices for making calls and text messaging is NOT permitted on your person in the clinical area, college lab, or classroom. The devices must be set to vibrate if brought to class, lab, or the clinical sites. If the student disrupts other students, faculty, and/or staff with the use of these devices or uses these devices inappropriately, the student may be subject to disciplinary action. WVNCC Radiography Students are reminded that posts to any and all social networking or social media (including Facebook, Twitter, Instagram, Snap Chat, personal blogs, and other types of social media accounts) must reflect the same behavioral standards of honesty, respect, consideration, and professionalism that are expected in college and clinical environments. In any social media posts or communications, students must adhere to the same restrictions related to privacy for fellow students, faculty, and patients as they do in a classroom or clinical environment in accordance with federal *Health Insurance Portability and Accountability Act (HIPAA) Standards*. Inappropriate use of social media by users with regard to the college, its faculty, students, or clinical agencies is subject to disciplinary action.

CONFIDENTIALITY ISSUES

All students **MUST** comply with all clinical education settings Confidentiality Policies. This is mandatory. Confidentiality is critical to the health care professions and is NOT to be taken lightly. All students must abide by HIPAA regulations for individual clinical education settings in which they rotate. If breaches in confidentiality occur a student or the students involved in the incident may be dismissed from the program.



COMPUTER USE POLICY

Absolutely **NO** use of computers for any reason other than official department business in clinical education settings unless approved by the clinical instructor. Any use for any reason other than that approved by the clinical instructor will result in disciplinary action.

OCCUPATIONAL EXPOSURE TO COMMUNICABLE DISEASE

Should any student be exposed to a communicable disease (ex. tuberculosis) they will be informed by the Clinic Instructor, Clinic Coordinator, and/or the Program Director. The student will be responsible for any incurring costs and/or treatment/tests. *The student must provide to the program, documentation of proof of testing/treatment.*

HAZARDOUS MATERIALS



YOUR LOCATION IS:

EVACUATION INFORMATION
LIFE-THREATENING SITUATIONS CALL (9)-9-1-1
ALL EMERGENCIES CALL CAMPUS SECURITY:
DAY: 304-650-9994
EVENING: B&O: 304-650-9996 EC: 304-650-9997
WEEKEND: 304-650-9996

- Calmly evacuate the building using the nearest exit.
- Assist persons with disabilities or special needs to stairwell and alert emergency personnel of location.
- Do NOT use elevators!
- Follow directions given by evacuation leaders.

EMERGENCY PROCEDURES

LIFE-THREATENING EMERGENCIES: CALL (9)-9-1-1
ALL EMERGENCIES CALL CAMPUS SECURITY:
DAY: 304-650-9994 EVENING: B&O: 304-650-9996 / EC: 304-650-9997
WEEKEND: 304-650-9996

MEDICAL EMERGENCY

- Call (9)-9-1-1 immediately if this is a life threatening emergency.
- Call Campus Security.
- Stay with the individual and do not attempt to move the individual unless he or she is in danger.
- Calmly allow emergency personnel to address the situation.

IF AN INDIVIDUAL IS UNRESPONSIVE AN AED (AUTOMATED EXTERNAL DEFIBRILLATOR) IS LOCATED:

- Wheeling B&O
 - 1.) Outside of the Auditorium, 1st floor, by the payphone.
 - 2.) 2nd floor, outside of the Disabilities Office, room 225.
- Wheeling EC Building
 - 1.) Outside of the 3rd floor Faculty/Staff Lounge in the corridor.

FIRE

- Activate the nearest fire alarm pull station.
- Calmly evacuate the building using the nearest exit while assisting persons with disabilities or special needs to stairwell and alert emergency personnel of location.
- Call (9)-9-1-1 then Campus Security.
- Do not enter building until authorized by emergency personnel.

SUSPICIOUS PERSON

- Do not physically confront the person or block the person's access to an exit.
- Call Campus Security and provide as much information as possible about the person and direction of travel.

DANGEROUS PERSON

- Remove yourself from the person/area if possible. If safe to do so, leave the building.
- If remaining in the building, lock and barricade room door.
- Turn off lights and equipment.
- Call (9)-9-1-1 then Campus Security.
- Remain in secured area until "all clear" has been given.

EMERGENCY EVACUATION / POWER OUTAGE

- Call Campus Security.
- Remain calm and move cautiously to a lighted area while assisting persons with special needs. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off stoves and unplug computers, appliances and other voltage-sensitive equipment.
- Do NOT tamper with or reset ripped fuses or switches.
- Do NOT use candles during power outages.

LOCKDOWN

- Remain in your assigned area.
- Close and lock doors.
- Move to a location in the room which is not visible to someone looking through the door.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office.
- No one should leave the secured room until directed to do so by the authorized emergency personnel.
- If building becomes unsafe, evacuate if safe to do so.

SHELTER IN PLACE (Not a Lockdown)

- Close the classroom or office door.
- Leave your cell phone on, but put it on silent. Make sure office or classroom telephone volume is on so that announcements can be received.
- Continue teaching or working and wait for official information on what to do. Building exterior doors will be secured and locked by College personnel.
- Students and staff in hallways should immediately return to their nearby office or classroom or seek shelter in a nearby room and wait for official information.
- Additional information will be provided which will include instructions on your ability to move within the building. **NO ONE SHOULD LEAVE THE BUILDING** until notified.

HAZARDOUS MATERIALS / BOMB THREAT

- Remain calm and evacuate the building or area immediately while assisting persons with disabilities or special n
- Call (9)-9-1-1 or Campus Security.
- Do NOT use light switches, cell phones, or anything else that would cause a spark.
- Do NOT use or tamper with any equipment.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

SUSPICIOUS OBJECT

- Do NOT touch or disturb the object.
- Calmly leave the area.
- Call (9)-9-1-1 or Campus Security.

www.wvncc.edu

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The program defers to the clinical education setting policies on hazardous materials. All clinical education settings have MSDS and Hazardous Material information for students review and use.

ILLNESS OR INJURY AT CLINICAL SITE

The student should realize that if illness occurs at the clinical site to the extent that the Clinical Instructor feels they warrant medical attention, or in the case of some accident or injury, that he/she *must* follow that clinical facility's guidelines for medical attention. The student will also be responsible for any incurring costs.

E-MAIL COMMUNICATION

E-Mail is utilized as a method of communication within the program & the student should check their WVNCC e-mail account **at least three (3) to four (4) times per week** in order to ensure that they have received information from instructors as well as any programmatic information that may be communicated through e-mail. ALL communication from WVNCC Radiography Program Faculty & Clinical Faculty will be through the WVNCC e-mail & NO PERSONAL e-mail addresses will be utilized. This WVNCC e-mail account is free & must be utilized by Radiography Students throughout their enrollment in the Radiography Program. This account can be utilized as long as the student wishes past graduation as well. The student may forward the WVNCC account to their personal account if that is what they wish to do but the faculty will use the WVNCC e-mail address for all correspondence. If the student is unable to attend a scheduled class at WVNCC, they are encouraged to either e-mail the instructor &/or leave the instructor a voice mail in their office. Students are given the instructor's e-mail & telephone number at the beginning of each semester on the course syllabus.

STANDARDS OF CONDUCT

All students are subject to, and are required to comply with, observe, and obey the laws of the United States and the State of West Virginia; ordinances of local, city, county, and municipal governing bodies; policies, rules, and regulations of the College, its governing board, the Council for Community and Technical College Education (CCTCE), and the Higher Education Policy Commission (HEPC); and the directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs and WVNCC Student Code of Conduct.

FAILURE TO MEET STANDARDS OF CONDUCT

This can lead to disciplinary action with sanctions including probation, suspension, or expulsion. Failure to meet standards of conduct will be evidenced by, but not limited to, failure to comply to laws, ordinances, policies, and appropriate institutional instructions; disorderly conduct; theft or damage to property; disruption or interference with the rights of others; disruption or interference with an institutional activity, program, meeting, classroom, clinic, or laboratory activity, or other operation; hazing; firearms rule (bringing illegal firearms, explosives, weapons of deadly force, or other weapons of mass destruction on school property), or participation in discrimination activities.

DISCIPLINARY ACTION

This is taken consistent with the seriousness of the alleged offense and with due process consistent with CCTCE and HEPC guidelines and as outlined in the College's procedures. Disciplinary sanctions of suspension or expulsion imposed by any public state college or university in West Virginia apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all institutions in the public higher education system.

ACADEMIC RESPONSIBILITIES

Students are expected to adhere to academic standards in all academic settings, classrooms, laboratories, clinics, and any other activities which are part of academic requirements. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students. *WVNCC 2019-2020 Catalog Rules, Provisions, and Other Regulatory Information*

FAILURE TO MEET ACADEMIC REQUIREMENTS

Also including those for academic honesty, may be subject to one or more of the following penalties:

1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.
2. Academic probation as determined and defined by the College.
3. Academic suspension as determined and defined by the College.

ACADEMIC DISMISSAL

This is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the College, or a student may be academically dismissed from the College and not remain eligible to enroll in other courses or programs at the College.

ACADEMIC APPEALS

Appeals of academic penalties shall be governed by due process and shall include:

1. Written notice to the student of failure to meet or maintain an academic standard, of the methods, if any, by which the student may correct the failure, and of the penalty which may be imposed.
2. An opportunity for the student to meet with the faculty member or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution.
3. An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty (30) calendar days after written notice of the decision or judgment.
4. An opportunity to appeal to the President of the College or his/her designee within thirty (30) calendar days after the receipt of written notice of the decision or judgment.
5. The decision of the President or his/her designee regarding an academic appeal is final.

TRANSFER OF CREDITS

Credits earned at West Virginia Northern are transferable to other Community colleges, four-year colleges and universities in West Virginia and throughout the United States. The West Virginia Higher Education Policy Commission ensures through the statewide core transfer agreement that core courses can be transferred to all public colleges and universities in the state. Students are encouraged to contact the college to which they wish to transfer for specific transfer requirements.

REQUESTING AN ACADEMIC TRANSCRIPT

A request for an academic transcript is to be submitted to the Campus Service Center. Transcripts are generally available within 72 hours from the time the request is received in the Registrar's office, except during peak periods. Note: In order to receive an academic transcript, all obligations to West Virginia Northern must be met - no outstanding fees, no outstanding library books, etc. NO EXCEPTIONS.

WITHHOLDING SERVICES DUE TO DELINQUENT ACCCOUNTS

If you have delinquent accounts in the Business Office, Library, Financial Aid Office, Bookstore or elsewhere in the College, you may be denied College services such as evaluation of courses transferred from other colleges, grade reports, recommendations, evaluation of credit toward degree programs, official transcripts of credits earned at West Virginia Northern, registration for subsequent semesters and receipt of diploma. If you have any questions, contact your Campus Counselor.

GRADUATION REQUIREMENTS — CERTIFICATE OR DEGREE PROGRAM

Program requirements in the catalog at the time a student is admitted in an academic degree program will be utilized for certification that a student has completed appropriate degree requirements for graduation provided that graduation requirements are completed within five years. Students may elect to meet program requirements in a later catalog, provided all requirements in the later catalog are followed. Students who do not complete graduation requirements within five years will follow the catalog in effect at the beginning of the sixth year or the year of subsequent re-enrollment. It should be noted that students who do not take West Virginia Northern courses for two years will be required to complete a new admission application for re-admission and will follow the program requirements in effect at the time of readmission.

Students are urged to work with the academic program advisor concerning any questions regarding graduation requirements. Part-time students who complete courses over a number of semesters will need to plan carefully since programs are frequently updated to maintain currency in career requirements. Substitutions for courses no longer offered by the College may need to be made.

The Certification Analyst certifies students have completed all academic requirements for the awarding of the degree.

If an academic program is terminated, students impacted will be notified in accordance with Council for Community and Technical College Education and Higher Education Policy Commission procedures, and the College will offer the courses needed by currently enrolled students and assist the currently enrolled students in completing *WVNCC 2019-2020 Catalog Rules, Provisions, and Other Regulatory Information* for the degree program. Generally, a two-year program will continue for a year after the decision for termination is made.

GRADUATION REQUIREMENTS-GENERAL

All students who graduate from West Virginia Northern will document completion of the following requirements in addition to those required for specific degrees:

- Complete and submit the application for graduation 45 days prior to completion of the degree requirements.
- Earn the minimum number of credit hours of academic credit required in the individual's degree program in the specific courses required as certified by the program faculty.
- Demonstrate basic proficiency in reading, English, and mathematics as evidenced by completion of appropriate development or higher level courses, or by demonstration of proficiency on ACT or other placement tests.
- Achieve a 2.0 or higher cumulative grade point average on all college work which is not excluded in the computation of GPA as a result of applying other West Virginia Northern policies such as that for outdated coursework.
- Complete a minimum of 15 semester hours of credit at West Virginia Northern Community College, except for the Board of Governors and Occupational Development programs.
- Fulfill all financial obligations to the College.

Commencement ceremonies are conducted in May at the conclusion of the spring semester. Students who have completed graduation requirements during that year are expected to participate. Specific information is provided when students are provisionally certified for graduation. Arrangements for graduation robes, announcements, and other items should be made through the Bookstore. Diploma holders are presented at commencement with actual diplomas mailed to graduates.

ALCOHOL AND DRUG FREE ENVIRONMENT

The purpose of this rule is to assure compliance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Work Place Act of 1988. This rule applies to the entire College community, including students, faculty, staff and visitors to any of the campuses or classroom buildings.

Standards of Conduct: The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and unauthorized use of alcohol on West Virginia Northern Community College property or as a part of any College activity is prohibited. It is prohibited to come to work, class or any College-sponsored function under the influence of alcohol or illicit drugs.

Disciplinary Sanctions: Consistent with College, local, State and Federal laws, the College will impose disciplinary sanctions for violation of the standards of conduct outlined above and prohibited in the Drug-Free Schools and Communities laws.

Violations could result in expulsion from school, termination of employment and/or referral to law enforcement agencies as is consistent with College rules. Federal trafficking penalties include substantial fines and imprisonment up to life. West Virginia Law provides for penalties dependent on the classification of the substance, the activity involved and other convictions. The most severe penalties are for possession

with intent to sell. Convictions may provide for fines and/or imprisonment with the amount and time dependent upon other factors.

College sanctions will be consistent with procedures used in other disciplinary actions as described in the Student Code of Conduct and Governing Board rule. For employees, sanctions may include oral warning, written reprimand, suspension, termination and referral to law enforcement agencies. Disciplinary sanctions for students may include reprimand, probation, suspension, expulsion and referral to law enforcement agencies. Action for visitors may include referral to law enforcement agencies.

TOBACCO FREE ENVIRONMENT

West Virginia Northern Community College will become completely tobacco-free on all campus grounds and parking areas beginning on November 15, 2012, coinciding with the American Cancer Society's Great American Smokeout®, held annually on the third Thursday in November. The tobacco-free , which prohibits the use of all tobacco products on all grounds and parking areas (traditional cigarettes, e-cigarettes, chew, pipes, cigars, hookah or waterpipe smoking, snus, snuff, etc.), applies to all areas of the College, indoors and out.

FIREARMS POLICY

Firearms, explosives, weapons of deadly force, or other weapons of mass destruction are not allowed on the property except for legally authorized law enforcement officials.

SEXUAL DISCRIMINATION/HARRASSMENT RULE

Students at West Virginia Northern Community College are entitled to an educational environment free from all forms of sexual harassment. No member of the College community may engage in sexual harassment or discrimination against another or conduct herself/himself in a manner which creates a hostile or offensive learning environment. It is the responsibility of any student who knows about sexual harassment or discriminatory conduct to bring it to the attention of a College official.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. It is a form of sex discrimination that is both reprehensible and unlawful. Students should feel free to make complaints concerning allegations of sexual harassment. To the extent possible, strict confidentiality will be maintained in all investigative procedures.

Students who believe that they have been the subject of sexual harassment or discrimination should contact the Campus Counselor or Campus Dean for guidance and clarification of complaint procedures.

If a student charges sexual harassment, the Student Appeals for Non-Academic Matters Provision or Academic Sanctions and Appeals Provision applies. Resource materials regarding sexual harassment are available in the campus Learning Resource Centers. Additionally, the College has a sexual assault rule.

SEMINAR POLICY

While enrolled in the Radiography Program, students are required to attend the WVSRT Annual Meeting along with a dedicated Registry Review Seminar. Course fees include the registration cost of these meetings. However, additional out-of-pocket expenses will be incurred (EX: gas, hotel, food). Fundraising events may be held to help defray costs.

ADDITIONAL POLICIES

There are additional policies which relate directly to student life, such as guidelines for students called to active military duty; crime awareness and security; regulation for AIDS, hepatitis B; and other blood-borne infectious diseases; student use of state vehicles; cancellation of classes; use of facilities; Internet acceptable use and others. A complete list of all West Virginia Northern colleges can be located on our web site at www.wvncc.edu.

VIEWING STUDENT RECORDS (F.E.R.P.A.)

West Virginia Northern Community College maintains student academic records in a secure manner to protect student rights as guaranteed by the amended Family Educational Rights and Privacy Act of 1974. If you wish to see your own records, you should write a letter indicating the records you wish to review to the Registrar. You will then be notified when and where you can review your records. Such review will take place within 45 days after your formal request. Should you wish to challenge the contents of your records, you must follow the College's Appeals Procedure. Refer to the Policies section of the College Catalog for specific details. Under the amended Family Educational Rights and Policy Act of 1974, the following records are excluded from this review:

- Financial records of your parents and information included therein;
- Confidential letters and statements in the records before Jan 1, 1985; if such letters or statements are used for purposes for which they were intended; and records for which you have signed a waiver to your reviewing privilege. In compliance with the Family Educational Rights Privacy Act, should you wish to have personal information released to another person, agency or organization, you must make this request in writing to the College officials who maintain those records. Written requests are to be submitted to the Campus Service Center on your campus. The request will be denied if the written release form has not been submitted. The College will release student information to the following without your written consent:
 - College Officials
 - Agencies specified in the Family Educational Rights and Privacy Act; and
 - Civil authorities having legal documents to request the information.

Copies of the College's policy on complying with the Family Educational Rights and Privacy Act are available from the Campus Service Center.

STANDARDS OF ACADEMIC PROGRESS

RULE - Any student who does not meet the Standards of Academic Progress after his/her first semester will be placed on Academic Probation. A student's academic progress is computed at the end of each fall and spring semesters and the summer term. Transfer students are evaluated after his/her first semester at WVNCC.

STANDARDS OF ACADEMIC PROGRESS - The criteria for Standards of Academic Progress are a cumulative grade point average (GPA) of at least 2.0 and a semester GPA of at least 2.0.

ACADEMIC PROBATION REQUIREMENTS - A student is placed on Academic Probation for the semester or term after the student's cumulative GPA and/or semester GPA falls below 2.0. The student is notified in writing by the Registrar's Office. Academic Probation is not notated on the official college transcript.

At the end of the first, second, and third semesters on Academic Probation, a student who fails to have a 2.0 semester and/or cumulative GPA remains on Academic Probation. The student is limited to no more than 12 credit hours.

At the end of the fourth semester on Academic Probation, a student who fails to have a 2.0 semester and/or cumulative GPA remains on Academic Probation. The student is limited to no more than 5 credit hours.

Students who meet the criteria for Standards of Academic Progress by having both a semester GPA of 2.0 and a cumulative GPA of 2.0 are removed from Academic Probation and reinstated to good academic standing.

ACADEMIC SUSPENSION REQUIREMENTS - Students who fail to meet the criteria for Standards of Academic Progress after five consecutive semesters of Academic Probation are suspended for the next semester from all classes for failure to adhere to the terms and conditions of Standards of Academic Progress. Upon returning to school, students are returned to Academic Probation status and are limited to 5 credit hours unless transfer coursework has been completed resulting in a cumulative GPA of 2.00. If the student fails to meet Standards of Academic Progress a fifth time, they are suspended for one year. Academic Suspension is not notated on the official college transcript.

PROVISION EXCEPTIONS - This rule does not supersede Financial Aid Standards of Progress for students on financial aid or for students admitted to specific College programs that have their own Standards of Progress guidelines, such as those in Health Sciences or due to articulation or 2+2 agreements with other colleges or institutions.

Students with extenuating circumstances beyond their control that led to Academic Suspension may appeal their suspension to the Committee for Standards of Academic Progress. Students must submit a written statement explaining the circumstances and providing evidence of how they will meet Standards of Academic Progress if their suspension is waived or amended. Appeal decisions are made by the Committee for Standards of Academic Progress, in consultation with the student's academic advisor. The decision of the committee is final. A student is allowed only two consecutive waivers in his/her academic career. Academic Probation status is not appealable.

COLLEGE STUDENT CODE OF CONDUCT

Effective Date: October 26, 2006 / Date Approved by WVNCC Board of Governors: 10/26/06.

Rule: WVNCC seeks to provide educational programming and rules that encourage independence and maturity. Within this context, WVNCC has adopted a “zero tolerance” Student Code of Conduct Rule. This rule expresses the sanctions for certain inappropriate behaviors for students and establishes due process procedures consistent with regulations governing the College.

Behavior that interferes with the educational mission of WVNCC is unacceptable. Such behavior will result in disciplinary action, including but not limited to disciplinary administrative withdrawal, probation, suspension, expulsion or other appropriate action as determined by the administration.

The rule is intended to be enforced at a zero-tolerance level and is not subject to interpretation or personal discretion. The Campus Dean (or designee) will investigate the charge and decide an appropriate sanction to resolve the violation. The affected parties are entitled to an appeal process.

This rule includes the use of WVNCC owned or leased grounds, buildings, equipment and facilities and includes the conduct of the students while utilizing these facilities. The rule is also in effect at all WVNCC sponsored events, including class field trips.

- I. **Disciplinary Sanctions:** The following sanctions may be imposed for violations of the Student Code of Conduct:
 - A. **Administrative Withdrawal** = Removal from course in which violation occurred by utilizing the Administrative Withdrawal policy.
 - B. **Interim Suspension** = When involved in a serious violation of the Student Code of Conduct, the appropriate Campus Dean (or designee) may immediately exclude the accused student from the College. The Campus Dean will determine if the exclusion of the student should continue pending final disposition of the matter. The determination by the Campus Dean is usually made within five (5) work days after the interim suspension is ordered.
 - C. **Disciplinary Warning/Probation** = Written notification of a violation of a specified regulation and warning that further misconduct shall result in more severe disciplinary action. Continued classroom attendance is permitted subject to appropriate and specific restrictions.
 - D. **Disciplinary Suspension** = Total exclusion from the College for a specified and appropriate period of time. Student will fall under West Virginia state policy in regards to suspension.

E. Disciplinary Expulsion = Permanent exclusion from the College as a full-time or part-time student. Student will fall under West Virginia state policy in regards to expulsion.

II. Behavioral Conduct and Maximum Sanctions: The following sanctions are provided with the maximum sanction for the specified behavioral conduct.

A. Disciplinary Warning/Probation is the maximum penalty for the following improper behavioral conduct:

- Behavior or actions inside the classroom which disrupt or offend other students, faculty, or visitors. This includes personal electronic devices, which are to be turned off in all classrooms unless otherwise directed by instructor.
- Any behavior exhibiting academic dishonesty, such as plagiarism and cheating. This sanction is in addition to academic actions taken by instructor of course.
- Participation in or organization of any demonstration, or other activity which interrupts the function of the College or interferes with the rights of other members of the College community.
- Use or possession of alcohol.
- Use of all tobacco products, including cigarettes, pipes, cigars, chewing tobacco, and snuff, except in designated outdoor locations.
- Disobedience of or resistance to identified College authorities acting in accordance with College policies and adopted guidelines.

B. Disciplinary Suspension is the maximum penalty for the following improper behavioral conduct:

- Disruptive physical behavior and verbal interference with normal activities of the college community while on campus or at a College owned or leased off-campus site, activity or event.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activities.
- Disorderly conduct on College owned property.
- Forgery, alteration or unauthorized use of any College identification cards, parking permits, or records or information storage/retrieval systems.
- Falsification or misrepresentation of facts pertaining to admissions, financial aid, or other acts which result in personal or financial benefit.
- Unauthorized use of computers for the purposes of engaging in any activity aimed at compromising computer systems or network security.

C. Disciplinary Expulsion is the maximum penalty for the following improper behavioral conduct:

- Deliberate or negligent destruction of, damage to, malicious misuse of, or a theft of College owned or leased property or another's personal property which is physically located on College owned or leased property.
- Threats, physical and/or verbal abuse, obscene conduct, intimidation, harassment, or any conduct which threatens or endangers the health or safety of another person.
- The use, possession or being under the influence of any illegal drug, narcotic, or hallucinogen on any property owned by the College.
- Unauthorized entry into or use of College owned or leased facilities, either building or grounds, without approval of appropriate College representative.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College owned or leased facilities or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

The above listed behaviors are not intended to be a complete listing of all possible sanctions for improper behavioral conduct. The appropriate Campus Dean has the authority to issue institutional discipline to any behavior conducted not listed which is deemed to be severe enough to require institutional discipline. Repeating of offenses that a student has been previously sanctioned for may result in a maximum penalty of Disciplinary Expulsion.

III. Disciplinary Procedures for Behavioral Misconduct

A. Report the Charges - Any member of the college community may report improper conduct within seven (7) work days to the appropriate Campus Dean who then oversees the disciplinary procedures.

B. Review the Charges - Upon review of the charge(s) the Campus Dean (or designee) may:

1. Dismiss the charges
2. Impose sanctions as prescribed by the Student Code of Conduct
3. Impose alternative sanctions to those prescribed by the Student Code of Conduct.

C. Report decision in writing to student within seven (7) workdays of charges being reported.

IV. Appeal Procedure = Student appeals will be heard by the Student Appeals Committee for Non-academic Matters, an institutional standing committee. This appeal is final with no further appeals permitted. The written appeal must be submitted to the office of the Dean of Enrollments Management within five (5) work days following the initial decision made by the Campus Dean (or designee). The Dean of Enrollments Management will review the appeal and refer it to the Appeals Committee or Non-academic Matters. The Appeals Committee for Non-academic

Matters should meet to review the appeal within ten (10) working days of receiving the written appeal and will make available its decision within a reasonable period of time after reaching a decision consistent with the policies and procedures of the College and the laws of West Virginia.

A. The Dean of Enrollments Management will decide whether the student may or may not be permitted to attend classes or other College functions during the appeal process.

B. In the appeal, the student may present evidence or information on his or her behalf and may be accompanied by a College employee (advocate) of his or her choice. The advocate may consult with but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given permission to do so by the Appeals Committee for Non-academic Matters.

C. Appeals Committee for Non-academic Matters will issue a written decision. The Committee shall keep a written summary of the proceedings. The written summary and other materials pertinent to the review shall then be forwarded by the chairperson to the Dean of Enrollments Management and kept on file.

HEALTH INSURANCE INFORMATION

West Virginia Northern does not maintain student health insurance or health care facilities. You are encouraged to acquire health care and accident insurance if you are not covered by your parents' or personal insurance plans. Student insurance coverage can be obtained through local independent agents. The cost of medical treatment or support in the event of illness or injury is your responsibility. Students becoming injured or seriously ill at the College or in facilities used by the College must seek professional medical care and be responsible for any expense.

SEVERE WEATHER/EMERGENCY CLOSING

West Virginia Northern operates on the premise that classes will be held on a regularly scheduled basis. In the event of severe weather conditions or emergencies, each campus will determine if classes are to be delayed or canceled. Local media will be notified as soon as a decision is made.

You must make your own decisions regarding travel on snow-covered or icy highways. If you have children, you should plan ahead for days when the College is open and public schools are closed. This may include understandings in advance with instructors regarding the results of absences under such circumstances.

CLASS CANCELLATIONS - In order for employees to assist students with accurate information regarding class cancellations, the College is providing you with some helpful information.

In the event of:

- *All day classes are canceled-classes with a starting time up to 4:59 p.m. are canceled.
- *All evening classes are canceled-classes with a starting time of 5 p.m. or after are canceled.
- *Delayed start-A set starting time will be included in the various announcements. For example, classes will start at 10 a.m. or delayed start-classes start at 10 a.m.
- *Dismissal-All classes after a specific time will be canceled and any classes currently in session will be dismissed as indicated by your instructor.

Below is list of the communication tools the College will activate if classes are canceled, delayed or dismissed:

- Text Message Alert System
- Class cancellation hotline numbers:
Wheeling campus 304-233-5900
Weirton campus 304-797-6700
New Martinsville campus 304-455-4684
- Switchboard message
- Web site-weather/emergency link on homepage
- In house phone intercom system

*In the event that the College is open and classes are canceled, employees will be notified by e-mail of the class cancellations.

COLLEGE CAMPUS(S) EMERGENCY CLOSING PROCEDURE - To assist the College community in understanding the process for canceling classes, closing the college, delaying the start of classes/workday or closing early, the following guidelines are in place. Faculty, including Adjunct Faculty, generally follow the class cancellation notification instructions.

CLOSING THE COLLEGE - Closing the College refers to the times all buildings are locked and personnel and students do not report, except *essential personnel. If the College is closed, all internal and external activities will be canceled. After the President or designee has determined the need to close the College/Campuses one or more of the communication tools listed below will be activated to inform employees of a College closing.

WVNCC RADIOGRAPHY PROGRAM DRESS CODE

**Radiography students must abide by the following dress code while rotating through the designated clinical practice sites at all times, unless otherwise instructed by the Radiography Program Faculty. Failure to abide by the dress code will result in demerit/s.

1. Designated gray scrub shirt and gray scrub pants purchased through the WVNCC book store. Clean white tennis shoes with white shoe strings.
2. Designated white lab “warm up” scrub jacket purchased through the WVNCC book store. NO hoodies, sweatshirts, or jackets are permitted.
3. Designated WVNCC Student Patch neatly sewn onto scrub shirt or lab jacket.
4. WVNCC Radiography Student Name Badge &/or specific name badge provided by clinical facility.
5. Radiation monitoring badge worn at the collar level at all times at the clinical site.
6. Hair must be neat and clean. Long hair must be pulled back so as not to interfere with patient care or create a safety concern. Hair color must be in shades considered natural for humans.
7. Large hoop earrings are not permitted. No facial jewelry is permitted. The jewelry must either be removed while at the clinical site, or covered with a band aid or clear plugs.
8. Visible tattoos may have to be covered by either clothing, band aids, or ace bandages, depending on the requirements of the clinical facility.
9. Excessive perfume and strong body creams/lotions should be avoided so as not to offend the patient or make them sick.
10. Jewelry should be kept to a minimum, i.e., one watch, wedding/engagement rings, one small necklace.
11. If excessive cleavage is visible at the neckline, a camisole or plain matching t-shirt or long sleeve shirt in black, white, gray, or red should be worn under the scrub shirt.
12. Clean, neat scrubs should be worn at the clinical facility.
13. Facial hair should be kept neatly trimmed, or the student should be clean shaven.
14. Artificial nails are PROHIBITED due to infection control & patient safety concerns.

(Reviewed/Revised 8/2020 ~ MDK, MJS)

Background Check/Drug Screening/Health Record Requirements

Acceptance into the WVNCC Radiography Program is offered on a “provisional basis”. All potential students must successfully pass a Certified Background Check and Drug Screening by the deadline established by the Radiography Program Officials. Students must have NO felony, habitual (GREATER THAN 1 in 12 MONTHS), drug, or domestic violence arrests on their record. Students must bring a picture ID and proof of payment (printout from Castle Branch [CB]) to the Radiography Program Director when the drug screen is performed at the college. All potential students must also have an annual physical examination and they must include copies of all required paperwork documenting immunization and infectious disease history, required titers and vaccinations, and physical restrictions/technical standards. **All potential students must pay the fee for the required Tracker Document Package through CB. Students will receive the package code and details regarding the requirements via WVNCC email, and they are required to present proof of purchase at the Drug Screen. Students are NOT permitted to attend clinical sites without a completed health record. The cost of all testing is the responsibility of the student. Students are encouraged to keep copies of all completed paperwork that they turn into CB and the Radiography Program Officials.

**All WVNCC Radiography Program students are required to be certified (or recertified, if applicable) in CPR prior to the beginning of the spring semester of their first year in the Radiography Program. Opportunities for this certification may be provided at WVNCC (cost is the responsibility of the student). They must provide documentation of this certification to the Radiography Program Officials. They will NOT be permitted to attend their clinical rotations until this is verified.

**Applicants who have any previous legal issues that may interfere with the successful passing of a Background Check and/or being eligible to sit for the National Registry Exam are encouraged to go to the following link on the American Registry of Radiologic Technologists (ARRT) website to identify whether they need to submit the “Ethics Review Pre-Application” (<https://www.arrt.org/pdfs/Ethics-Review-Pre-Application.pdf>). If they choose to submit this information to the ARRT, they must provide written documentation to the Radiography Program Officials verifying that they will be eligible to sit for their ARRT Registry Exam upon graduation from the WVNCC Radiography Program before final acceptance into the program can be determined. The cost of the “Ethics Review Pre-Application” process is the responsibility of the student.

WVNCC RADIOGRAPHY PROGRAM RADIATION PROTECTION POLICY

All students enrolled in the WVNCC Radiography Program will be monitored for personal radiation exposure. The Radiography Program Director will keep the student informed of his/her exposure and assess the need for changes in order to reduce radiation exposure in the future. After the Program Director reviews the quarterly radiation exposure reports, all students will review and initial the report as proof of review. The records will then be securely maintained in the Program Director's office at WVNCC in the files.

PROCEDURE:

Students will be issued a quarterly radiation badge from the Program Director. The badge must be worn on the COLLAR any time the student is at the clinical practice site. When a lead apron is worn, the badge must be completely outside of the apron. The badge should always be worn with the student's name facing forward.

Radiation reports will be initialed by students after receipt from the Program Director and then securely filed in the Program Director's office.

NO student will hold a patient or IR in any situation during an exposure. Students must be completely behind the lead barrier unless they are observing or assisting during fluoroscopy.

Students must **ONLY** wear their film badges while they are rotating through the clinical practice sites. When they are not at the sites, they should keep the badge at their home.

Badges are worn/changed on a quarterly basis (January-March, April-June, July-September, October-December). Students **MUST** turn in their badge to the Program Director at the designated time. The Program Director will then give the student a new badge for the ensuing quarter.

Any student who fails to wear their radiation badge at the designated clinical practice site will be issued a demerit. They will be sent to retrieve their badge and any time missed will be deducted from their allotted clinical time. See the WVNCC Radiography Program Clinical Attendance Guidelines for specific information.

**The U.S. Nuclear Regulatory Commission (NRC) and National Council on Radiation Protection and Measurements (NCRP) state that the yearly whole body occupational dose should not exceed 5,000 mrem (5 rem) or 1,250 mrem (1.25 Rem) quarterly. If a student's quarterly film badge dose exceeds 10% of the allowable dose (125 mrem or 0.125 rem), the student will have a conference with the WVNCC Radiography Program Faculty. This limit applies to students who are 18 years of age and older. If a student is 17 years old, the yearly whole body occupational dose should not exceed 100 mrem (0.1 rem). If their quarterly dose exceeds 10% of the allowable dose (10 mrem or 0.01 rem), the student will have a conference with the WVNCC Radiography Program Faculty.

I have read the above policy and agree to abide by it.

STUDENT'S NAME (Printed) _____

STUDENT'S SIGNATURE _____

DATE _____

****Should a student become pregnant, please refer to the pregnancy policy for additional requirements****
(Reviewed 8/2020 ~ MDK, MJS)

WVNCC RADIOGRAPHY PROGRAM PREGNANCY POLICY

Policy: This policy should be signed by all students enrolled in the WVNCC Radiography Program.

Procedure - A fetus may be endangered by radiation exposure, especially during the first three months of pregnancy. Radiation exposure to a pregnant woman could also pose possible hazards for the woman. Students are made aware of this fact from the very beginning of the program. Due to this potential danger, students are encouraged to refrain from pregnancy during training to discourage any possible dangers.

However, should a student become pregnant while she is enrolled in the WVNCC Radiography Program, it is both practice and procedure of this program to offer the utmost in radiation protection to the student. "Enrolled" is defined as having registered for Radiography Courses at WVNCC. She will have access to all protective devices and will be strongly encouraged to utilize all methods of protection throughout the pregnancy. A second radiation badge will be obtained so that she can wear it under her lead apron to monitor fetal dose, which must be purchased by the student.

Due to the curriculum design of the program, no special provisions will be made for that student. She will be expected to attend all scheduled didactic classes, as well as continuing her scheduled rotations through designated clinical sites. She will assume complete responsibility for her safety and her unborn child's safety while attending school. WVNCC will NOT be responsible for any injury either to the mother or unborn child due to radiation exposure during the pregnancy.

This Pregnancy Policy becomes applicable only after the student VOLUNTARILY declares her pregnancy in writing. The student will then receive a copy of the NRC Regulations regarding pregnancy and fetal dose, and be offered the opportunity to meet with a physicist to discuss any concerns that she might have.

If the student voluntarily declares in writing, she has the following options:

Option #1 ~ she will be given the option of taking a "Leave of Absence" from the WVNCC Radiography Program. The following must be met in order to be eligible for the leave:

1. Student must provide written documentation from a physician (if applicable) that they are temporarily unable to actively participate in the clinical component of the program. They must also provide written clearance from a physician (if applicable) upon their return to the clinical component of training.
2. If Radiography classes have begun, the student must be making satisfactory academic, clinical, and professional progress at the time of the request. Satisfactory academic & clinical progress as defined by the WVNCC Health Sciences "Standards of Progress".
3. If the student opts to take a "Leave of Absence", they are only permitted to be absent from the program for a maximum of 1 year. If they do not return within 1 year, they will forfeit their spot as a student in the WVNCC Radiography Program & will be required to re-apply to the program.

4. The leave of absence will be granted until the start of the next corresponding fall semester (if applicable) in which the leave of absence was granted. The student **MUST** notify the program faculty at least six weeks prior to the first day of the semester in which they plan to return.
5. To assure compliance with regards to JRCERT-imposed student capacity restrictions, program officials will either reserve a position for the student in the next enrollment, or pursue a student capacity waiver from the JRCERT.
6. Should the student be unable to re-enroll after the leave of absence, readmission must be obtained through re-application & re-evaluation.
7. Credit for didactic achievements will not be given for the semester in which the leave of absence is granted if the semester is not completed by the student. Credit for clinical time will be assessed on a case by case basis.
8. Each case will be handled on an individual basis. The final decision is left to the discretion of the program faculty.

Option #2 ~ the student may choose to stay in school & attempt to complete all didactic & clinical training as stated in the “WVNCC Radiography Program Attendance Policy”. Refer to the attendance policy for specifics. **The student is informed that if they are unable to complete their training as planned, the “Leave of Absence” option is available to them at any point of their “declared” pregnancy.

Option #3 ~ After a student has voluntarily declared that they are pregnant in writing, they have the option of “undeclaring” the pregnancy if any unforeseen medical issues arise.

Option #4 ~ The student has the option of not declaring their pregnancy & remaining in school. All attendance & clinical polices will apply to the student & any violations or infractions of these policies will be enforced.

Information regarding a student’s pregnancy will be held in strictest confidence.

I have read the above Pregnancy Policy carefully, understand its contents, and agree to comply with it.

STUDENT’S NAME (Printed) _____

STUDENT’S SIGNATURE _____

DATE _____

(Reviewed/Revised 10/2016 ~ MDK, MJS // Reviewed 8/2020~MDK, MJS)

WVNCC Radiography Program Pregnancy Declaration Form

Policy: A student should complete this form when she voluntarily declares her pregnancy.

Procedure:

I, _____, do hereby make this voluntary declaration of pregnancy in writing. My estimated date of conception was _____, and my estimated date of delivery is _____.

By making this voluntary declaration of pregnancy in writing, I realize that no special provisions will be made for me by the WVNCC Radiography Program (as stated in the previously signed “Program Pregnancy Policy”). I also agree to follow all information that is listed in the “Pregnancy Policy”. I understand that any injuries to myself or my offspring are NOT the responsibility of West Virginia Northern Community College, or the WVNCC Radiography Program. I have received a copy of the applicable NRC Regulations, and read through them. I also agree to follow any specifications made in the Program’s “Leave of Absence Policy”, should any circumstances apply.

I have read the above “Voluntary Declaration of Pregnancy”, as well as the Program’s “Pregnancy” and “Leave of Absence Policies”, and agree to comply with them. All information regarding my pregnancy will be held in strictest confidence.

Since I have voluntarily declared my pregnancy in writing, I am selecting the following option:

_____ OPTION 1 – I am electing to take a “Leave of Absence” from the WVNCC Radiography Program. I plan to return within a one year period under the conditions set forth in the Pregnancy Policy.

_____ OPTION 2 – I am electing to continue in the WVNCC Radiography Program fulfilling all program requirements as contained within the curriculum and adhere to all radiation protection guidelines and recommendations as set forth in the Student Handbook. I understand that a “Leave of Absence” is still an option if applicable.

STUDENT’S NAME (Printed) _____

STUDENT’S SIGNATURE _____

DATE _____

(Reviewed/Revised 10/2016 ~ MDK, MJS // Reviewed 8/2020~MDK, MJS)

WVNCC Radiography Program Pregnancy Undeclaration Form

Policy: A student should complete this form when she voluntarily undeclares her pregnancy.

Procedure:

I, _____, do hereby make this voluntary undeclaration of pregnancy in writing on _____. I agree to return my fetal radiation badge to the WVNCC Radiography Program officials as soon as possible.

STUDENT'S NAME (Printed) _____

STUDENT'S SIGNATURE _____

DATE _____

(Developed 2/2016 ~ MDK, MJS // Reviewed/Revised 10/2016 ~ MDK, MJS // Reviewed 8/2020~MDK, MJS)

WVNCC Radiography Program Leave of Absence Policy

Policy: This policy is applicable to enrolled students that have incurred an illness, injury, disability, or an unforeseen circumstance that would temporarily prevent them from performing the essential functions of the clinical and/or didactic education component. “Enrolled” is defined as having registered for Radiography Courses at WVNCC. In the event of such, all reasonable efforts will be made to meet the student’s limitations or restrictions. However, if the student is unable to participate in their clinical/ didactic education for an extended period that will ultimately cause their clinical grade (i.e., Radiographic Procedures grade) or any other course grade to drop below a “C” in a given semester, a Leave of Absence can be granted – providing certain criteria are met.

Procedure:

Conditions for granting a Leave of Absence:

1. Student must provide written documentation from a physician (if applicable) that they are temporarily unable to actively participate in the clinical component of the program. They must also provide written clearance from a physician (if applicable) upon their return to the program.
2. If Radiography classes have begun, the student must be making satisfactory academic, clinical, and professional progress at the time of the request. Satisfactory academic & clinical progress as defined by the WVNCC Health Science “Standards of Progress”. The option of taking a Leave of Absence does not become available to a student until a minimum of two-thirds (2/3) of the semester is completed.
3. If the student opts to take a “Leave of Absence”, they are only permitted to be absent from the program for 1 year. If they do not return within 1 year, they will forfeit their spot as a student in the WVNCC Radiography Program & will be required to re-apply to the program.
4. The leave of absence will be granted until the start of the next corresponding semester in which the leave of absence was granted. If a student decides not to return to the Radiography Program, they must inform the Program Officials at least 6 weeks prior to first day of the semester in which they plan to return. If they fail to do so, their spot as a student in the WVNCC Radiography Program will not be held.
5. To assure compliance with regards to JRCERT-imposed student capacity restrictions, program officials will either reserve a position for the student in the next enrollment, or pursue a student capacity waiver from the JRCERT.
6. Should the student be unable to re-enroll after the leave of absence, readmission must be obtained through re-application & re-evaluation.

7. Credit for didactic achievements will not be given for the semester in which the leave of absence is granted if the semester is not completed by the student. Credit for clinical time will be assessed on a case by case basis.
8. Each case will be handled on an individual basis. The final decision is left to the discretion of the program officials.

This policy is enacted for the purpose of:

1. Assuring that all students meet the required clinical education objectives so that student competency achievement & registry exam eligibility can be documented.
2. Assuring that the student's didactic education is closely coordinated with the clinical component, thereby providing the student with the highest quality educational experience & learning environment.
3. Affording students who have made satisfactory academic, clinical, & professional progress in the program an option for completing their education after a leave of absence.
4. A student will be permitted to take only one leave of absence while enrolled in the WVNCC Radiography Program.

STUDENT'S NAME (Printed) _____

STUDENT'S SIGNATURE _____

DATE _____

(Reviewed/Revised 8/2020 ~ MDK, MJS)

WVNCC Radiography Program Leave of Absence Declaration

Policy: This is the form a student will complete if they opt to take a Leave of Absence from the WVNCC Radiography Program

Procedure: STUDENT'S NAME _____

The above named student is currently enrolled in the WVNCC Radiography Program. This student has voluntarily opted to take a Leave of Absence from the Program. The Leave of Absence becomes effective on the following date:

The Leave of Absence will be terminated on the following date:

The student is permitted to be absent from the program for only one year. If they do not return within the previously stated time period, they will forfeit their spot as a student and will be required to re-apply to the WVNCC Radiography Program. The Leave of Absence will be granted until the start of the next corresponding semester in which the Leave of Absence was granted. If a student decides not to return to the Radiography Program, they must inform the Program Officials at least six (6) weeks prior to their scheduled return.

If the Leave of Absence is for medical reasons, the student must provide written documentation from a physician verifying that they are temporarily unable to actively participate in the clinical component of the program. They must also provide written clearance from a physician for the clinical component of training upon their return to the program.

A student is permitted to take only one Leave of Absence while they are enrolled in the WVNCC Radiography Program. Should any unforeseen circumstances arise prior to the effective date of the Leave of Absence, it is the responsibility of the student to inform the Program Faculty of this status change.

**The final decision is left to the discretion of the Program Faculty.

STUDENT'S NAME (Printed) _____

STUDENT'S SIGNATURE _____

DATE _____

(Reviewed 8/2020 ~ MDK, MJS)

WVNCC RADIOGRAPHY PROGRAM “JRCERT STANDARDS” POLICY

POLICY: The West Virginia Northern Community College Radiography Program provides all students with access to a copy of the “JRCERT Accreditation Standards” as part of their Student Handbook. Students are encouraged to familiarize themselves with the information contained within this document regarding compliance of a radiology program. If at any time a student believes that the WVNCC Radiography Program is not in compliance with the Standards, a process is in place to assist them in resolving the issue.

PROCEDURE: The process of dealing with allegations of non-compliance follows a similar path as the Due Process Policy. It is the goal of the WVNCC Radiography Program to resolve issues informally whenever possible. For this reason, students are advised to first discuss the compliance issue with the program faculty before filing a formal complaint/allegation. Resolution of the problem should occur at the conclusion of this informal meeting.

If the student believes the problem/allegation is significant or is not satisfied with the result of the informal meeting, the student may choose to resolve the issue through a formal process. The student is required to initiate his/her complaint within five (5) working days of the information meeting. Working days are Monday through Friday.

STEP ONE – JRCERT STANDARDS APPEALS COMMITTEE ~ consisting of the Radiography Program Director and the Clinical Coordinator. The student must make a written request documenting the issues fully, then sign, date, and submit the request to the Program Director. The Program Director will arrange a conference with the student and the committee within seven (7) working days after the written statement is received. A decision in writing will be rendered within five (5) working days.

If the student does not receive a satisfactory answer or settlement from the first step in the formal appeals process, they may take their appeal to a higher level.

STEP TWO – WVNCC ALLIED HEALTH DIVISION CHAIR ~ A formal meeting will be scheduled within seven (7) working days following receipt of a written request from the student. A decision will be rendered within five (5) working days of the meeting.

If the student disagrees with the outcome or the issue remains unsolved, the student may request a final hearing in writing.

STEP THREE – WVNCC PROVOST ~ Once a written request is received, a meeting between the student and the Provost will be scheduled within seven (7) working days at a mutually agreed upon time. After the Provost’s investigation, a decision will be rendered in writing within five (5) working days.

**If the student is still unhappy with the outcome and wishes to pursue the allegations of non-compliance at the highest level, they are encouraged to contact the JRCERT at the following address:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone ~ (312) 704-5300
FAX ~ (312) 5304
E-mail ~ mail@jrcert.org
www.jrcert.org

The JRCERT only accepts written, signed allegations of non-compliance with relevant accreditation standards, and they maintain confidentiality of the complainant's identity unless authorized to disclose identity by the complainant or disclosure is required by legal process.

STUDENT'S NAME (Printed) _____

STUDENT'S SIGNATURE _____

DATE _____

WVNCC Radiography Program Didactic Attendance Policy

POLICY: Students will receive a course syllabus for each class at the beginning of each semester from the instructor of the class. They should refer to the syllabus for specific information regarding attendance requirements for the individual course.

PROCEDURE: Attendance and participation are REQUIRED to receive the full benefit of all WVNCC Radiography Program Didactic Courses. Students are expected to prepare weekly by reviewing notes and completing all assignments.

In the event of an absence, the student is responsible for contacting the instructor via e-mail or telephone or peers to obtain materials/information missed and to be aware of their status (grades) in the course. In most Radiography didactic courses, in the event of three (3) absences, the instructor reserves the right to institute Administrative Withdrawal (AW). Each case will be handled on an individual basis.

Students who are repeatedly absent from classes or who, in the opinion of the faculty member, will be unable to successfully complete course requirements, may be Administratively Withdrawn from courses. The faculty member should contact the student with any potential problems and discuss possible solutions. If an instructor issues an AW to a student, the WVNCC Records Office will notify the student by mail. The student is not permitted to attend class or clinic until they are removed from the AW. The student is given ten days to contact the instructor to discuss possible reinstatement in the class. The instructor will notify the Records Office in writing if the student is to be reinstated. If after 10 days the student is not reinstated, the student will be formally dropped from the class, which in effect would result in a dismissal from the Radiography Program because they would not be able to complete the course curriculum in the required sequence. The Records Office makes their records available to the Veterans Coordinator and the Director of Financial Aid so that financial awards made to students on the basis of their class status can be adjusted.

Students should refer to a separate “Clinical Attendance Policy” for specifics regarding the clinical site attendance requirements.

STUDENT’S NAME (Printed)_____

STUDENT’S SIGNATURE_____

DATE_____

WVNCC Radiography Program Due Process Policy

Policy: The WVNCC Radiography Program encourages and supports a positive appeal process for problems which occur in regard to academic or disciplinary decisions within the Radiography Program. This Due Process Procedure is available to any student enrolled in the Program. This process is designed to assist in resolving conflicts informally and where applicable, to provide students with due process. *Please refer to the WVNCC Academic Appeals Policy regarding conflicts in courses other than Radiography.

Procedure: The Due Process Policy is composed of informal and formal steps. It is the goal of the program and the policy to resolve problems informally whenever possible. For this reason, students are advised to first discuss the complaint/appeal with the program faculty before filing a formal complaint/appeal. Resolution of the problem should occur at the conclusion of this informal meeting.

If the student believes the problem is significant or is not satisfied with the result of the informal meeting, the student may choose to resolve the issue through the formal Due Process Procedure. The student is required to initiate his/her complaint within five (5) working days of the informal meeting. Working Days are Monday through Friday.

STEP ONE - DUE PROCESS APPEALS COMMITTEE ~ consisting of the WVNCC Allied Health Division Chair, Radiography Program Director, & Radiography Program Clinical Coordinator. The student must make a written request documenting the issues fully, then sign, date, and submit the request to the Program Director. The Program Director will arrange a conference with the student and the committee within seven (7) working days after the written statement is received. A decision in writing will be rendered within five (5) working days. If the student does not receive a satisfactory answer or settlement from the first step in the formal appeals process, they may take their appeal to a higher level.

STEP TWO – WVNCC PROVOST ~ A formal meeting will be scheduled within seven (7) working days following receipt of a written request from the student. A decision will be rendered within five (5) working days of the meeting. If the student disagrees with the outcome or the issue remains unsolved, the student may request a final hearing in writing.

STEP THREE – WVNCC PRESIDENT ~ Once a written request is received, a meeting between the student and the President will be scheduled within seven (7) working days at a mutually agreed upon time. After the President’s investigation, a decision will be rendered in writing within five (5) working days. ***In all matters, the decision of the WVNCC President is FINAL.**

STUDENT’S NAME (Printed) _____

STUDENT’S SIGNATURE _____

DATE _____

(Reviewed/Revised 8/2020 ~ MDK, MJS)

WVNCC Radiography Program Grounds for Dismissal Policy

Policy: This policy lists reasons why a student might be dismissed from the Radiography Program.

Procedure: The Grounds for Dismissal are listed below. It should be pointed out that a student can be terminated from the program AT ANY TIME for violation of any one of the grounds listed:

1. Failing grades in any of the Radiography Courses or General Education Courses listed in the Radiography Curriculum (“D” or lower).
2. Failure to successfully complete any of the courses listed in the specified sequence of the Radiography Program curriculum.
3. Failure to be reinstated from an Administrative Withdrawal (AW) within 10 days, which would result in the student being dropped from the class.
4. The conviction of use, distribution or possession of illegal drugs or controlled substances.
5. Failure to accomplish clinical assignments & objectives.
6. Unprofessional or unethical conduct.
7. INSUBORDINATION – defined as not submitting to authority; disobedient.
8. Cheating in any one of the courses.
9. Breach of confidentiality concerning any information acquired at any clinical site.
10. Violation of any policies in effect by the WVNCC Radiography Program or West Virginia Northern Community College.
11. The participating clinical sites *maintain the right to remove a student from fieldwork/ clinical affiliation if the student does not comply with the safety, ethical, or treatment standards of the clinical site* (see page 1, #8 of the “Education Affiliation Agreement” located in the Program Director’s office).
12. Any other infractions that may be deemed appropriate by the Program Faculty.

STUDENT’S NAME (Printed) _____

STUDENT’S SIGNATURE _____

DATE _____

(Reviewed 8/2020 ~ MDK, MJS)

WVNCC Radiography Program Supervision Policy

Policy: This policy also explains the procedure that should be followed if a student must take a repeat radiograph. This policy also defines “Direct Supervision” and “Indirect Supervision”.

Procedure: in support of **Standard 5.4** of the “Standards for an Accredited Educational Program in Radiography” (effective 1/1/21, as adopted by the Joint Review Committee on Education in Radiologic Technology), **NO STUDENT** is permitted to take a repeat radiograph at any clinical site without **DIRECT SUPERVISION** from a qualified radiologic technologist. There are **NO EXCEPTIONS!**

***DIRECT SUPERVISION**, as defined by the JRCERT in the Standards, is “student supervision by a qualified practitioner who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during the procedure, & reviews & approves the procedure. Students must be directly supervised until competency is achieved.”

If a student has been “checked off” or has proven themselves “competent” in performing an exam, the exam can be done with INDIRECT SUPERVISION. However, any repeats incurred during the course of the exam **MUST** be done under **DIRECT SUPERVISION**.

***INDIRECT SUPERVISION**, as defined by the JRCERT in the Standards, is “that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use”.

*Repeat images **MUST** be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

*If a student does perform a repeat exam without **DIRECT SUPERVISION**, the student will be issued a **DEMERIT** & be counseled. Continued abuse of this policy may result in Clinical Probation & ultimately dismissal from the program.

WVNCC Radiography Program Portable Policy

Policy: This policy explains student participation in taking portable radiographs.

Procedure: No student is permitted to leave the Radiology Department on a portable radiographic exam without an A.R.R.T. Registered Technologist. The student MUST have “Direct Supervision”, which is defined by the JRCERT in the Standards, as “student supervision by a qualified practitioner who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during the procedure, & reviews & approves the procedure”. There are NO exceptions to this rule.

*Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

WVNCC Radiography Program Technologist Image Critique Policy

Policy: This policy explains the requirements of the technologist in the clinical settings with regard to the final critique of all radiographic images.

Procedure:

**Regardless of the level of supervision required, ALL radiographs produced by WVNCC Radiography Students MUST be checked and approved by a registered radiologic technologist PRIOR to the image being sent to the radiologist.

**The technologist that checks the image should write “checked exam” with their name or initials on the voucher. This will provide verification/documentation that the image was checked prior to being sent to the radiologist. Failure to do so may result in disciplinary action.

As a reminder...

All exams performed by WVNCC Radiography Students that are not “checked off” must be performed under DIRECT SUPERVISION.

All exams performed by WVNCC Radiography Students that are “checked off” may be performed under INDIRECT SUPERVISION.

ALL repeat radiographs MUST be performed with a registered technologist present in the radiographic room during the repeat regardless of the student’s level of supervision.

(Reviewed 8/2020 ~ MDK/MJS)

WVNCC Radiography Program Inclement Weather Policy

Policy: This policy explains Radiography Program Student Academic & Clinical attendance requirements in the event of inclement weather.

Procedure (Academic): If WVNCC cancels daytime classes, ALL Radiography courses that are held during the day (8AM-4PM) will be cancelled. Students are NOT to report to the college for class.

If WVNCC delays daytime classes, ALL Radiography courses that begin BEFORE the delay time will be cancelled (working from a start time of 8AM for daytime classes). For example, if the college operates on a 2 HOUR DELAY, any Radiography courses that begin at 10AM or after WILL be held as scheduled. Any courses that start before 10AM will be cancelled for that day. If the college operates on a 3 HOUR DELAY, any Radiography courses that begin at 11AM or after WILL be held as scheduled. Any courses that start before 11AM will be cancelled for that day. If the college announces a delay but then changes it to a cancellation, all Radiography courses would then be cancelled for the day.

Procedure (Clinical): If students are scheduled to be at a Clinical Site for the day & WVNCC cancels daytime classes, the student will NOT be required to report to the clinical site. The student is STILL expected to call the clinical site to inform them that they will not be attending clinical that day. The missed day will NOT count as an absence against the student (*See Clinical Attendance Policy for further information). If the student arrives at the clinical site BEFORE WVNCC makes the announcement to cancel, the student should leave the clinical site. If the student arrives at the clinical site BEFORE WVNCC makes the announcement to delay, the student has the option of either beginning their clinical at the original scheduled start time or they can wait and start at the delayed time. If they choose to start at the original time, they will be compensated. The same applies for off-shift clinical assignments, if applicable.

If WVNCC operates on a 2 HOUR DELAY, clinicals will start 2 hours later than the scheduled start time, & students will still be finished at the designated end time. If WVNCC operates on a 3 HOUR DELAY, clinicals will start 3 hours later than the scheduled start time, & students will still be finished at the designated end time. If WVNCC releases classes early, students will be contacted & they will be permitted to leave their clinical sites at the time students are released from the college.

*If a student feels that conditions are too hazardous to travel even if WVNCC does not delay or cancel, they must make that decision on their own. Students MUST inform the clinical site as well as the Clinical Coordinator if they will be late or absent. The final decision is left to the discretion of the Program Faculty.

STUDENT'S NAME (Printed) _____

STUDENT'S SIGNATURE _____

DATE _____

(Reviewed 8/2020 ~ MDK, MJS)

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE RADIOGRAPHY PROGRAM
ACADEMIC GRADING POLICY

EFFECTIVE DATE: August 27, 2018

REVISION DATE: July 25, 2018

POLICY: This policy defines the Academic Pass/Fail requirements for the WVNCC Radiography Courses and to define repercussions for repeated failing grades.

PROCEDURE:

1. All students enrolled in the WVNCC Radiography Program must achieve a grade of “C” or above in ALL required courses included in the Radiography Program Curriculum, i.e., all “RAD” courses and all required general education (gen ed) courses. Failure to maintain a “C” or above as a final semester grade in any required gen ed course will result in the student being given the one-time option of withdrawing and reinstating the following year, provided they are in good clinical and academic standing. Failure to maintain a “C” or above as a final semester grade in any required RAD course will result in dismissal from the WVNCC Radiography Program.
2. A passing grade on all RAD course assignments, including but not limited to worksheets, questions, projects, quizzes, and tests is **80% or above**. A passing grade on final exams and paper Mock Registry exams is **75% or above**.
3. All students enrolled in the WVNCC Radiography Program are permitted to receive ONE (1) failing grades per semester in each RAD course. Any failed re-takes also count as a separate failed grade. If a student receives a SECOND failing grade in a semester in a RAD course, they will be given a WRITTEN WARNING notifying them that if they receive ONE more failing grade in that specific course in that same semester, they will be DISMISSED from the WVNCC Radiography Program without the option of reinstatement. They are no longer considered to be in good academic standing with the WVNCC Radiography Program, therefore the option of reinstatement is no longer available to the student. The option of reinstatement does not become available to a student until a minimum of two-thirds (2/3) of the semester is completed. Final Exams & Mock Registry Scores do not count towards the number of failing grades/semester. The final decision is left to the discretion of the program officials.

(Reviewed 8/2020 ~ MDK, MJS)

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE RADIOGRAPHY PROGRAM
TRANSFER POLICY

EFFECTIVE DATE: November 13, 2013

POLICY: This defines the specific transfer policy for the WVNCC Radiography Program.

PROCEDURE: The WVNCC Radiography Program does NOT offer transfer options for students inquiring about the program who are currently enrolled in an outside Radiography Program. No transfer credits for RAD courses will be given to students who have previously been enrolled in an outside Radiography Program who wish to pursue any type of transfer into the WVNCC Radiography Program. The components of the didactic and clinical education are very structured and integrated; therefore a transfer student classification would be detrimental to the goals and objectives of the program.

Transfer course credit for general education courses (not RAD courses) may be awarded to a student who applies for the WVNCC Radiography Program. Decisions regarding general education course credits will be determined by the WVNCC Registrar's Office.

In order to be considered for admission into the WVNCC Radiography Program, potential students must complete the entire application process and meet all admission requirements. The final decision is left to the discretion of the Program Officials.

(Reviewed/Revised 8/2020 ~ MDK, MJS)

MRI SCREENING FOR WVNCC RADIOGRAPHY PROGRAM STUDENTS

NAME: _____ DATE: _____

This questionnaire is designed to assist us in determining if it is safe for you to enter into the MRI exam room (whether during an MRI exam or not). It is important that you answer all of the following questions. If you do not understand any question, please ask an MRI technologist for assistance.

- | | | | | | |
|---|-----|----|-------------------------------------|--|--------------------------|
| 1. Do you have a pacemaker, implantable defibrillator, stents or cardiac wires? | Yes | No | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |
| 2. Have you ever had any head surgery requiring aneurysm clips? | Yes | No | <input type="checkbox"/> | | <input type="checkbox"/> |
| 3. Do you have cochlear implants in your inner ear? | Yes | No | <input type="checkbox"/> | | <input type="checkbox"/> |
| 4. Have you ever had any type of surgery in your life time?
If yes, please list: _____ | Yes | No | <input type="checkbox"/> | | <input type="checkbox"/> |
| 5. Have you ever been exposed to metal fragments that could be lodged in your eyes or body, such as grinding of metal or welding? | Yes | No | <input type="checkbox"/> | | <input type="checkbox"/> |
| 6. Do you have any metal pins, prosthetics or metallic objects in or attached to your body?
If yes, please list _____ | Yes | No | <input type="checkbox"/> | | <input type="checkbox"/> |
| 7. Do you have ANY body piercings? If yes, please list _____ | Yes | No | <input type="checkbox"/> | | <input type="checkbox"/> |
| 8. Do you have any type of electronic device (stimulator or pump) implanted? | Yes | No | <input type="checkbox"/> | | <input type="checkbox"/> |
| 9. If you are a woman, are you pregnant, or is it possible you could be pregnant? | Yes | No | <input type="checkbox"/> | | <input type="checkbox"/> |
| 10. Is there any other item or device you believe we should know about prior to entering the MRI exam room? If yes please describe: _____ | Yes | No | <input type="checkbox"/> | | <input type="checkbox"/> |

Student Signature	Print Name	Date
Program Official Signature	Print Name	Date
Level 2 MRI Technologist Signature	Print Name	Date

WVNCC RADIOGRAPHY PROGRAM MRI SCREENING PROTOCOL

***The MRI Screening Form will be initially completed by all WVNCC Radiography Students after viewing the "Introduction to MRI Safety" video available on the American College of Radiology website (www.acr.org). This video will be shown at the end of the "Radiation Protection/Radiobiology I" course during the First Year Fall Semester. After the student and a WVNCC Radiography Program Official signs the form, the originals will be sent to the MRI Department at Wheeling Hospital for an initial review and sign off by a Level 2 MRI Technologist* (a copy will be kept in the Program Director's office). Copies will also be sent to all MRI Sites. When each student rotates through the MRI Site, their MRI Screening Form will be reviewed with them again by an MRI Technologist with a final sign off by the technologist. The original forms will then be returned to the Program Director's office for filing. Copies will be kept at the MRI facility.

***The MRI Screening Form will be reviewed a second time in class at the end of the "Advanced Imaging Modalities" course during the Second Year Fall Semester. After review, all students will initial the original form for verification.

Review Date: _____

Student's Initials: _____

Program Official's Initials: _____

***Students are reminded that if ANY changes occur in their health or physical status between the times that the form is reviewed that might alter their safety while in the MRI Suite, (EX: additional piercings, implants, etc.), it is the student's responsibility to notify the MRI Technologists and WVNCC Radiography Program Officials **IMMEDIATELY** so that appropriate action may be taken.

***By signing this form, I certify that I have read and understand the questions asked on the MRI Screening Form and have responded to the best of my ability. I understand that it is my responsibility to inform the MRI Technologists of any metal or implanted devices that may be in my body and that failing to do so may cause serious injury or be life-threatening. If any contraindications are identified after review and screening by the physician/technologist, if I elect to enter the MRI scan room whether having the procedure or not, I agree to release West Virginia Northern Community College and the Clinical Education Site from any and all liability for any injury that may occur.

***The ACR defines a Level 2 MRI Technologist as: "Level 2 MR personnel: those who have been more extensively trained and educated in the broader aspects of MR safety issues, including, for example, issues related to the potential for thermal loading or burns and direct neuromuscular excitation from rapidly changing gradients, will be referred to henceforth as level 2 MR personnel".**