Sacred Heart UNIVERSITY

RADIOGRAPHY PROGRAM

Radiography Program Didactic Student Policy & Procedure Manual

2026-2027

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Introduction

Welcome to Sacred Heart University's (SHU or University) Associate of Science in Radiography program! We are pleased to have you join us and hope you find your time in the program both rigorous and rewarding. As members of the healthcare team, we share a common goal: to provide the highest quality care to the patients we are privileged to serve.

This handbook is designed to introduce you to the Radiography Program and to outline the policies, procedures, and resources that guide your academic and clinical experience. It also serves to clarify expectations for students entering the healthcare profession.

Please note that the information contained in this handbook is subject to change as circumstances require. Policies may be modified, superseded, or removed as needed. Students will be notified of any changes through official communication channels. Footnotes are included to indicate annual review and revision status; only substantive changes will be identified as "revised."

This handbook serves as the official Radiography Program student handbook and outlines the essential policies and procedures related to academic progression and graduation. While it addresses many important areas, it cannot anticipate every situation. Any issues not specifically covered will be addressed on an individual basis. This document is intended to supplement the SHU Undergraduate Catalog and the Student Guide, and to provide program-specific guidance.

Please review this handbook carefully and refer to it throughout your time in the program. Any updates made during the academic year will be posted on Blackboard and/or communicated via your official Sacred Heart University email.

Best regards,



Deirdre Valinsky, MHS, RRA, RT (R)(CT)(ARRT)
Assistant Clinical Professor
Director, Radiography Program

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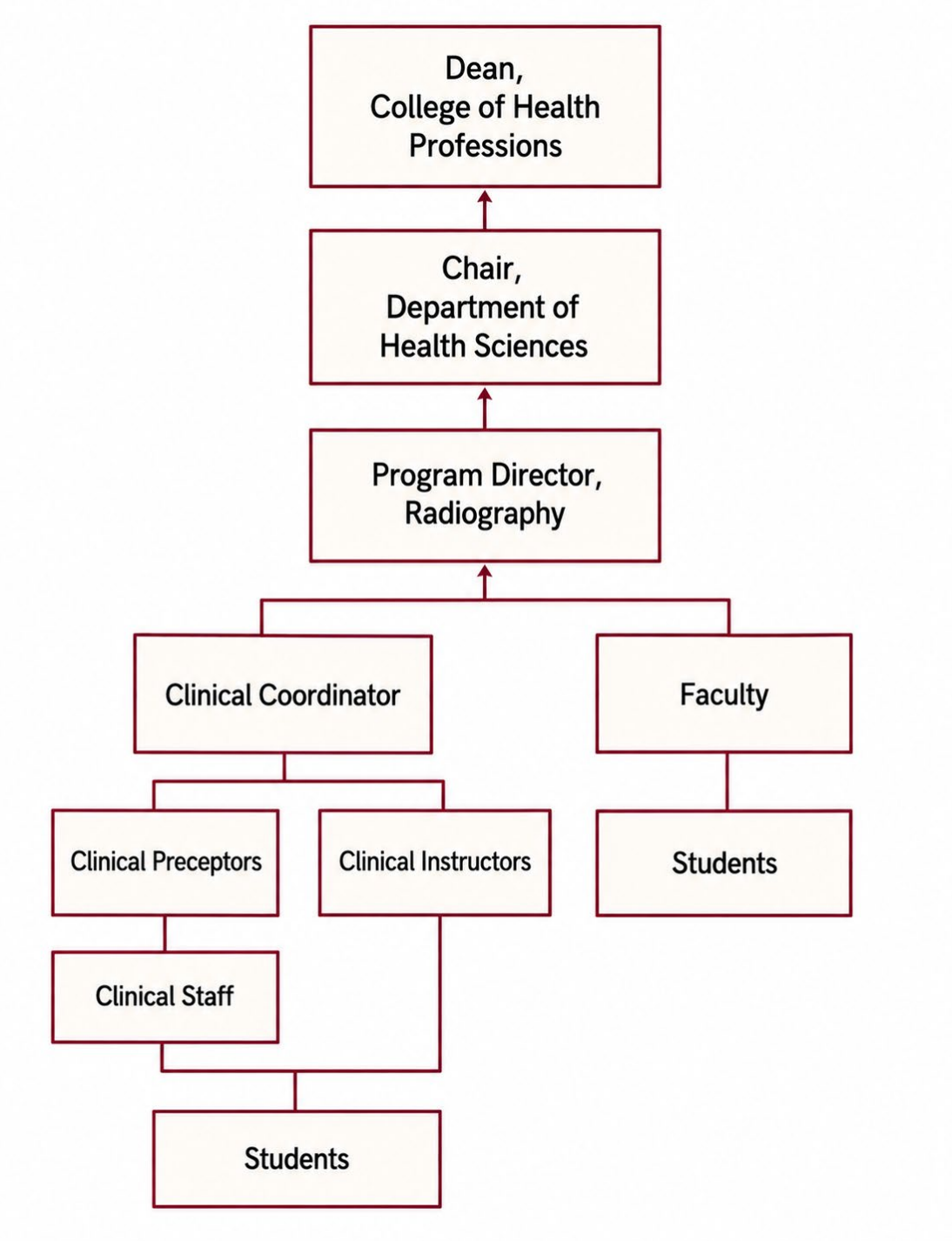
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Organizational Chart for the Chain of Command



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Overview of the Radiography Program

Mission

The mission of the Radiography Program is derived from SHU's mission. It focuses on the education of radiographers who provide diagnostic services for the sick. The mission provides a sound and stable educational environment where a diverse student population has the freedom to learn and grow intellectually, as well as develop competencies in clinical skills. The faculty members are qualified and caring professionals dedicated to excellence in radiography education, health care, lifelong learning and SHU's mission. This establishes a technical educational foundation upon which students of radiography may continue to build their professional careers.

Program Overview

The Radiography Program's curriculum integrates didactic coursework, laboratory instruction, and clinical education designed to prepare students as competent, entry-level radiologic technologists. Through diverse clinical experiences and hands-on learning opportunities with a variety of patient populations, students develop the knowledge, technical skills, critical thinking abilities, and professional behaviors essential for clinical practice. Upon successful completion of the program, graduates are eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT) and pursue state licensure as a radiologic technologist.

Admission Requirements (AS Radiography)

Applicants to the Radiography Program must meet the following criteria to be considered:

- Completion of the program's online application and fee by the application deadline
    - Including submission of all final transcripts from institutions attended
- Cumulative GPA of 2.75 or higher
    - GED or high school diploma, including the following, unless prior college credits have been earned:
    - 3+ years of high school math, including 2 years of algebra and 1 year of geometry; minimum grade of C+
    - 1 year of high school chemistry; minimum grade of C+
    - 1 year of high school biology; minimum grade of C+
- Completion of the following prerequisite courses with a grade of "C+" or better, with no more than two attempts in each math and science course:
    - English Composition or First-Year Seminar
    - Human Anatomy & Physiology I & II (within 5 years of application)
    - College Algebra (within 10 years of application)
- Admission is based on points as detailed in the rubric below

AS Radiography Admissions Rubric

Academic History	**Points**
Earned Master's Degree or higher	5
Earned Bachelor's Degree	4
Earned Associate Degree	3
Some College	2
No College	1
Related Healthcare Experience	**Points**
5+ years experience	5
3-5 years experience	4
1-3 years experience	3
Less than 1 year experience	2
No experience	1
Cumulative GPA (min 2.75 required)	**Points**
A- to A+ (90-100+ or 3.67-4.0)	5
B to B+ (83-89 or 3.0-3.66)	4
B- (80-82 or 2.67-2.99)	3
Below B- (79 or 2.66)	0
Veteran Status	**Points**
Veteran	5
Not a veteran	0
Pre-req GPA (min 2.75 required)	**Points**
A- to A+ (90-100+ or 3.67-4.0)	5
B to B+ (83-89 or 3.0-3.66)	4
B- (80-82 or 2.67-2.99)	3
No pre-reqs earned	2
Below B- (79 or 2.66)	0
Anatomy & Physiology I (min C+ required within the last 5 years and no more than 2 attempts)	**Points**
A- to A+ (90-100+ or 3.67-4.0)	5
B- to B+ (80-89 or 2.67-3.66)	3
C+(76-79 or 2.39-2.66)	2
No pre-reqs earned	0
Anatomy & Physiology 2 (min C+ required within the last 5 years and no more than 2 attempts)	**Points**
A- to A+ (90-100+ or 3.67-4.0)	5
B- to B+ (80-89 or 2.67-3.66)	3
C+(76-79 or 2.39-2.66)	2
No pre-reqs earned	0
College Math (Min C+ required within the last 10 years and no more than two attempts)	**Points**
A- to A+ (90-100+ or 3.67-4.0)	5
B to B+ (83-89 or 3.0-3.66)	3
C+ to B- (77-82 or 2.33-2.99)	0

No pre-reqs earned	0
Candidate's Total	
Total Max Points	*40*
Total Min for Admission Consideration	*7*

Applicants with the highest number of points and fewest repeated courses get priority consideration for admission. Meeting all admission requirements does not guarantee admission into the program. You are assessed in comparison with all applicants in the current application cycle.

- Applicants who have attended another radiography program must obtain a letter stating that they left in good standing. If admitted, the applicant will have to complete the program in its entirety. Sacred Heart University does not transfer in radiography courses from other program.

The Admissions Committee reviews applications holistically, taking into account each student's personal situation and demonstrated potential for success. The application review includes an analysis of academic preparation, including high school and college transcripts, coursework rigor and selected grades in prerequisites, as well as life experiences such as work in health care or military service.

Bachelor of Science in Health Science (BSHS)- Radiography Concentration

Students will be dually enrolled in the BSHS Program and the Associate in Radiography Program after successfully completing the following radiography progression criteria:

- A **minimum cumulative GPA of 2.75** and no more than 2 attempts in each math and science course
- The courses below must be completed with a minimum of "C+":
    - English Composition (FYWS 125)
    - College Algebra (MA 106) or higher
    - Anatomy & Physiology I & II (BI 206/ BI 208 and BI 207/ BI 209)
- Required supporting courses should be completed with a minimum grade of "C":
    - Medical Terminology (BI 106)
    - Concepts in Biology I (BI 111/ BI 113)
    - Professional Interaction in Healthcare Setting (HS 309)
    - Elementary Statistics (MA 131)
    - Introduction to Psychology (PS 110)

Radiography Program Goals & Student Learning Outcomes

- Students will be prepared to function as entry-level professionals in the health care delivery system.
    - Students will apply entry-level positioning skills.
    - Students will select appropriate exposure factors for quality imaging.
    - Students will practice appropriate radiation protection.
- Students will demonstrate appropriate communication skills.
    - Students will use appropriate vocabulary and language to convey information, concepts and ideas.
    - Students will use a systematic approach to locate and use information to plan and write professional papers.
- Students will develop and practice effective problem-solving skills and critical-thinking skills.
    - Students will manipulate technical factors for nonroutine examinations.
    - Students will adapt positioning for trauma patients.
    - Students will produce solutions to real-world clinical situations.
    - Students will critique radiographic images for diagnostic quality.
- Students/graduates will understand the importance of professional growth and development.
    - Graduates will participate in professional activities with state or national societies.
    - Graduates will demonstrate charity and respect for human dignity and rights of all individuals.
    - Graduates will utilize professional judgement in delivering patient care.
    - Graduates will contribute to society through involvement in community service activities.
- The program will maintain the following program effectiveness data:
    - Eighty-five percent (85%) of graduates will pass the ARRT certification examination on the first attempt within six months post-graduation.
    - Seventy-five percent (75%) of graduates seeking employment will be gainfully employed within 12 months post-graduation.
    - Eighty percent (80%) of students will complete the program within 24 months.
    - Graduates will be satisfied with their radiography education.
    - Employers will be satisfied with the graduates' entry-level performance.

Program Objectives

Associate of Science in Radiography graduates will:

- Demonstrate charity and respect for the human dignity and rights of all individuals
- Function as entry-level technologists in the health care delivery system
- Provide diagnostic services with related teaching in structured health care settings
- Demonstrate accountability for legal and ethical practice
- Demonstrate responsibility and accountability for personal and professional behavior
- Participate in professional activities and continuing education, consistent with the standards of the American Registry of Radiologic Technologists

Curriculum Overview

The AS Radiography Program is a 62-credit program, which consists of 23 Foundational Core credits and 39 Radiography Core credits. To complete the radiography program, students will complete both didactic coursework and clinical education requirements. For full course descriptions, please visit the **Radiography Program Curriculum** website.

Fall (8 credits)
- RAD 102: Patient Care in Medical Imaging (2 credits)
- RAD 110: Radiographic Positioning & Procedures I (3 credits)
- RAD 111: Radiography Lab I (1 credit)
- RAD 115: Radiography Clinical Education I (2 credits)

Spring (8 Credits)
- RAD 120: Radiographic Positioning & Procedures II (3 credits)
- RAD 121: Radiography Lab II (1 credit)
- RAD 122: Radiographic Physics & Instrumentation (2 credits)
- RAD 125: Radiography Clinical Education II (2 credits)

Summer I (3 credits)
- RAD 201: Radiographic Positioning & Procedures III (2 credits)
- RAD 202: Radiography Lab III (1 credit)

Summer II (2 credits)
- RAD 205: Radiography Clinical Education III (2 credits)

Fall (9 credits)
- RAD 210: Advanced Imaging Procedures I (3 credits)
- RAD 211: Radiography Lab IV (1 credit)
- RAD 212: Radiographic Image Production & Evaluation (2 credits)
- RAD 215: Radiography Clinical Education IV (3 credits)

Spring (9 Credits)
- RAD 222: Radiobiology & Radiation Protection (2 credits)
- RAD 225: Radiography Clinical Education V (3 credits)
- RAD 300: Radiography Senior Seminar (1 credit)
- RAD 312: Pathology for Imaging Professionals (3 credits)

Suggested Curriculum Sequence (Plan of Study)- BSHS RAD

Program length and course sequencing may vary depending on transfer credits and individual circumstances; the sample plan below illustrates a typical schedule for the radiography program. Further program information can be found within the current SHU Undergraduate Catalog.

Year 1	**Semester 1 (15 credits)**	**Year 1**	**Semester 2 (16 credits)**
FYWS125 **or**	First Year Writing Seminar	FYWS125 **or**	First Year Writing Seminar
LAE	LAE Course	LAE	LAE Course
Core	Foundational Core	HS200	Intro to Healthcare and Health Professions
MA106 or higher	College Algebra or higher	BI111/113	Concepts in Biology w/ lab
PS110	Intro to Psychology	Core	Foundational Core
Core	Foundational Core	MA131	Elementary Statistics
Year 2	**Semester 3 (16 credits)**	**Year 2**	**Semester 4 (14 credits)**
CIT201	Human Journey CIT I	CIT 202	Human Journey CIT II
BI206/208	Anatomy & Physiology w/ lab	BI207/209	Anatomy & Physiology II w/ lab
HS Core	HS Core Requirement	HS Core	HS Core Requirement
HS Core	HS Core Requirement	LAE	LAE Course
LAE	LAE Course	HS210	Leadership in Healthcare
Summer I or II	**3 credits**		
LAE	LAE Course		
Year 3	**Semester 5 (14 credits)**	**Year 3**	**Semester 6 (14 credits)**
RAD102	Patient Care in Medical Imaging	RAD120	RAD Positioning & Procedures II
RAD110	RAD Positioning & Procedures I	RAD121	Radiography Lab II
RAD111	Radiography Lab I	RAD122	RAD Physics & Instrumentation
RAD115	RAD Clinical Education I	RAD125	RAD Clinical Education II
BI106	Medical Terminology	HS309	Professional Interactions in HC Settings
Core	Foundational Core	Core	Foundational Core
Summer I	**3 credits**	**Summer II**	**2 credits**
RAD201	RAD Positioning & Procedures III	RAD205	RAD Clinical Education III
RAD202	Radiography Lab III		
Year 4	**Semester 7 (12 credits)**	**Year 4**	**Semester 8 (12 credits)**
RAD210	Adv. Imaging Procedures	RAD222	Radiobiology & Radiation Protection
RAD211	Radiography Lab IV	RAD225	RAD Clinical Education V
RAD212	RAD Image Production & Evaluation	RAD300	RAD Senior Seminar
RAD215	RAD Clinical Education IV	RAD312	Pathology for Imaging Professionals
HS Core **or**	HS Core Requirement	HS Core **or**	HS Core Requirement
HS355	Health Research Capstone	HS355	Health Research Capstone

Accreditation, Licensure, and Professionalism

Accreditation

Accreditation is a process of voluntary, external peer review in which a nongovernmental agency grants public recognition to an institution or specialized program of study that meets certain established qualifications and educational standards, as determined through initial and subsequent periodic evaluations. The goals of the accreditation process are to protect the student and the public, identify outcomes by which a program establishes and evaluates its assessment policies and procedures, stimulate programmatic self-improvement, and provide protective measures for federal funding or financial aid. Accreditation is assurance of acceptable educational quality since accredited programs are required to meet national standards established by radiologic technology professionals and communities of interest.
The Sacred Heart University Radiography Program is accredited and evaluated by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program's current length of accreditation is five years. The JRCERT can be contacted at 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182. (312) 704-5300. mail@jrcert.org.

The JRCERT is dedicated to excellence in education and to quality and safety of patient care through educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

The JRCERT awards accreditation to programs demonstrating substantial compliance with the **Standards for an Accredited Educational Program in Radiography (STANDARDS).** The **STANDARDS (2021)** are as follows:

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 program's 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, patients, 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.

The Standards for an Accredited Educational Program in Radiography (STANDARDS) can be found under the Accreditation Information navigational menu on the JRCERT main website. Students have the right to report any real or perceived infraction to the JRCERT. Guidance is provided in the succeeding policy.

Source: Joint Review Committee on Education in Radiologic Technology (2021). *Standards for an accredited educational program in radiography.* Retrieved from Joint Review Committee on Education in Radiologic Technology website: http://www.jrcert.org/programs-faculty/jrcert-standards/

Compliance with JRCERT Standards

The Sacred Heart University Radiography Program strives at all times to remain in compliance with the **JRCERT STANDARDS**. If an individual believes, at any time, the program is not in compliance with any standard; a complaint can be brought to the Program Director's attention. Upon receipt of an allegation, the Director will review it to determine if the noncompliance issue exists. Within ten (10) days after receiving the complaint, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the Director will develop a plan to resolve the issue and bring the program into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Director to determine if noncompliance still exists. This meeting will be scheduled within twenty (20) days of the original meeting. If the Director determines noncompliance is still present, a plan will be drafted to solve the noncompliance issue. If the results of this meeting are still unsatisfactory to the party filing the complaint, a meeting can be scheduled with the College Dean, University Provost, and Vice President of Academic Affairs, and/or the JRCERT.

The JRCERT is required to be responsive to allegations of non-compliance with any of its **STANDARDS**. Please be advised the JRCERT cannot advocate on behalf of any one student. An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.

More information regarding the process to report allegations of noncompliance to the JRCERT can be found on the JCERT website.

Licensure

Professional Registration

Graduates who successfully complete all Radiography Program didactic and clinical competency requirements didactic and clinical requirements are eligible to apply for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Successful completion of the examination grants certification as a Registered Technologist, R.T. (R). ARRT certification requires annual renewal and completion of continuing education requirements. Additional information regarding certification, continuing education, and Continuing Qualification Requirements (CQR) is available through the American Registry of Radiologic Technologists.

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

Ethics Review Preapplication

Individuals with concerns regarding a potential ethics violation may request an ethics review through the American Registry of Radiologic Technologists (ARRT) prior to applying for certification and registration. Through the preapplication process, applicants may submit supporting documentation for review by the ARRT Ethics Committee, which will determine eligibility guidance. Certain sanctions may result in a temporary period of ineligibility for certification and registration.

Use the ethics review preapplication if you have faced:

- Misdemeanor or felony charges or convictions
- Military courts-martial
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You don't have to report offenses such as poor grades or falling asleep in class (ARRT, n.d.)

Individuals should file a preapplication form to determine eligibility for the certification and registration examination. The form may be submitted before or after admission to the Radiography Program. For complete ARRT® Ethics Responsibilities information, you can review the information at https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication

Source:

American Registry of Radiologic Technologists. (n.d.). Request an ethics review before you apply.

Retrieved May 22, 2026, from American Registry of Radiologic Technologists website: https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication

Connecticut State Licensure

Most states require individuals operating radiographic equipment to obtain state licensure or authorization. Requirements vary by state; therefore, individuals seeking employment outside of Connecticut should contact the appropriate state agency for specific licensure information. Additional state licensure resources are available through the American Society of Radiologic Technologists (ASRT).

Connecticut State:

To practice as a radiologic technologist in Connecticut, individuals must hold a valid state license. Per the Connecticut Department of Public Health, applicants must have successfully completed a radiologic technology program which, at the time of completion, was accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), or a program deemed equivalent to such an accredited program by the American Registry of Radiologic Technologists (ARRT).

Complete application requirements will be discussed during the last semester of the Radiography Program. Application information and forms

Temporary Practice for New Graduates:

Pursuant to Connecticut General Statutes Section 20-74bb(f), a graduate of an accredited radiography program may operate a medical x-ray system for a period not to exceed one hundred twenty (120) calendar days after the date of graduation, provided the graduate is working in a hospital or similar organization where adequate supervision is provided. If the person practicing pursuant to this subsection fails to pass the licensure examination, all temporary practice privileges shall cease.

Please note that temporary practice provisions only apply to new graduates. There is no temporary practice provision available to applicants who hold licensure in other states or applicants applying for reinstatement of a lapsed license.

Please also note that a temporary permit document is not issued by the Department. It is the responsibility of the place of employment to ensure that the requirements have been met.

Students may not perform radiographic procedures as a paid radiographer in the State of Connecticut until all licensure requirements are met.

Complete information about temporary practice for new graduates: visit the CT DPH website.

Connecticut Department of Public Health
Radiographer Licensure
410 Capitol Ave., MS #12 APP
P.O. Box 340308
Hartford, CT 06134
Phone: (860) 509-7603
Fax: (860) 707-1982
Email: dph.alliedhealth@ct.gov

Professionalism

Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

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

Radiographer Practice Standards

The Radiography Program adheres to the professional practice standards established by the American Society of Radiologic Technologists Practice Standards for Medical Imaging and Radiation Therapy.

Standard One - Assessment: The medical imaging and radiation therapy professional collects pertinent data about the patient, procedure, equipment, and work environment.

Standard Two – Analysis and Determination: The medical imaging and radiation therapy professional analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.

- The radiographer develops, maintains, and makes available optimal exposure technique guidelines for all radiographic and fluoroscopic equipment.

Standard Three – Education, Collaboration and Collegiality: The medical imaging and radiation therapy professional promotes a positive, collaborative and collegial atmosphere by providing information to the patient, public and other health care providers about procedures and related health issues.

Standard Four - Performance: The medical imaging and radiation therapy professional performs the action plan and quality assurance activities, including modifications when needed.

- The radiographer coordinates and manages the collection and labeling of tissue and fluid specimens.
- The radiographer performs and reviews reject analyses.
- The radiographer uses appropriate uniquely identifiable pre-exposure radiopaque markers for anatomical and procedural purposes.
- The radiographer uses pre-exposure collimation and proper field-of-view selection.

Standard Five - Evaluation: The medical imaging and radiation therapy professional determines whether the goals of the action plan have been achieved, evaluates quality assurance results and establishes an appropriate action plan.

- The radiographer verifies that exposure indicator data for digital radiographic systems has not been altered or modified and is included in the DICOM header and on images exported to media

Standard Six - Implementation: The medical imaging and radiation therapy professional implements the revised action plan based on quality assurance results and achievement of goals from the action plan.

Standard Seven - Outcomes Measurement: The medical imaging and radiation therapy professional reviews and evaluates the outcome of the procedure according to quality assurance standards.

Standard Eight - Documentation: The medical imaging and radiation therapy professional documents information regarding patient care, procedures and outcomes.

- The radiographer archives or documents patient dose for fluoroscopy procedures.
- The radiographer archives or documents radiation exposure.
- The radiographer documents the use of shielding devices and proper radiation safety practices.

Standard Nine- Quality: The medical imaging and radiation therapy professional strives to provide optimal care.

Standard Ten – Self-Assessment and Professional Development: The medical imaging and radiation therapy professional evaluates personal performance and maintains professional growth.

Standard Eleven – Ethics: The medical imaging and radiation therapy professional adheres to the profession's accepted ethical standards.

Standard Twelve – Research, Innovation and Professional Advocacy: The medical imaging and radiation therapy professional participates in the acquisition and dissemination of knowledge, advocacy and the advancement of the profession.

Radiographer Scope of Practice

The Radiography Program prepares students to perform diagnostic imaging procedures within the professional scope of practice for entry-level radiographers. Students are expected to provide safe, ethical, and compassionate patient care while applying principles of radiation protection, image acquisition, patient positioning, communication, and professional conduct. Clinical activities performed by students must occur under appropriate supervision and in accordance with program policies, clinical affiliate policies, state regulations, and professional practice standards established by the American Society of Radiologic Technologists.

Academic Policies

Academic Progression

To graduate with an Associate of Science in Radiography (AS RAD) Degree from Sacred Heart University, students must meet the following criteria:

- Complete all required Radiography courses with a grade of "B-" or better
- Receive a "pass" in all Clinical Education Radiography courses
- Maintain an overall/cumulative GPA of 2.75 or higher
- Satisfactorily complete all clinical education experiences
- Demonstrate professional behaviors that align with this manual and the ARRT Code of Ethics.
- Apply for graduation in the fall semester of the final year in the program

Students must progress through the program in accordance with established curriculum requirements. Due to the sequential design of the Radiography Program curriculum, withdrawal from or unsuccessful completion of a required course may delay a student's progression and/or completion of the program.

Course Withdrawal Policy

Students may withdraw from a course with a grade of "W" if completed by the University withdrawal deadline. Official withdrawal through the University Registrar is required; nonattendance does not constitute withdrawal. Students who fail to officially withdraw, stop attending, or fail to complete coursework may receive a grade of "F" and remain responsible for associated tuition and fees. Refer to the Sacred Heart University Course Withdrawal Policy and Academic Calendar for additional policies and deadlines.

Due to the sequential nature of the Radiography Program curriculum, withdrawing from a RAD course may interrupt program progression and require the student to reapply to the program the following academic year. Re-entry is not guaranteed.

Note: Student financial assistance may be affected by the withdrawal from a course. Students should check the University's Financial Assistance Withdrawal Policy *regarding the credit hour requirement to continue receiving financial aid.*

Repeated Courses

Students who receive a final course grade less than a "B-" in **ANY SINGLE** radiography course will receive an academic warning, but may continue to progress through the curriculum.

If the student receives **TWO** final course grades less than a "B-" in **ANY** radiography course (within the same semester or sequential semesters), they will be placed on academic probation and be required to repeat all radiography courses taken in that semester.

A written Petition for Reinstatement must be submitted to and approved by the Program Director within 14 days of receiving your Probationary Letter from the Professional Performance Committee (PPC). Re-enrollment requires retaking all required RAD courses for that semester.

Petition for Reinstatement Policy

Failure to successfully complete a professional Radiography course or continue in the established progression listed in the curriculum sequence in which a student is enrolled removes a student from the established enrollment sequence and, therefore, subjects the student to additional enrollment considerations. The priority for enrollment in Radiography courses is for those students who successfully progress to the next required level without having to repeat/re-enroll/re- enter Radiography courses.

The enrollment of a student who is repeating a Radiography course due to re-entering the progression sequence will be permitted on a space-available basis. Reinstatement will be granted only within one year of withdrawal or non-progression and with the Program Director's approval only.

Enrollment space for a student cannot, therefore, be reserved or guaranteed for any subsequent semester. Specific faculty-student ratios and the number of students available in a specific clinical setting are mandated by the JRCERT; therefore, course enrollment must be carefully evaluated each semester.

A student who desires to repeat/re-enroll/re-enter an RAD course must fulfill the following criteria:

- Meet eligibility requirements to enroll in the University and in the Radiography Program curriculum.
- Complete and submit a written Petition for Reinstatement to the Radiology Program Director within 14 days of receiving your Probationary Letter from the Professional Performance Committee (PPC).

Auditing a Course

Students are not permitted to audit a required course within the Radiography Program curriculum.

Course Transfer or Substitution

Students who have attended another radiography program must obtain a letter stating that they left in good standing. If admitted, the student will have to complete the program in its entirety. Sacred Heart University does not transfer in radiography courses from other programs.

Leave of Absence

Students wishing to take a leave of absence must apply, in writing, to the Program Director using the procedures outlined in the University's Leave of Absence Policy. Students are highly encouraged to contact the Director of the Radiography Program prior to formal initiation of the leave of absence process to discuss personal and academic concerns that could result in the granting of a leave of absence.

Student Assessment

Didactic Course Grading

The Radiography program uses the University grading policy in determining course grades. Students will be awarded a letter grade for all courses in the Radiography Program. The minimum passing grade for all Radiography courses is a B- (80%). Pass/fail grades are only awarded in the Radiography Program's Clinical Education courses.

Letter Grade	Quality Grade Points	Grade Range
A	4.0	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	60-66
F	0.00	0-59

Grade Changes

Once officially recorded, grades may be changed only by the instructor through the filing of an official grade change form. Students should assume responsibility for checking with the instructor and with the University Registrar to be certain the grade change has been recorded.

Grade Grievance

The procedure for a documented grievance is as follows:

1. The student is expected to resolve the issue at hand with the faculty member.

2. If the solution as provided by the faculty member is unacceptable to the student, the student may present the case in writing with supporting evidence to the department chair of the faculty member involved. The department chair will then make a judgment, after consultation with the faculty member and the student, in an attempt to bring the matter to resolution.

3. If the department chairperson is unable to bring the matter to resolution or the judgment is unacceptable to the student, the student may present a formal appeal in writing to the dean of the college in which the course was taken or to their designee.

4. If the dean of the college or their designee finds that the appeal has merit, they will convene a grievance committee. This committee will consist of only faculty members: one faculty member selected by the student, one faculty member selected by the faculty member concerned, and one faculty member selected

by the dean of the college or their designee. The chair of the faculty member against whom the grievance is filed is not eligible to serve on the Grade Grievance Committee. After reviewing all documented evidence, the grievance committee will then propose a solution, supported by a rationale in writing, that the grade either stands or should be changed by the faculty member. If the faculty member is unavailable to change the grade, the department chair shall serve in lieu of the unavailable faculty member.

Please refer to the University Catalog for the entire Student Grievance Policy.

Academic Integrity

Sacred Heart University and the Radiography Program are committed to academic integrity, professional ethics, and the honest pursuit of learning. Students are expected to comply with the University Academic Integrity Policy and uphold standards consistent with the radiography profession.

Plagiarism, cheating, fabrication, dishonest conduct, and inappropriate use of artificial intelligence are not permitted. Intentional and unintentional violations are treated equally.

Violations may result in a failing grade on the assignment, quiz, or exam, and may lead to a course grade of "F," program dismissal, and/or referral for further disciplinary action. Repeated violations may result in dismissal from the program.

All written work must follow APA 7th edition formatting, including proper citation and referencing using the *Publication Manual of the American Psychological Association (7th ed., 2020*).

Academic Probation & the Office of Student Accessibility

University Policy

The university's policy on academic probation can be referenced in the Undergraduate Catalog.

Radiography Program Policy

1. Academic Warning

- Students who receive a letter grade below the required minimum grade of "B-", for the first time, in a single radiography course will receive an academic warning.
- Students on academic warning must meet with their advisor and Radiography Program Director and complete a Student Success Plan for improved performance. Failure to complete and comply with the Student Success Plan will significantly increase the likelihood of probation or dismissal.

2. Academic Probation

- If a student receives a second final course grade less than a "B-" in any radiography course (within the same semester or sequential semesters), they will be placed on academic probation and be required to repeat all radiography courses taken in that semester. Academic probation status will remain for the entirety of the program.
- A letter will be sent to the student informing them of their academic program probation status. Copies of this letter are sent to the Academic Advisor and are recorded at the Registrar's Office on the University Record System. Students placed on program probation are encouraged to seek advice and assistance from their Academic Advisor.

Note: A student on university probation may be ineligible to receive financial aid from the University, college scholarship, or loan funds.

Note: A student on Academic Probation may choose to enroll in courses during the University's Winter, Late Spring and/or Summer sessions. Grades from these courses will apply to the cumulative institution GPA, not the semester GPA, and may cause program probation. It is the responsibility of the student to inform their Academic Advisor if they intend to do so and must request an update of the Probationary status if their grade causes a change of status.

Dismissal from Radiography Program

Upon entry into the professional component of the Radiography Program (ie, enrolled in radiography courses), students must maintain a **minimum cumulative GPA of 2.75**. Students whose GPA falls below this requirement may be recommended for dismissal from the program to the Dean's Office.

The Program may also recommend dismissal for failure to maintain satisfactory academic performance, meet professional or safety standards, or comply with University and program expectations, as determined by the Professional Performance Committee and the Dean of the College. Final decisions are made by the Dean.

Specific reasons for recommending dismissal are:

- Failure to achieve a final course grade ≥ 80% in three major courses in radiography program or failure in a general education course that results in probation and failure of a course in radiography.
- Final grade of D+, D or F in a single radiography course.
- Failure to satisfactorily meet clinical and course objectives as outlined in the course syllabus and associated clinical course materials. Note: A clinical failure results in failure of the entire course and a final grade of F.
- Failure to meet professional standards/expectations.
- Failure to meet the Essential Attributes and Functional Abilities for students despite reasonable accommodations.
- Failure to report an unusual occurrence that has caused actual or potential harm.
- Failure to meet the criteria stated in official emails/letters of warning and probation.
- Incur an incident that would result in Academic Probation while on Program Academic Probation.

Program Dismissal Appeal Process

A student whose matriculation has been terminated has the right to petition the Radiography Program for reconsideration if they can present pertinent evidence, which may affect the decision. In general, personal, health, social or emotional problems not brought to the attention of the student's advisor or instructor(s) at the time of the poor performance are insufficient grounds for a reconsideration of academic status, unless extenuating circumstances are evidenced. See Academic Standards, Policies, and Procedures in the Undergraduate Catalog.

The Dean of the College of Health Professions makes the final decision either granting or denying a Program Dismissal appeal.

Radiography Program Policies & Procedures

Technical Standards

Sacred Heart University's Radiography Program is committed to preparing competent, high-quality radiologic technologists who provide safe and effective patient care. Radiography education requires students to demonstrate the knowledge, skills, abilities, and professional behaviors necessary for entry-level practice, as established by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the American Registry of Radiologic Technologists (ARRT).

The Radiography Program Technical Standards identify the Essential Functions of a Radiologic Technologist required for successful completion of the program and professional practice. These standards encompass observation, communication, sensory and motor abilities, intellectual and critical reasoning skills, and professional behaviors. As part of the application process, students must attest that they can meet the program's technical standards, with or without reasonable accommodations.

Students who are unable to meet the technical standards, with or without reasonable accommodations, will not be permitted to progress in the program. Meeting the technical standards does not guarantee admission to the program or eligibility for the ARRT certification examination.

If a student experiences a change in physical, mental, or emotional health that may affect their ability to meet the technical standards, the student must notify the Program Director in writing and provide appropriate documentation to recertify their ability to meet program requirements.

Sacred Heart University provides equal educational opportunities to all students, including those with disabilities as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Students requesting accommodations must contact the Office of Student Accessibility (OSA) and submit appropriate documentation. Accommodation requests are reviewed on an individual basis through an interactive process involving the student, OSA, and the Radiography Program. Accommodations may not eliminate essential program requirements, fundamentally alter the curriculum, or compromise patient or clinician safety. The Radiography Program reserves the right to determine when a requested accommodation would fundamentally alter the nature of the program or compromise safety.

Essential Functions of a Radiologic Technologist

Sacred Heart University's Radiography Program is committed to graduating high-quality radiologic technologists who are safe and proficient in the practice of medical imaging. The training of students for the complexities of clinical radiography practice requires a variety of skills and aptitudes: cognitive, physical, and social-emotional. Essential Functions are the academic, clinical, and interpersonal aptitudes and abilities that allow medical imaging students to complete the professional curriculum. These essential functions are necessary to perform the clinical skills consistent with radiography practice as outlined by the ASRT's Practice Standards and Scopes of Practice. Essential Functions apply in the classroom, tutorial, laboratory, and clinical settings.

Students may meet the requirements of Essential Functions with or without reasonable accommodations. Sacred Heart University Radiography Program uses independent clinical education settings that may or may not be able to offer the same reasonable accommodations that are made available by Sacred Heart University. The program curriculum requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential radiologic technologist skills and functions. Learning these skills and functions is necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers.

Additionally, there are functions of academic performance that are critical for success in the healthcare environment. The functions are necessary to acquire or demonstrate competence in a discipline as complex as medical imaging. In addition to the standards of student conduct set forth in the SHU Student Conduct & Community Standards, students will adhere to the following functions, which will be evaluated in the program as academic performance standards.

Implementation of the Essential Functions of a Radiologic Technologist

Potential students will be advised of the Essential Functions of a Radiologic Technologist on the program's website. Incoming students will be alerted to the Essential Functions expectations during program orientation and apprised of the location of Essential Functions in the SHU Radiography Program Student Handbook.

Regular, Ongoing Evaluation

Clinical faculty will evaluate students' Essential Functions of a Radiologic Technologist for the Department regularly. The clinical faculty, in conjunction with the Clinical Coordinator, shall do so by the following actions:

- Direct interaction and supervision of the students in the clinical setting related to clinical activities, including clinical participation.
- Attendance at clinical evaluations, addressing any concerns regarding performance and/or non- cognitive factors of academic performance in clinical courses.
- Completion of an evaluation of the Factors of Academic Performance for the Radiologic Science Program on each student in the clinical setting at the midpoint of each clinical semester, and at any point when the student is not meeting the academic performance standards.

If a student repeatedly violates Essential Functions of a Radiologic Technologist, the student will be placed on probation or dismissed from the program.

1. Motor Skills, Strength, and Mobility Skills

Students shall have sufficient motor function so that they are able to execute movements required to provide general care to patients in all health care settings. Students should be able to:

- Manipulate equipment (locks, push buttons, knobs, and switches) using fine motor skills.
- Safely push a wheelchair, stretcher, or other transport equipment from a patient waiting area or patient room to the medical imaging department.
- Safely transfer a patient from a wheelchair or stretcher to the radiographic exam table.
- Safely assist a patient in dressing for a procedure.
- Raise arms above head and in all directions to manipulate radiographic equipment.
- Stand and walk for extended periods of time (6-7 hours).
- Lift ten (10) pounds of weight above head.
- Perform all aspects of CPR and Basic Life Support.

2. Sensory/Observation Skills

Students must be able to acquire information presented through demonstrations and experiences in the classroom and clinical environments. Students must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate nonverbal communications when performing an assessment and performing radiologic exams and duties. Students must be capable of perceiving signs of disease and infection as manifested through physical examination. Such information is derived from visual inspection and auditory information (patient voice). Students should be able to:

- Hear sufficiently to interact with patients and medical staff when background noise is present.
- Detect audible sounds within the hospital, such as equipment alarms, fire alarms, telephones ringing, and overhead pages.
- Visually monitor patients in low levels of light.
- Distinguish between different shades of gray on radiographic images.

3. Communication Skills

Students must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Students must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner. Students should be able to:

- Communicate in English (verbally and written) with patients, family members, physicians, and all members of the health care team.
- Convey or exchange information at a level allowing development of a health history.
- Read and comprehend written instructions to deliver appropriate patient care.
- Communicate effectively in oral and written forms.

- Be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the healthcare team.

4. Cognitive Skills

Students must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of undergraduate radiologic sciences. Students should be able to:

- Make a correct judgment in seeking supervision and consultation in a timely manner.
- Quickly read and comprehend extensive written material.
- Evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

5. Behavioral/ Emotional Skills

Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the care of patients and families. In addition, students must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations. Students should be able to:

- Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Make a correct judgment in seeking supervision and consultation in a timely manner.
- Experience empathy for the situations and circumstances of others and effectively communicate that empathy.
- Understand that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others.
- Be able and willing to examine and change their behavior when it interferes with productive individual or team relationships.
- Possess skills and experience necessary for effective and harmonious relationships in diverse academic and clinical environments.

6. Professional Conduct

Students must possess the ability to reason morally and practice in an ethical manner. Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including, but not limited to, children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults. Students should be able to:

- Learn and abide by professional standards of practice.
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.
- Function effectively under stress.
- Respond appropriately to constructive criticism.
- Maintain professional behavior at all times, which includes, but is not limited to, being on-time, effective communication with peers and other members of the healthcare environment, etc.

Reasonable Accommodation for Disabilities

The Office of Student Accessibility (OSA) coordinates and provides reasonable accommodations, auxiliary aids and services to students who disclose a disability to the university, assisting in the provision of equal access across university programs. Accommodations are intended to allow for equal access to an individual with a disability, while also ensuring the integrity of the university's programs of study. Accommodations are determined individually for each student through an interactive process. As needed, the OSA collaborates with offices and individuals from across the university in order to assist in meeting the needs of students with disabilities in an equal manner. It is important to note that accommodations may not necessarily provide the same or similar results. Instead, an accommodation must provide the individual with a disability equal access to the same service, program, or activity.

Reasonable accommodations are modifications to a course, program, service, or employment that do not fundamentally alter the course or program. Appropriate accommodations are determined through the individual intake appointment by reviewing documentation submitted by a qualified and licensed professional, discussion with the student, and evaluating the essential requirements of a course or program. The SHU Office of Student Accessibility's website houses all the appropriate documentation guidelines, accommodations processes, and testing.

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. While SHU will make every effort to work with our students with disabilities to reasonably accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential qualifications, functions, technical standards, or other academic requirements of the program, or result in an undue financial or administrative burden.

Professional Behavior

Policy on Adherence to Professional Behaviors

The purpose of this policy is to define the professional behaviors expected of students enrolled in the Radiography Program. Professionalism is an essential component of radiography practice and supports a safe, respectful, and effective learning environment consistent with the standards of the profession. This policy applies to all Radiography Program students and governs conduct in classroom, laboratory, and clinical settings.

Punctuality and Attendance:

- Attend all scheduled classes, labs, and clinical rotations on time.
- Notify the appropriate instructor or clinical supervisor in advance if you are unable to attend.
- Adhere to the program's attendance policy.

Dress Code and Personal Appearance:

- Comply with the Radiography Program's dress code, including wearing appropriate uniforms, identification badges, and maintaining personal hygiene.
- Ensure that attire is clean, professional, and adheres to safety standards, particularly in clinical settings.

Communication:

- Demonstrate clear, respectful, and professional communication with instructors, peers, patients, and clinical staff.
- Use appropriate language and tone in all verbal, written, and electronic communications.
- Actively listen and provide constructive feedback when necessary.

Confidentiality and Privacy:

- Maintain the confidentiality of patient information in accordance with HIPAA regulations.
- Do not discuss patient information in public areas or with unauthorized individuals.
- Respect the privacy of classmates, faculty, and clinical staff.

Accountability and Responsibility:

- Take responsibility for your actions, including admitting mistakes and learning from them.
- Complete assignments, exams, and clinical tasks on time and to the best of your ability.
- Seek assistance when needed and take initiative in your learning.

Ethical Behavior:

- Uphold the ethical standards of the radiography profession as outlined by the American Society of Radiologic Technologists (ASRT) and other relevant bodies.
- Avoid dishonest behaviors such as cheating, plagiarism, or falsifying records.
- Treat all individuals with dignity and respect, regardless of their background or beliefs.

Safety and Compliance:

- Adhere to all safety protocols in classroom, lab, and clinical settings, including the proper use of radiation protection measures.
- Follow all institutional policies, procedures, and guidelines.
- Report unsafe practices or violations of policies to the appropriate authorities.

Teamwork and Collaboration:

- Work effectively as part of a team, contributing to a positive and collaborative learning environment.
- Support your peers and respect the contributions of others.
- Engage in professional interactions with clinical staff, understanding your role as a student in the healthcare team.

Professional Development:

- Participate in ongoing professional development activities, including attending seminars, workshops, and other educational opportunities.
- Stay informed about advancements in the field of radiography.
- Demonstrate a commitment to lifelong learning.

Academic & Professional Misconduct Procedures

Violations of professional behavior in the classroom, laboratory, or other didactic environments will be addressed promptly using the following procedure:

Step 1: Verbal Warning

If a student engages in unprofessional or inappropriate behavior (e.g., disruptive conduct, repeated tardiness, failure to follow classroom expectations, disrespectful communication), the faculty member will meet privately with the student to address the concern. The faculty member will outline the specific behavior(s) and provide guidance on how to correct them. The faculty member may also notify the Program Director to ensure that a record of the verbal warning is noted.

Note: If the behavior is serious or poses an immediate concern to the academic environment, the process may proceed directly to Step 2 or higher.

Step 2: Written Warning

If the behavior persists or the initial concern warrants formal documentation, the faculty member will issue a written warning using the **Professional Conduct Report** (Appendix A). The student and faculty member will meet within seven (7) days to discuss the concern and begin developing a remediation plan. The plan will include specific expectations for behavioral improvement, a timeline for resolution, and consequences for failing to meet expectations. This plan will be signed by both parties and filed in the student's academic record.

Step 3: Reassessment and Further Action

The faculty member and student will reassess progress at appropriate intervals. If the student fails to meet the expectations outlined in the plan or the behavior continues, the issue may be escalated to the Program Director for further review. Disciplinary action may include academic probation, referral to the Dean of the College of Health Professions, or dismissal from the program, depending on the severity and persistence of the misconduct.

Serious Ethical or Academic Misconduct

In cases involving academic dishonesty (e.g., plagiarism, cheating), harassment, discrimination, or violations of the ARRT Code of Ethics or ASRT Practice Standards for Medical Imaging and Radiation Therapy, the above procedures may be superseded. These cases may be referred directly to the Program Director and/or the Dean of the College of Health Professions for investigation and formal disciplinary action, per university policy.

The following are events that can result in disciplinary action. This in no way shall be a comprehensive list, and extenuating events can be included:

- Excessive Absenteeism
- Excessive Tardiness
- Improper appearance/apparel
- Failure to notify faculty or clinical site prior to a tardiness or absence
- Unprofessional conduct
- Dishonesty (improper Trajecsys clock-in)
- Breach of confidentiality/Violation of HIPAA policies
- Soliciting or receiving tips/gifts in any form from patients
- Insubordination
- Any safety violation
- Leaving assigned area without notice or approval
- Failure to complete clinical assignments in a timely manner
- Repeated failure to submit clinical procedures logs or a gross disregard for logging repeats correctly

Communication

Email is the primary form of communication used by Sacred Heart University and the Radiography Program. All students are required to maintain an active SHU email account and are expected to check it at least once daily. Students are responsible for reviewing and responding to program, course, and university communications in a timely manner.

Professional communication is expected in all email correspondence. Emails should be written using appropriate salutations, grammar, punctuation, spelling, and a professional closing. When communicating with faculty or staff, students should address recipients using appropriate professional titles (e.g., Professor, Dr., Mr., or Ms.) and avoid informal greetings such as "Hey" or similar familiar language.

Faculty will generally respond to student emails within 24–48 hours during normal business hours (Monday through Friday, 8:30 a.m.–4:30 p.m.). Emails sent outside of business hours, including after 4:30 p.m. on Fridays, may not receive a response until the next business day. If a faculty or staff member will be unavailable for an extended period, an automatic reply message will be used to notify students of any anticipated delay in response.

Attendance

In accordance with the University's Emergency Preparedness Plan, attendance will be taken for all classes. Students are expected to attend and actively participate in all classroom, laboratory, and clinical experiences. The Radiography Program incorporates active and engaged learning strategies that cannot be fully replicated outside the classroom, and essential clinical and professional behaviors are developed through in-person participation.

Attendance and participation requirements may vary by course as outlined in individual syllabi; however, absences may negatively impact a student's course grade. More than one unexcused absence will result in a grade reduction. Excused absences may be granted at the individual instructor's discretion for reasons including illness, family emergency, unforeseeable circumstances, or approved University activities. Absences related to institutional activities must be communicated to the instructor in advance. Unforeseeable absences must be reported to the instructor within 24 hours of the missed class to be considered for excused status.

Students will be granted one unexcused absence per course each semester without penalty. For each additional unexcused absence, 1% will be deducted from the student's final course grade. Three (3) unexcused absences may result in a reduction of one letter grade in the final course grade.

Students experiencing a severe or chronic illness, either personally or involving a dependent, should notify the Program Director as soon as possible to determine whether accommodations or a leave of absence are appropriate. Students remain responsible for obtaining course materials, completing assignments, and making up any missed work.

Tardiness

Students are expected to arrive on time for all classes. Every three (3) instances of tardiness will be counted as one (1) unexcused absence. Tardiness is defined as arriving to class more than 15 minutes late. Students who arrive more than 30 minutes late will be considered an unexcused absence for the class session.

Technology Use

The use of technology is an essential component of the Radiography Program. **All students are required to have a laptop computer that is compatible with Blackboard, testing software, and other program-related learning platforms.** Because radiography examinations may be administered electronically, a laptop is required for successful participation in the program.

The use of laptops, tablets, smartphones, and other electronic devices in the classroom is subject to the instructor's discretion and must be limited to course-related activities. Technology may be used to access learning resources, including Blackboard, Elsevier, Clover Learning, YouTube, and other educational platforms as directed by the instructor. During examinations, quizzes, and other assessments, students must follow all instructions regarding technology use.

Cell phones must be silenced and stored away during class unless their use has been specifically authorized by the instructor. The use of any electronic device for non-course-related activities is prohibited. Students may not save, copy, transfer, photograph, record, or distribute course materials, examinations, or other program content without explicit instructor permission. Course assignments and online learning activities may only be accessed at times authorized by the instructor.

Inappropriate or unauthorized use of technology may result in dismissal from class for the day, which will be considered an unexcused absence. Repeated violations of this policy will be considered unprofessional behavior and addressed in accordance with the Professional Behavior Policy outlined in this manual.

The College and Program may utilize social media and other electronic communication platforms to share information regarding events, opportunities, scholarships, and employment postings. Students are expected to maintain professional and appropriate conduct in all online interactions associated with the University or Radiography Program.

Student Employment

Students are responsible for ensuring that employment commitments do not interfere with the academic and clinical requirements of the Radiography Program. **Work schedules must not conflict with scheduled classes, laboratories, or clinical assignments.**

Students may not receive compensation for activities completed as part of their clinical education, and Sacred Heart University clinical uniforms may only be worn during assigned clinical rotations.

Students employed in a medical imaging department may not count radiographic procedures performed during paid employment toward program clinical requirements or their official clinical record. Failure to maintain this distinction may impact eligibility for graduation, ARRT certification, and state licensure.

Extracurricular Activities

SHU Radiography Club (M.I.S.T.)

The purpose of the Radiography (M.I.S.T.) Club is to provide students who are interested in radiography with information, resources, and contacts in order to grow in their personal and professional career path. This club encourages the discussion of thoughts, experiences, and ideas for the enrichment of student life as well as important experiences in leadership and professional development.

Club Officers (AY 2026-2027):

- President: Brooke Reilly
- Vice President: Tyler Cavataro
- Secretary: Gianna Laguerra
- Treasurer: Morgan Sarkis
- Fundraising/ Social Media Chair: Amanda Peluso

The President is invited to attend the Radiography Program Faculty meetings to provide the faculty with suggestions and concerns the students have in regards to the policies and procedures of the Radiography Program. If a faculty meeting is scheduled during class or clinical time, the president can submit questions or concerns.

Lambda Nu National Honor Society for Radiologic and Imaging Sciences - Connecticut Alpha Chi Chapter

The purpose of this chapter is to foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences, and to recognize exemplary scholarship. Radiologic and imaging students, alumni, and faculty may qualify for membership based on appropriate standards. Full eligibility criteria and by-laws can be found in the program director's office. You can learn more about Lambda Nu on their website.

Connecticut Society of Radiologic Technologists

The state society is the Connecticut Society of Radiologic Technologists (CSRT). All clinical students are encouraged to join the CSRT. The CSRT conducts multiple educational offerings per year, in addition to the annual conference. Student membership is available at a discounted rate. You can learn more about CSRT on their website.

American Society of Radiologic Technologists

The national society is the American Society of Radiologic Technologists (ASRT). The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care. ASRT strives to be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, research, and innovation. For a full explanation of ASRT student membership benefits and membership information, visit the ASRT website.

Inclement Weather Policy

The Radiography Program follows Sacred Heart University's inclement weather closings and delay procedures. If on-campus classes are canceled or delayed due to weather, students are responsible for completing any missed coursework. Instructors will communicate any changes to course delivery, which may include virtual instruction, revised due dates, or rescheduled class sessions as needed to meet course objectives.

Clinical education sites may remain open when the University is closed. If a clinical site closes, students are not required to attend, and missed clinical hours will be managed according to program policies. Students may be required to complete make-up clinical hours during designated offset times (e.g., semester breaks or finals week) to meet program hour requirements.

If the University closes, either partially or for the entire day due to inclement weather, students should not report to their clinical assignment. Students are responsible for notifying their Clinical Preceptor of any absence or early dismissal.

Student safety is the highest priority. If hazardous weather conditions make travel to or from the clinical site unsafe, students must notify both their Clinical Preceptor and the Clinical Coordinator (or SHU Clinical Instructor) as soon as possible. The Clinical Coordinator will work with the student to arrange make-up time for any missed clinical hours.

Alcohol and Drug Use

As a student in a professional healthcare program, you are expected to exercise sound judgment and uphold the ethical and legal standards of the radiography profession. This includes responsible behavior regarding the use of alcohol and drugs.

Students in the Radiography Program are required to comply with all federal, state, and local laws, as well as Sacred Heart University policies regarding alcohol and drug use. Violations, whether on or off campus, may result in disciplinary action by the University and the program and may be considered professional misconduct. Consequences may include academic probation, removal from a clinical education experience, or dismissal from the program.

If a student is suspected of being under the influence of alcohol or drugs during a clinical education experience, they will be immediately removed from the site and referred to the SHU Counseling Center for evaluation.

Additional disciplinary action may be taken based on the outcome of the evaluation of the situation and in accordance with university policy.

Students are encouraged to seek support for substance-related concerns and can access confidential resources through Sacred Heart University's Counseling Center.

Clinical Policies & Procedures Component

The Clinical Environment

Students will notice many differences between the academic environment they have become accustomed to and the clinical environment they are entering. Most of the differences will prove exciting; some will prove frustrating and aggravating. How successfully students function and learn in the clinical setting depends, in part, on how much they engage with and address these differences.

Patient care is the top priority in the Medical Imaging Department. This means that the patient's welfare is considered first. Usually, this is consistent with the goals and needs of clinical education. Occasionally, however, this reality dictates that the scheduling and conducting of educational activities be flexible.

Compared with the learning activities in didactic courses, those in the clinical setting are often much less structured. Students must take a more active and responsible role in integrating their academic preparation with the individual examinations they observe, assist with, or perform.

Generally, in the classroom setting, students work independently as they pursue their academic goals and course outcomes. Teamwork and cooperation are essential to achieving your academic goals. In the clinical setting, you must pursue your educational goals while aligning with the department's overall goals to deliver quality patient care efficiently and effectively. Rather than functioning independently, you become part of a healthcare delivery team and must work cooperatively to achieve educational and departmental goals.

Students will encounter many additional differences beyond those listed above. This transition will require reorientation and adaptation on the part of the students. Students are not the only ones involved in this process, however. This is a time of transition for the students in the class ahead of you, who are assuming new roles and responsibilities as second-year students. The clinical staff is also involved in reorientation and adaptation. When you enter the clinical education setting, the staff have been working with students who, for the most part, require minimal supervision. The staff must cycle back and assume a direct supervisory role all over again.

Clinical Rotations

Students enrolled in professional-phase (clinical) courses in the Radiography Program are assigned to area hospitals and clinics that serve as Clinical Education Settings (CES). The Clinical Coordinator makes clinical assignments on a semester basis. Clinical assignments are limited to no more than 10.5 hours per day and 40 hours within a week.

While assigned to the CES, the student will rotate through the various areas of the Medical Imaging Department. Clinical rotation assignments take place during daytime and evening hours, Monday through Friday (specific days). Clinical rotation assignments are given to each student at the beginning of each semester, posted on Blackboard, and at each CES. Students are not permitted to attend a clinic in an area they are not assigned. Also, students are not allowed to attend the clinic beyond their scheduled time without prior approval from the program director or clinical coordinator.

To increase understanding and appreciation of the specialty areas within the medical imaging department, students are required to rotate through many of the medical imaging and radiation therapy modalities for which SHU has clinical contract agreements. During these rotations, students should try to observe as much as possible to maximize their clinical progress and gain an understanding of other modalities.

Students will be required to attend various clinic rotation shifts, including evening clinical assignments. Clinical rotations typically begin at 7:00 AM; however, operating hours vary by clinical setting or rotation. The clinical rotation schedule will specify hours of operation. **Lunchtime is limited to 30 minutes, and students are not allowed to leave the clinical setting.** Your 30-minute lunch break is not included in your total clinical hours.

The Radiography Program at Sacred Heart University utilizes many clinical education settings in Greenwich, Norwalk, Bridgeport, Derby, and surrounding areas. All clinical education settings are within a 60-mile radius of the Department (5151 Park Ave). Any costs regarding travel fees to and from a clinical education setting, including parking fees, are the responsibility of the student. Students are encouraged to carpool when multiple students are at a single facility but are responsible for their own transportation.

During the first year, the students will devote 15 hours per week to clinical education. During the second year, the student shall devote 22.5 hours per week. The clinical coordinator or program faculty assigns clinical days as necessary. Over the two-year program, students will be assigned to clinical rotations in the areas listed below.

Required Clinical Rotations

- Diagnostic Radiography
- Fluoroscopy
- Mobile and Surgical Radiography
- Emergency Department/Trauma
- Special Procedures/Interventional Radiography

After successfully completing all required program competencies, students may request an elective rotation in a specialty area of interest or return to any previously assigned clinical area for additional experience.

Elective rotations are optional and are based on the student's interests, clinical site availability, and successful completion of all required competencies. Students interested in an elective rotation must meet with the Clinical Coordinator to discuss available opportunities and determine whether an elective rotation can be incorporated into their clinical schedule.

Elective Specialty Rotations

- Cardiac Catheterization
- Computed Tomography (CT)
- Dual Energy X-ray Absorptiometry (DEXA)
- Electrophysiology Lab
- Magnetic Resonance Imaging (MRI)
- Mammography
- Ultrasound
- Nuclear Medicine
- Radiation Therapy

Clinical Professional Behavior and Infraction(s)

As a professional discipline student, you must develop and abide by certain professional behaviors and expectations. The **Policy on Adherence to Professional Behaviors** identifies the professional behaviors that students are expected to exhibit during classroom, lab, and clinical settings. Failure to maintain these expectations will result in disciplinary action. Depending on the severity of the offense, the student may receive a verbal warning before a written clinical warning. If a pattern of infractions is observed, the **Professional Performance Committee** can recommend probation or dismissal from the program.

Policy on Adherence to Professional Behaviors

The purpose of this policy is to establish clear expectations for professional behaviors that students in the Radiography Program are required to demonstrate in the classroom, laboratory, and clinical settings. Professionalism is a cornerstone of the radiography profession, and adherence to these behaviors ensures a safe, respectful, and effective learning environment that aligns with the standards of the profession.

Professional Behaviors

Students are expected to exhibit the following professional behaviors consistently:

Punctuality and Attendance:

- Attend all scheduled classes, labs, and clinical rotations on time.
- Notify the appropriate instructor or clinical supervisor in advance if you are unable to attend.
- Adhere to the program's attendance policy.

Dress Code and Personal Appearance:

- Comply with the Radiography Program's dress code, including wearing appropriate uniforms, identification badges, and maintaining personal hygiene.
- Ensure that attire is clean, professional, and adheres to safety standards, particularly in clinical settings.

Communication:

- Demonstrate clear, respectful, and professional communication with instructors, peers, patients, and clinical staff.
- Use appropriate language and tone in all verbal, written, and electronic communications.
- Actively listen and provide constructive feedback when necessary.

Confidentiality and Privacy:

- Maintain the confidentiality of patient information in accordance with HIPAA regulations.
- Do not discuss patient information in public areas or with unauthorized individuals.
- Respect the privacy of classmates, faculty, and clinical staff.

Accountability and Responsibility:

- Take responsibility for your actions, including admitting mistakes and learning from them.
- Complete assignments, exams, and clinical tasks on time and to the best of your ability.
- Seek assistance when needed and take initiative in your learning.

Ethical Behavior:

- Uphold the ethical standards of the radiography profession as outlined by the American Society of Radiologic Technologists (ASRT) and other relevant bodies.
- Avoid dishonest behaviors such as cheating, plagiarism, or falsifying records.
- Treat all individuals with dignity and respect, regardless of their background or beliefs.

Safety and Compliance:

- Adhere to all safety protocols in the classroom, lab, and clinical settings, including the proper use of radiation protection measures.
- Follow all institutional policies, procedures, and guidelines.
- Report unsafe practices or policy violations to the appropriate authorities.

Teamwork and Collaboration:

- Work effectively as part of a team, contributing to a positive and collaborative learning environment.
- Support your peers and respect others' contributions.

- Engage in professional interactions with clinical staff, understanding your role as a student in the healthcare team.

Professional Development:

- Participate in ongoing professional development activities, including attending seminars, workshops, and other educational opportunities.
- Stay informed about advancements in the field of radiography.
- Demonstrate a commitment to lifelong learning.

Consequences of Non-Adherence:

Failure to adhere to these professional behaviors may result in disciplinary action, which could include:

- Verbal or written warnings
- Counseling sessions with program faculty
- Probationary status within the program
- Suspension or dismissal from the program

The following are events that can result in disciplinary action. This shall in no way be a comprehensive list, and extenuating events may be included.

- Excessive Absenteeism
- Excessive Tardiness
- Improper appearance/apparel
- Failure to notify the faculty or clinical site before a tardiness or absence
- Unprofessional conduct
- Dishonesty (improper Trajecsys clock-in)
- Breach of confidentiality/Violation of HIPAA policies
- Soliciting or receiving tips/gifts in any form from patients
- Insubordination
- Any safety violation
- Leaving the assigned area without notice or approval
- Failure to complete clinical assignments promptly
- **Repeated failure to submit clinical procedures logs or a gross disregard for logging procedures correctly**

Patient Confidentiality Policy

All hospital and patient records are confidential. Requests for information concerning a patient should be referred to the supervising technologist or the clinical preceptor. Students are expected to maintain confidentiality and professionalism regarding personal health information (PHI).

In accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by:

- Limiting discussion of protected health information to private areas and conference rooms.
- Not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private.
- Not discussing protected health information with other students.
- Refraining from copying, including, but not limited to, photography and/or videography, any part of the medical record for use outside of the health care facility.
- Refraining from putting any personal identifier on any paperwork associated with the Radiography Program.
- Client initials may be used as an identifier; however, no room number or health care facility name/unit.

Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action.

Clinical Affiliations and Clinical Preceptors

The Radiography Program has contractual agreements with the following clinical affiliates for clinical education.

Connecticut Orthopedics			
CT-Ortho (Trumbull) 888 Whiteplains Road Trumbull, CT 06611	203-268-5353	Laura Arena (Lead Technologist)	larena@ct-ortho.com
Griffin Health			
Griffin Hospital 130 Division St Derby, CT 06418	**Main Dept:** 203-735-7421 **OR** 203-732-7300	Kimberly Gregg (Supervisor)	kgregg@griffinhealth.org
Imaging & Diagnostics Center at Ivy Brook 2 Ivy Brook Rd, Suite 111 Shelton, CT 06484	203-732-1451	Lisa Cassidy (Site Manager)	lcassidy@griffinhealth.org
		Jessica McCluskey (Preceptor)	jmccluskey@griffinhealth.org
Imaging & Diagnostics Center at Quarry Walk 300 Oxford Rd Oxford, CT 06478	203-732-7400	Jessica Nunez (Site Manager)	JNunez@Griffinhealth.org
		Ariana DiPietrantonio (Preceptor)	adipietrantonio@griffinhealth.org
Hartford Healthcare			
St. Vincent's Medical Center 2800 Main St Bridgeport, CT 06606	**Main Dept**: 203-576-6176 **ED:** 203-576-5538	Lea D'Agostino (Supervisor)	lea.aconfora@hhchealth.org
		Jenna Zacarelli (Lead Technologist)	jenna.zacarelli@hhchealth.org
		Victoria Goulbourne (Preceptor)	victoria.goulbourne@hhchealth.org
Hospital of Central Connecticut 100 Grand St, New Britain, CT 06052	860-224-5900 ext.5197	John Maciejko (Operations Manager)	John.Maciejko@hhchealth.org
		Michelle Costello (Preceptor)	Michelle.Costello@hhchealth.org

Nuvance Health			
Imaging & Radiology at Norwalk 761 Main Ave. Suite 112 Entrance E Norwalk, CT 06851	203-855-4109	Alyssa Nolan (Site Manager)	alyssa.nolan@nuvancehealth.org
Norwalk Hospital 34 Main Street Norwalk, CT 06851	203-852-2000 OR 203-852-2248	Lulu Mandjata (Manager)	Lukundo.mandjata@nuvancehealth.org
Orthopaedic Specialty Group, PC			
OSG-Fairfield Office and Orthofast 305 Black Rock Tpke Fairfield, CT 06825	203.337.2600, Ext. 2640 203.337.2600, Ext 1215 or Ext 4586	Awilda Torres (Manager)	atorres@osgpc.com
OSG – Shelton Office and Orthofast 760 River Road Shelton, CT 06484	203.337.2600, Ext 2640 203.337.2600, Ext. 9973 or Ext 4214	Awilda Torres (Manager)	atorres@osgpc.com
OrthoConnecticut – Coastal Orthopedics			
Coastal Orthopedics – Norwalk 761 Main Ave Bldg. F, Suite 115 Norwalk, CT 06851	203-845-2000	Joe Murphy (Manager)	JMurphy@myorthoct.com
		Bethy Nepaul (Preceptor)	BNapaul@myorthoct.com
Yale New Haven Health (YNHH)			
YNHH - Bridgeport Hospital 267 Grant Street Bridgeport, CT. 06610	203-384-3969	Leah Velardi (Manager)	leah.velardi@bpthosp.org
		Rachel Encarnacion (Preceptor)	rachel.encarnacion@bpthosp.org
YNHH - Milford Hospital 300 Seaside Avenue Milford, CT. 06460	203-301-1241	Leah Velardi (Manager)	leah.velardi@bpthosp.org
		Samantha Tiedemann (Preceptor)	samantha.tiedemann@bpthosp.org
YNHH - Greenwich Hospital 4 Perryridge Road	833-772-0003	Trista Cerlich (Manager)	trista.cerlich@greenwichhospital.org

Greenwich, CT 06830		Hector Hernandez (Preceptor)	Hector.Hernandez@greenwichhospital.org
		Stephanie Montemurro (Preceptor)	Stephanie.Montemurro@greenwichhospital.org

Clinical Supervision

During the professional curriculum, the students are under supervision of an ARRT(R) Registered Technologist. Once a student has successfully performed a specific competency evaluation, the student may be under "Indirect Supervision" of a radiographer. These supervision policies promote the health, safety, and optimal use of ionizing radiation for our students, patients, and the general public and shall be enforced at all times.

Direct Supervision

Must occur for students **before** documented successful competency of any procedures.
The Clinical Preceptor or Radiologic Technologist will:

- Review request in relation to the student's achievement,
    - Evaluate the condition of the patient in relation to the student's knowledge,
    - Be present in the radiographic room during the examination,
    - Review and approve the images before patient release.
- Students **must** be under "Direct Supervision" during all surgical and mobile procedures, including mobile fluoroscopy, regardless of the level of competency.
- Students **must** be under "Direct Supervision" when performing any examination on a pediatric patient (≤ 6 years old) who is being held by a parent, caregiver, or healthcare professional, regardless of the level of competency.

Indirect Supervision

- Can only occur for students **after** documentation of successful competency for any given procedure.
- The Clinical Preceptor or Radiologic Technologist:
    - Will review, evaluate, and approve the images as indicated above and,
    - Is immediately available* to assist students regardless of student achievement.

**Immediately available* is designated as adjacent to the area where the imaging procedure is being performed.

Repeat Radiograph Policy

When repeat exposures are necessary, a radiographer must be present in the examining room. No student will repeat a radiograph unless a Clinical Preceptor or a licensed staff technologist is present in the radiographic room. This also applies to mobile examinations.

Student Responsibility

It is the student's responsibility to ensure that proper clinical supervision is in place before performing a specific exam.
In the absence of appropriate supervision, the student has the responsibility to:

- Respectfully refuse to perform the procedure and explain to the technologist that performing examinations without the appropriate level of supervision is a violation of program policy and you would be subject to disciplinary action if you proceed.
- Notify the Clinical Preceptor or lead technologist. If the lead technologist is the technologist asking you to perform the procedure without appropriate supervision, you can notify the department manager.
- In any event, contact the Clinical Coordinator or another SHU Faculty member, who will contact the department.

Violation and Penalty

- **First Offense:**
  - Completion of a Clinical Event Report (CER) (Appendix B), which will be placed in the student's clinical file.
  - Reduction of the final Clinical Competency Grade by 10 points.
  - Suspension from the clinical site and a meeting with the Clinical Coordinator and Program Director before reentering a clinical rotation.
- **Second Offense:** Will be cause for dismissal from the program.

Clinical Attendance

Clinical is regarded as both an obligation and a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize a student's scholastic standing. **Excused absences will be at the discretion of the Clinical Coordinator and/or Program Director.** Clinical attendance is required for a student to meet the course objectives and the required hours of clinical participation. **Any missed clinical time (excused or unexcused) must be made up before the end of the rotation in which the time was missed.**

Unexcused Absence from Clinical

If a student is going to be absent from clinicals, a valid reason must be provided along with supporting documentation (e.g., a doctor's note or evidence of car trouble). This documentation must be submitted through Trajecsys and approved by the Clinical Coordinator (or SHU clinical instructor) no later than one week from the first date of absence. If the student fails to provide a valid reason and supporting documentation within the stated timeframe, the absence will be considered unexcused and will result in a Clinical Event Report (CER) (Appendix B). The student is also subject to grade reductions for accumulating two (2) or more unexcused absences within a given semester.

Illness/Sick Days

In the case of illness and subsequent absence, a student **must** notify the Clinical Coordinator and their assigned clinical site **at least one hour before** the start of their assigned clinical start time. A **Sick Time-Off Form (STO)** must be submitted through Trajecsys/Exxat and approved by the Clinical Coordinator or SHU clinical instructor (CI), no later than 48 hours from the first date of absence. Failure to notify will result in a reduction of the overall clinical grade as per the **Excessive Absenteeism Policy** outlined below.

Proper documentation is required for a student's absence to be *considered* excused. If a student fails to provide a valid reason for the absence and supporting documentation within the stated timeframe, the absence(s) will be considered unexcused and will result in a written reprimand and subject to grade reduction. **It is up to the discretion of the Clinical Coordinator to determine whether the students' absence(s) are considered excused based on the rationale/documentation provided.**

Excessive Absenteeism

Accumulating two (2) or more incidents of unexcused absenteeism within a given semester will result in a final clinical grade reduction as follows:

- Two (2) incidents result in a 5-point grade reduction and a verbal warning
- Three (3) incidents result in a 7-point grade reduction and a written warning
- Four (4) incidents, or more, result in a 10-point grade reduction and a referral to PPC

A student who exceeds four (4) or more incidents of unexcused absenteeism within an academic term will be subject to dismissal from the program.

It is the student's responsibility to make up any missed clinical time during the same clinical rotation in which the absence occurred. All make-up time must be approved by the Clinical Coordinator to ensure the total clinical and didactic hours do not exceed 40 hours per week. A student may be required to make up the missed time during a scheduled break period (e.g., spring break) or during finals week.

Tardy

Students must arrive at the clinical site on time. We recognize that commuter traffic can be unpredictable; however, if a student expects to arrive later than their scheduled clinical rotation start time, they MUST notify the Clinical Coordinator and their assigned clinical preceptor as soon as possible. Tardiness is defined as not being present, clocked in, and in the assigned area ready to work within ten (10) minutes of the published times.

Excessive Tardiness

For every three (3) tardiness incidents, there will be a five (5) point clinical grade reduction and a written **Clinical Event Report (CER)** document (Appendix B).

Clocking In/Out

Students are responsible for accurately documenting their clinical attendance by clocking in and out through Trajecsys on a computer located within the Radiology Department. Use of a personal cellphone or any other device for attendance tracking is prohibited. Failure to comply with the approved clock-in/clock-out procedure will result in the clinical time being considered an unexcused absence and will be subject to the disciplinary actions outlined in the **Excessive Absenteeism Policy (page 53)**, including a 5-point grade reduction and verbal warning.

Students are responsible for accurately documenting their clinical attendance through the Trajecsys system. If a student forgets to clock in or out, they must notify the Clinical Coordinator and SHU Clinical Instructor via email immediately. The Clinical Coordinator or SHU Clinical Instructor will submit a **Time Exception Form** via Trajecsys on the student's behalf. **Each time exception will result in a 1-point reduction of the student's final clinical grade, and a maximum of three (3) time exception forms will be submitted per student.** After the third occurrence, any missed clock-in or clock-out will be considered an Unexcused Absence and will be subject to the disciplinary actions outlined in the **Excessive Absenteeism Policy**, including a 5-point grade reduction and verbal warning. The student will also be required to make up the entire clinical day.

Leaving Early

Students are expected to adhere to their scheduled clinical rotation times at each facility. Students who leave early without notifying or discussing it with the Clinical Coordinator and/or SHU Clinical Instructor will be penalized as though they missed the entire day, even if the lead technologist and/or manager permits it. A student may only leave early without penalty if a SHU-recognized clinical instructor approves the departure due to site-specific issues. In such cases, the student is required to email the Clinical Coordinator to discuss make-up hours for their missed time. This type of approved early departure will not negatively impact the student's grade.

Bereavement Leave

Students may be granted time off without loss of clinical hours to attend the funeral or burial services of an immediate family member, including a parent, stepparent, child, stepchild, sibling, stepsibling, spouse, parent-in-law, grandparent, step-grandparent, or grandchild. Time off shall not exceed two (2) days, and supporting documentation must be provided.

Other

Students are not permitted to switch clinical rotations with another student. If extenuating circumstances arise, the student must obtain approval from the Clinical Coordinator before making any changes to their clinical schedule. Students are not permitted to leave their assigned clinical facility and enter another facility, nor may they depart and return to the same facility. These policies apply regardless of instructions from healthcare facility staff or clinical preceptors.

Developing Clinical Proficiency

Clinical skills will be developed through a systematic, step-by-step approach. Ultimately, students' clinical skills will be proficiently performed in an efficient, effective, and caring manner. The systematic approach to our professional curriculum ensures students learn basic skills and then build upon them throughout their time in the program. There is a specific sequence that must be followed to gain clinical competency. The following sequence of steps will generally produce outstanding technologists:

1. Academic Preparation
    a. Lecture and exam on the topic*
    b. Laboratory simulation and evaluation (APPENDIX H & APPENDIX I)
2. Clinical Practice and Performance:
    a. Observation
    b. Assisting Registered Radiologic Technologist
    c. Demonstration with Limited Assistance
3. Competency Evaluations
4. Imaging Proficiency Evaluations (IPE)*

1. Academic Preparation:

a. **Lecture Exam:** Students complete this step by studying radiographic principles and procedures, anatomy and physiology, radiographic positioning, etc., in their didactic coursework. **Lecture Exams** must be taken and successfully completed with a passing score of 80 or higher prior to competency attempts within the clinical education setting.

b. **Laboratory Simulation and Evaluation:** Students will practice and simulate all clinical skills, including patient care skills and radiographic positioning, in the laboratory setting. Evaluation of these skills will ensure you are minimally prepared to begin the step-by-step process in clinical. For each assigned **Laboratory Practical (Appendix H & Appendix I),** the student must pass with a score of 80 or higher prior to competency performance in clinical.

Note: If a student fails to achieve an 80 or higher on a lecture exam or laboratory practical, an Imaging Proficiency Evaluation (IPE) will be required prior to the student attempting competency/competencies.

2. Clinical Practice and Performance:

a. **Observation:** Your initial activities in the clinical education setting will consist primarily of observing registered technologists at work. Observed procedures do NOT need to be covered in the lecture or laboratory course prior to documentation. Documentation of observed procedures must be included in the *Trajecsys Daily Log Section*.

b. **Assisting Registered Radiologic Technologist:** Once you feel comfortable in the radiographic room, you will be allowed to assist the radiologic technologist in performing radiographic procedures. Assisted procedures do NOT need to be covered in your lecture or laboratory course prior to documenting. Documentation of assisted procedures must be included in the Trajecsys Daily Log Section.

c. **Demonstration with Limited Assistance:** As students develop confidence and proficiency, they will be given the opportunity to complete entire examinations under the direct supervision of a registered radiologic technologist. The technologist will observe, assist, and step in whenever the need arises.

3. Competency Evaluation: Once students have followed the competency-based protocol and feel confident they can perform a particular examination on their own, ask the Clinical Preceptor or Staff Radiographer to conduct a competency evaluation when the next patient for that examination arrives. Your performance will be documented in the Clinical Competency Evaluation section of Trajecsys. If the competency is achieved, it will count toward the requirement for that semester. The Clinical Coordinator or SHU Clinical Instructor will evaluate all competencies for quality and completeness. **The final approval of competency evaluations will be made by the Clinical Coordinator or SHU Clinical Instructor,** regardless of prior approval by the Clinical Preceptor or clinical staff.

4. Imaging Proficiency Evaluation (IPE): An IPE will be required if the student fails to achieve a passing score of 80 or higher on any lecture examination or laboratory practical. A student will not be allowed to attempt a competency until the CPE is completed and graded with a successful passing grade of 80 or higher.

Note: The mere receipt of a competency evaluation does not preclude the student from continued practice and skill-honing. If skills are not maintained, the competency is subject to removal. Laboratory remediation and an **Imaging Proficiency Evaluation (IPE)** will be required, and a repeat competency must be achieved. If at any time, a clinical preceptor, evaluator, or manager reports that students are 'passing' on patient care and procedures because they (the student) "doesn't need that competency," the student will receive a written clinical infraction and be subject to disciplinary action.

To recap, students cannot attempt/achieve a competency evaluation until:

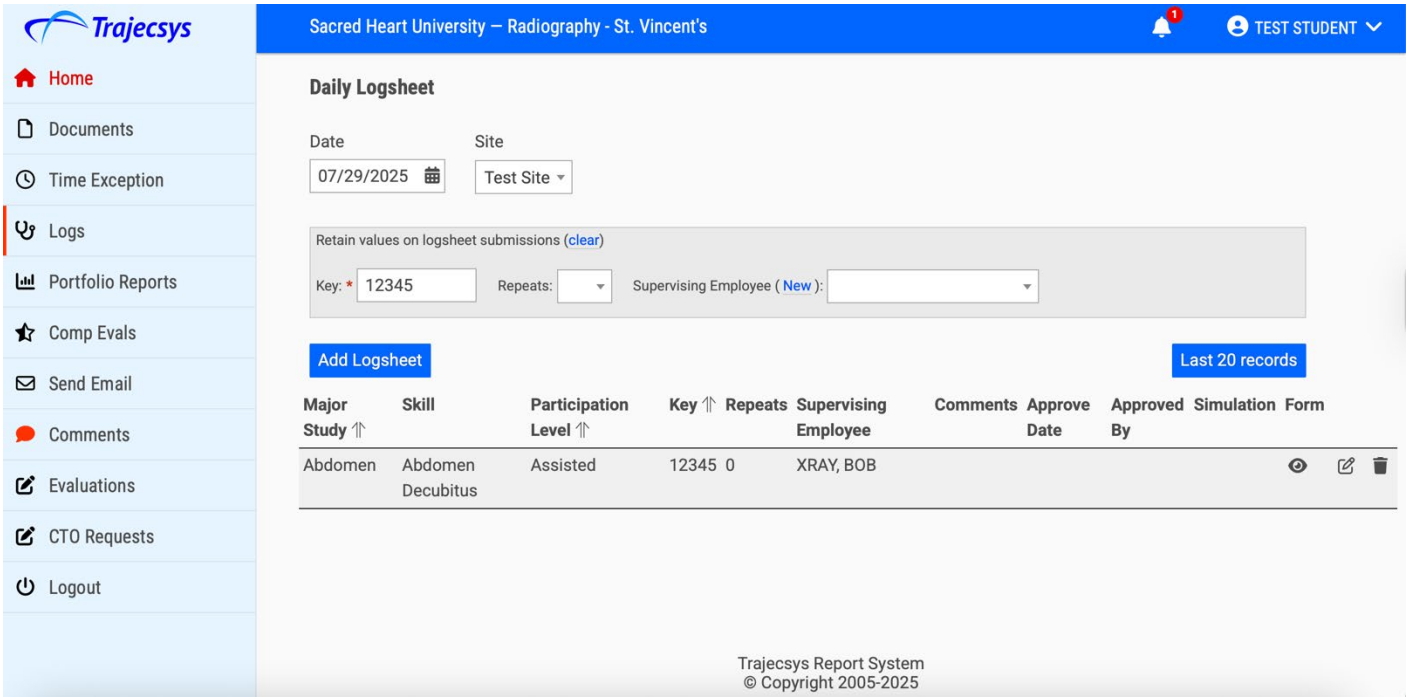
1. The student has been tested on the specific content area (e.g., Thoracic Viscera, Abdomen, Upper Extremity) in the didactic course and passed the exam.

2. The student has performed a laboratory practical in the specific content area (e.g., Thoracic Viscera, Abdomen, Upper Extremity).

3. Documented at least one Observation, one Assisted Registered Technologist, and one Demonstration with Limited Assistance, in Trajecsys. This process (O/A/DLA/C) can occur in a single clinical day.

Note: All must be documented under separate patients. A student cannot perform more than one documented event on the same patient.

Example of Logging Clinical Performance in Trajecsys:



Clinical Tracking & Reporting Systems – Exxat or Trajecsys

Students are required to utilize the Trajecsys Reporting System or Exxat System. The Radiologic Technology Program lab fees pay the cost of this reporting system. The fee includes system access for the length of the professional program.

Throughout this handbook's clinical requirements, specific mention of the Trajecsys Reporting/Exxat System can be found. Students will utilize this system to:

- Access the system daily for clinical announcements/updates and clinical documents.
- Clock In/Out from clinical
- Enter Daily Log Sheets of all work/exams done in the clinical setting
- Access and review completed monthly evaluations and specialty rotation evaluations
- Submit clinical preceptor and clinical site evaluations.
- Fill out and submit STO forms.

The **Trajecsys** log-in page can be found at Trajecsys Log-In Webpage.

The **Exxat** log-in page can be found at: Exxat Log-In Webpage

Using Trajecsys

All users must first register in the system by selecting the Registration link at (Trajecsys Registration Portal) and completing the required information. Once this has been entered, the Clinical Coordinator will add each registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed before attending clinical in RAD 115.

Students are required to enter all exams performed at clinical in the Daily Log Sheet section. Students are advised to complete this immediately following clinical each day. You are encouraged to write the pertinent information on a separate piece of paper until you can enter the information into the Daily Log Sheet area. All fields within the log sheet must be completed. Failure to maintain daily log sheets will delay achievement of clinical competency. Repeated failure to complete required log sheets may result in academic probation or dismissal from the program.

Instances of entering false data will be considered falsification of records and will result in disciplinary action, including possible dismissal from the professional program.
The following forms must be completed by the student no later than the last day of the clinical rotation:

- Clinical Site Orientation ***To be completed on the first day of each rotation****
- Evaluation of Clinical Setting
- Evaluation of Clinical Preceptor

Clinical preceptors and evaluators will complete the Clinical Rotation evaluation no later than 3 days after the end of a student's rotation.

Grading Procedures for Clinical Radiography Courses

The criteria for successful completion of the clinical component of each professional radiography course are outlined below. Each clinical grading item is averaged and weighted by the identified percentage to determine the final course grade as "Pass or Fail." **A minimum weighted average score of not less than 85% is required to "Pass" clinical**. Any score below 85% will result in clinical failure, and the student will receive an "F" for the course and be dismissed from the radiography program.

Remediation Assignment and Imaging Proficiency Evaluation (IPE)

Clinical competencies require a minimum passing grade of 85% to be considered complete and to allow the student to progress to indirect supervision (See Clinical Supervision, page 55). If the student fails to achieve a minimum passing grade of 85% or receives an automatic failure (recorded as 50%) on a competency, the student will be assigned a **Remediation Assignment**, as determined by the clinical evaluator or SHU faculty, to help the student increase their understanding of the mistake or examination.

After receiving the remedial action reported in Trajecsys or Exxat, the student must complete it before moving forward to the following clinical rotation. An **Imaging Proficiency Evaluation (IPE)** must also be successfully completed prior to re-attempting that competency. Upon successful completion of the remediation assignment, the student can attempt the competency again. Upon successful demonstration of competency, all scores will be included in the clinical competency grades to calculate the average score.

If the remedial action is not submitted to the Clinical Coordinator by the last day of the clinical rotation, the grade recorded for that examination will be a zero (0). If the student demonstrates competency on an examination with an outstanding remedial action, the successful attempt will be removed and not counted toward the semester's grade.

Clinical Competency Progression

The program has established competency requirements, as well as a grading system, for each semester to establish a framework for the timely completion of all clinical competencies. **The minimum requirements are not meant to be restrictive, and students should request competency evaluation on any procedure they feel prepared to perform, even if they have completed the minimum semester requirements** (See Developing Clinical Proficiency, page 56).
Students may refer to the ARRT Didactic and Clinical Competency Requirements.

The following semester requirements have been drafted and may be revised, as necessary.

Patient Care Competencies, including:

- BLS or ACLS Certified
- Vital Signs – Blood Pressure, Pulse Rate, Respiratory Rate, Pulse Oximetry
- Sterile and Medical Aseptic Technique
- Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)
- Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)
- Venipuncture

The minimum competency requirements below should be used as a guide for the timely completion of all ARRT-required clinical competencies:

RAD 115

- 4 competency evaluations
- Patient care competencies

RAD 125:

- 12 competency evaluations
- Patient care competencies

RAD 205:

- 10 competency evaluations
- Patient care competencies

RAD 215:

- 16 competency evaluations
- Patient care competencies

RAD 225:

- 10 competency evaluations
- Patient care competencies

Program Total:

- 52 total competencies
  - 35 mandatory procedures
  - 17 elective procedures
- 10 patient care competencies

Note: The program follows the current ARRT Didactic and Clinical Competency requirements as published and provided in Blackboard. Any changes to competency requirements will be communicated to students upon their occurrence.

The minimum requirements above establish the grading criteria and are not intended to limit additional competency evaluations. Students are encouraged to request a competency evaluation whenever they feel prepared, even after meeting the semester minimum. Students must successfully complete **at least one competency evaluation during each clinical rotation**, including a repeat competency if a new examination is unavailable. Students may not begin their next assigned rotation until this requirement is met. Any absences from the subsequent rotation due to an incomplete competency will be considered unexcused and subject to disciplinary action. Any make-up time must be approved by the Clinical Coordinator and may not interfere with other students' scheduled clinical assignments.

Competency evaluations that supersede the minimum requirements will be counted in the current semester. All required competency evaluations must be completed by the last day of clinical of a given academic term. If the student does not meet the minimum competency requirements for a semester, the student will meet with the clinical coordinator and program director. The consequences for not completing the minimal competency requirements can include receiving an incomplete for the semester, not progressing to the next semester, and failing the course, in which the student will be recommended for dismissal from the program.

Clinical Education Assessment

It is important to emphasize that this is a competency-based system, and the pace of the student's progress depends on the student's ability to comprehend and perform on the various examinations. The components of each semester's clinical grade are provided below:

Fall and Spring Semester Clinical Schema

Items	**RAD115**	**RAD125**	**RAD215**	**RAD225**
Clinical Competencies	25%	25%	25%	25%
Faculty Evaluation(s)	15%	15%	15%	15%
Rotation (Technologist) Evaluation	60%	60%	60%	60%
Total	100%	100%	100%	100%
Minimum Average to Pass Clinical	≥ 85%	≥ 85%	≥ 85%	≥ 85%

Summer Clinical Grading Schema

Items	
Clinical Competencies	35%
Rotation (Technologist) Evaluation	40%
Faculty Evaluation(s)	25%
Total	100%
Minimum Average to Pass Clinical	≥ 85%

Faculty Evaluations: Each semester, there will be a mid- and summative clinical evaluation given to each student by the Clinical Faculty, Clinical Coordinator, and/or Program Director. Failed summative evaluations will be reviewed by the Clinical Coordinator and/or Program Director, and an action plan will be developed.

Clinical Uniform Policy

Students are ambassadors for the Radiography Program within the College of Health Professions across a variety of clinical settings. Appropriate clinical attire aids in the proper identification of radiography students by agency staff and patients.

Clinical faculty are responsible for inspecting and approving uniforms. Students who fail to abide by the uniform guidelines will be dismissed from the clinical facility and receive a zero for their attendance. **This will be considered an Unexcused Absence**. In continuation, a Critical Incident form will be completed and discussed with the student. Any questions or concerns regarding these clinical guidelines should be addressed with the Clinical Coordinator before returning to clinical.

Note: These policy statements are superseded by clinical facility policies if more stringent.

SHU Scrub & Attire Policy

Students are responsible for purchasing and maintaining the SHU Radiography-approved uniform. This approved uniform can be purchased via the ***Uniformz Store*** located at 4008 Main Street, in Bridgeport, CT 06606. Pewter grey is the mandatory uniform color with the "Sacred Heart University – Radiography Program" logo on the left breast pocket.

A long-sleeved, solid color (black, white, or grey) undershirt may be worn under the approved scrub top. A black scrub jacket is optional (also available to purchase via the store) and should be approved by the Clinical Coordinator before being worn. Scrubs should be of a comfortable, professional fit — neither too loose nor too tight — to ensure ease of movement during clinical rotations while maintaining a neat and polished appearance. NO sweaters, "hoodies," or other sweatshirts will be permitted.

Students must wear the program uniform to clinical sites. Hospital scrubs are permitted only for operating room, interventional rotations, or if clothing becomes soiled or damaged during clinical rotation. Hospital-issued scrubs must always remain on hospital premises and are not to be removed from the facility.

All black sneakers are the required footwear. All black professional work clogs may be worn but require approval by the Clinical Coordinator prior to wear. No high-heeled or open-toe shoes, including clogs with holes or Crocs of any kind.

Additional Clinical Requirements

Nails: For infection control purposes, fingernails must be short (no longer than 1/4 inch beyond the tip of the fingernail) and filed. Unpolished nails are recommended. **IF polish is worn, only clear or sheer neutral colors, free of chips, cracks, or peeling, are allowed.** Artificial nails (any material added to natural nails to strengthen or lengthen), nail piercings, glitter polish, and nail jewelry are strictly prohibited.

Makeup: Application should be subtle, using natural tones.

Jewelry: Discretion should be used regarding jewelry to maintain a professional appearance and ensure patient and personnel safety. During clinical rotations, the following restrictions apply:

- **Necklaces and bracelets** are prohibited as they pose safety and infection control risks.
- **Rings** are limited to one ring per hand, as rings could pose patient safety concerns.
- **Earrings** are limited to two piercings per ear; hoops and dangling earrings are not acceptable due to safety risks to patients and students. Any additional piercings are to be removed or covered with bandages.
- **Facial piercings** (nose, eyebrow, lip, tongue, etc.) must not be displayed.
- **Watches** may be worn; however, smartwatches with cameras are not permitted.
- **Eyewear, such as glasses or sunglasses,** with cameras is not permitted.
- **Earbuds, headphones, or listening devices** of any kind are not permitted for usage.

Personal Hygiene: Hair should be clean, neat, and a "natural" color. Shoulder-length hair should be pulled back and away from the face. Students with facial hair must be clean-shaven or have mustaches, sideburns, and beards that are clean and neatly trimmed.

Meticulous personal hygiene is mandatory. Daily showering or bathing is expected. Offensive body odor, colognes, perfumes, after-shave lotions, or other scented products may cause discomfort to others and should be omitted.

Tattoo Policy: Students enrolled in the Radiography Program are required to comply with the policies, procedures, and contractual requirements of all affiliated clinical education sites. Some clinical affiliates may require students to cover visible tattoos while participating in clinical experiences. Failure to comply with a clinical site's tattoo policy may result in the student being unable to participate in clinical education, which could prevent the completion of required clinical hours and impact progression.

Ancillary Information

Gum chewing is NOT permitted.

Smokers should not smell like smoke upon arrival to or during clinical. Vaping is not permitted.

Note: Clinical Preceptors and SHU Faculty reserve the right to dismiss a student from the clinical site or laboratory session for the day if attire is deemed inappropriate based on the site's dress code expectations.

Mandatory Clinical Supplies

The following is a list of items the student is required to carry to the clinic *each* day:

- Student Identification Badge (SHU Card)
- Radiation Dosimeter
- Lead Markers

Clinical Preceptors and SHU faculty will check for the presence of these items. If the student does not have these items at the time of the inquiry, the student will be subject to disciplinary actions.

Note: These items must also be worn to all laboratory sessions, or the student will be sent home and subject to disciplinary actions.

Student Identification Badge (SHU Badge)

The appropriate photo student identification badge is required at all times students are representing the Radiography Program in a clinical setting, laboratory/simulation setting, community service, etc. Depending on the clinical setting policy, you may be required to obtain and wear a clinical setting-specific ID badge in addition to your SHU Card. More information regarding the SHU Card can be found on Campus Life website.

Radiation Dosimeter

Per Department Policy, students shall always wear a dosimeter during clinical assignments and energized laboratory sessions; students are not allowed to attend either without their dosimeter. **If a student arrives without the dosimeter, they will be sent home, and it will count as an unexcused absence**. The dosimeter is the student's responsibility, and fees will be incurred should it be lost or damaged (Appendix C).

Lead Markers

Students entering into the professional curriculum (RAD 115) are responsible for ordering at least one set of right (R) and left (L) lead identification markers with their initials (two initials required with "X" in front for student designation) for use in the clinical education settings. These markers are to be used on every image the student produces and are not to be used by another student or radiographer. The colors are to be standard (non-sparkly, holographic, or designed) red (R) and blue (L).
If markers are lost, the student can 'check out' markers from the Clinical Coordinator or other faculty member. Lost lead markers must be reported immediately to the Clinical Coordinator, and replacement markers must be ordered as soon as possible. The student will be able to use the SHU markers until their markers are received. Students are encouraged to purchase at least two (2) pairs of lead identification markers.
Students who arrive at their clinical education setting without their lead markers will be sent home, and the day will be counted as an unexcused clinical absence.

Recommended Items

Technique Books/ Pocket Guides

Students are encouraged to maintain a pocket-sized notebook or the course-specific Pocket Guide for techniques, tips, and hints. This book will serve as a reference for students as they learn techniques. As techniques are used and deemed "good," they should be documented in the book for future reference. Instructors reserve the right to require a technique book during certain courses. In the event the information in the pocket guide is contrary to *Merrill's Atlas of Radiographic Positioning & Procedures*, the textbook prevails.

Books, Bags, and Personal Items

Due to infection control policies in the clinical education settings, students must follow the instructions and/or policies of their assigned clinical setting. If permitted, only one book and one notebook are allowed in the clinical setting. Backpacks, briefcases, and other bags are not permitted in the clinical education setting. Students are not permitted to use personal electronic devices, such as laptops or tablets, in place of paper materials. This will

also ensure the safety and security of your personal items. This policy will be strictly enforced, but recognize that certain clinical settings may not allow any textbooks. Facility policy supersedes this policy. Disciplinary action will follow if the rule is not followed.

Clinical Competency List

Students' records of procedures observed, assisted, and performed are maintained in the Trajecsys Reporting System. Staff technologists often desire to review your progress or know where you stand with competencies. For this reason, it is suggested that you maintain a paper copy of the Clinical Competency Requirements (ARRT Radiography Content Specifications - Effective March 2027). This form serves to document your ongoing progress towards completion of all competency requirements to sit for the ARRT certification and registration examination. Faculty maintain an official Clinical Competency Record for each student based on completed clinical competency evaluations through the Trajecsys Reporting System. In the unlikely event of discrepancies, the student's completed document can be used to locate errors in official program records.

Additional Costs

The Radiography Program makes every effort to minimize extraneous costs. Students are, however, responsible for the following additional expenses:

- Textbooks and required learning materials for respective classes
    - Individual thumb drives are required for all laboratory courses.
    - Laptops are required for classroom use (tablets will not be acceptable for testing).
- Registration with CastleBranch
    - Criminal background check
    - Drug Screen
        - Cost of first drug screen is included in your enrollment package.
        - Students must complete a drug screen **annually** before the start of the fall semester and are responsible for the additional cost.
    - Physical health examinations (**annually**)
    - Health Clearance Form/ Physical and Immunizations
    - Proof of immunization is required for the following:
        - Varicella (Chickenpox)
        - Measles, mumps, rubella (MMR)
        - PPD (Tuberculosis [TB]) - **annually**
        - Tetanus, diphtheria, and pertussis (TdaP)
        - Hepatitis B
- Uniform for clinical experiences as required per the Radiography Program's guidelines
- Clinical Education Travel
    - Students participate in off-campus clinical rotations each semester. These rotations generally require travel two to three times per week. Students are responsible for arranging their own transportation and are responsible for the associated costs of travel.

Radiation Dosimetry Monitoring

Radiation safety is each student's responsibility. Students are expected to follow proper radiation safety procedures during all clinical assignments and laboratory activities. The Medical Radiation Safety Officer (MRSO) monitors and records monthly dosimeter readings. The Clinical Coordinator serves as the Medical Radiation Safety Officer (MRSO). Radiation monitoring reports will be available to students within 30 school days after the dosimeter is returned.

Radiation Dosimeter (Monitoring Device)

Students must wear a dosimeter during all clinical assignments and energized laboratory sessions; attendance without one is prohibited. Students who arrive without a dosimeter will be sent home, and the day will be recorded as an unexcused clinical absence. Students are responsible for their dosimeter and may incur replacement fees for lost badges (Appendix C). Declared pregnant students will be issued collar and fetal dosimeters for additional monitoring (Appendix F). Radiation monitoring records are maintained on file.

Dosimetry Monitoring & Limitation

The National Council on Radiation Protection and Measurements sets occupational dose limits at 50 mSv (5,000 mRem) per year. The radiography program has established a dose limit for students at 10% of the NCRP occupational dose limit, or 5 mSV (500 mRem) annually. Alert levels have been set at low exposure levels to notify students of possible improper radiation safety practices.

- A "**Level 1 Exposure**" [60-90 mRem (0.6-0.9 mSv) per quarter]. This requires a meeting with the Clinical Coordinator to discuss the use of the dosimeter and review of radiation safety practices.
- A "**Level 2 Exposure**" [90+ mRem (.9+ mSv) per quarter]. This requires a written report and a meeting with the Clinical Coordinator (Appendix D).

All students will be expected to:

- Wear a dosimeter attached to the collar when in the clinic or the energized laboratory. Students will be sent home, and their absence will be counted as unexcused if they do not have their dosimeter.
- Prevent the dosimeter from exposure to moisture, washing machines, dryers, microwave ovens, and color televisions.
- Prevent the dosimeter from receiving excessive radiation exposure when not worn (e.g., when left on lead aprons in the fluoroscopy suite).
- Exchange dosimeter quarterly per the Clinical Coordinator's instruction.
- Inform the Clinical Coordinator immediately if the dosimeter is lost or destroyed so that a replacement dosimeter can be obtained. There is a mandatory fee for replacement (Appendix C).
- Refrain from holding patients during radiographic procedures when immobilization devices are appropriate, or holding the Image Receptor (IR).
- Refrain from purposefully placing the dosimeter in the divergence of the X-ray beam.

Magnetic Resonance Imaging (MRI) & Ferromagnetic Safety

The MRI system has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. To ensure all students who may enter the MRI environment are safe, appropriate MRI Safety training will be required. This assures that all students are appropriately screened for magnetic wave or ferromagnetic hazards. Each student will answer an MRI Safety Screening Form (Appendix E) annually. In addition, the students will be directly supervised at all times by the MRI technologist during their rotation in the MRI suites.

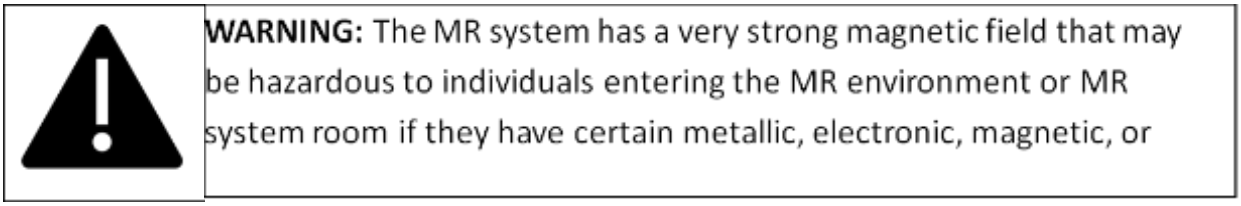
In order to ensure student safety, and the safety of others in the department, it is important that students respect the following rules at all times while in the MRI environment:

1. Each facility's MRI clinical and safety policies and screening requirements must be followed and/or completed.
2. Do not enter the MRI suite (Zones 3 and 4) unless cleared and accompanied by an MRI technologist.
3. Assume the magnet is always ON.
4. Carrying ferromagnetic items or equipment into the MRI suite is strictly prohibited because these items can become projectiles, causing serious injury or death and/or equipment failure These items include, but are not limited to, most metallic items such as: oxygen tanks, wheelchairs, carts, monitors, IV poles, laundry hampers, tools, and furniture. MRI-compliant medical equipment is available for use in the MRI department; do not borrow or use this equipment for general usein other areas of the medical imaging department.
5. Personal ferromagnetic items must be removed prior to entering the MRI room. These include the following:

a. Purse, wallet, money clip, credit cards or other cards with magnetic strips, electronic devices such as beepers or cell phones, hearing aids, metallic jewelry (including all piercings) and watches, pens, paper clips, keys, nail clippers, coins, pocket knives, hair barrettes, hairpins, shoes, belt buckles, safety pins, and any article of clothing that has a metallic zipper, buttons, snaps, hooks, or underwires

6. If applicable, disclose or ask about all known indwelling metallic device(s) or fragment(s) to the supervising technologist or program faculty prior to entering an MRI scan room to prevent internal injury as described below.

In addition to the personal items listed, students are advised that any metallic implants, bullets, shrapnel, or similar metallic fragment in the body pose a potential health risk in the MRI suite because they could change position in response to the magnetic field, possibly causing injury. In addition, the magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction. For more information regarding MRI Safety, please refer to the American College of Radiology's MR Safety Guidelines.



The above policy and MRI Safety Screening Form were adapted from MRIsafety.com.

PERMISSION IS HEREBY GRANTED FOR ALL MR USERS AND FACILITIES TO USE THIS INFORMATION AND THE FORMS INDICATED FOR MRI SCREENING. Frank G. Shellock, Ph.D.

Policy: 2019; Reviewed: 2026

Pregnancy Policy

If a student suspects she is pregnant while enrolled in the program, she can notify the Clinical Coordinator and /or the Program Director. **Pregnancy notification is strictly voluntary.** This program strongly advises pregnancy notification so that all efforts to protect the unborn child from ionizing radiation can be presented to the pregnant student. If pregnancy is declared, the student must then sign the declaration form (Appendix F). This form states that the appendix to Regulatory Guide 8.13 of the United States Nuclear Regulatory Commission (U.S. NRC Occupational Health (Division 8), was read and discussed.

The program recommends, but does not require, the following provision for the student:

- Continuation of the program with no rotations through Fluoroscopy, Special Procedures, Mobiles and Surgery, and Nuclear Medicine. Depending on the completion of competencies, the student may or may not graduate on the scheduled date.
- Another option available to the student is to continue in the program with no modifications to the clinical rotation schedule.
- Other options may also be available.

The student will be provided with an extra dosimeter to wear for fetal measurement if the student has declared the pregnancy. If the student does not declare the pregnancy, a fetal monitor will not be issued.
Once all of the options have been discussed and if the student previously declared pregnancy, the student may withdraw the declaration of pregnancy. If the student decides to withdraw the notification of pregnancy, it must be submitted in writing to the Clinical Coordinator/Program Director.

The student will also be required to follow the dose limits set by the program. This dose is currently set at a maximum dose of 10 mrem/month, or 30 mrem/quarter to the fetus. It is the policy of this program to instruct all students about the importance of proper radiation safety. Neither the University nor the Clinical Education Setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

Clinical Compliance and Health Clearance

Verification of Health Status

All students entering the Radiography program are required to undergo a complete physical examination to verify physical, mental, and emotional readiness to perform the essential functions of a healthcare provider and to ensure the safety of the student and their patients. **Physicals should be documented using the Health Clearance Form and submitted to the student's Castlebranch account AND Sacred Heart Student Health Portal.**

All requirements on the form must be completed prior to the beginning of the clinical experience. **Yearly physicals are required to participate in clinical and verification of the ability to meet the technical standards of the program.** Each student assumes the cost of the physical exam. Students should submit their completed physical examination forms to CastleBranch. Students are responsible for maintaining proper health and ability to adhere to the program's Technical Standards.

Health care facilities have external health requirements such as immunizations that must be complied with prior to going to any clinical site. Failure to comply with these external requirements will result in an inability to be placed at any clinical site and may result in an inability to progress in the program. Declining vaccination may preclude the ability to complete clinical competencies required to complete the program and be eligible for the ARRT board examination. **Sacred Heart University and the Radiography program will bear no responsibility for failure to complete the program or graduate due to vaccine declination.**

Cardiopulmonary Resuscitation Certification (CPR)

CPR certificates provided by the American Heart Association (AHA) for the BLS Provider or the American Red Cross (ARC) BLS for Healthcare Providers are the only types of acceptable CPR re/certification.

Criminal Background Check

A background check must be completed in CastleBranch prior to the start of the Radiography Program. You will receive an email with instructions from the Health Sciences Department Assistant prior to the due date. Students should note that a conviction may affect a graduate's ability to sit for certification examinations and/or attain employment. Any concerns should be communicated to the Radiography Program Director. The CT State Department of Public Health and American Registry of Radiologic Technologists (ARRT) should be contacted for further information regarding eligibility. For additional information, please refer to the **"Ethics Review Preapplication"** section on page 18.

Drug Screening Procedures

Students must complete a drug screen annually and/or before the start of the Fall Semester. This may need to be completed sooner if the clinical site requires it. CastleBranch will not notify you of the annual drug screen. You will receive an email with instructions from the Health Sciences Department Assistant prior to the due date.

If a positive result comes back on a drug screen (DS), the student will not be allowed to participate in clinical until:

1. The student meets with the Program Director (or designee) to discuss the impact of the positive drug screen results on placement and progression in the program.
2. If recommended by the Program Director, the student will be allowed to retake the drug screen at the student's own expense.

Students will not be allowed to participate in clinical under the influence of any drug that may impair their judgment or affect their ability to safely perform nursing care. A repeat drug screen must be negative prior to beginning clinical. **If a student is unable to show a negative drug screen, the student must give consent to the program to share the positive drug screen results with the clinical site.** If placement at that site is rejected due to the positive drug screen results, reasonable efforts will be made to place the student at another site, if one can be identified that will accept the positive drug screen. Due to strict regulations external to the university, if no site is identified, the student may not be able to progress in the program.

Sexual Misconduct Prevention Training

It is Sacred Heart University policy that all students, faculty and staff complete sexual misconduct prevention training known as the Protecting Youth Training Course. The Protecting Youth Training Course must be completed prior to the start of your first semester.

All questions regarding the clinical compliance process should be directed to the Health Sciences Department Assistant, Ms. Guljana Torikai, torikaig@sacredheart.edu, 203.416.3962.

Support for Radiography Program Students

Academic & Technology Supports

Academic Advising

Each student in the Radiography Program is assigned a faculty advisor to provide academic guidance, professional mentorship, and support throughout the program. Students are required to meet with their academic advisor at least once per semester (prior to registration for the subsequent semester). A **Student Success Plan** (APPENDIX G) will be completed and attached to the student's file in the Radiography Program.

Office Hours

Faculty office hours are designated times when instructors are available to meet with students to review course material, answer questions, provide academic guidance, and discuss assignments or clinical performance. Faculty will maintain regularly scheduled office hours each semester.
Students are encouraged to contact the faculty member in advance to schedule an appointment during office hours. Please arrive on time and prepared with specific questions or topics for discussion. If you need to cancel or reschedule an appointment, notify the faculty member at least 24 hours in advance whenever possible as a courtesy to both the instructor and other students who may benefit from the available appointment time.

Center for Teaching and Learning

The Center for Teaching and Learning (CTL) offers tutoring, writing, and learning support for all SHU undergraduate and graduate students. Visit the PASS Portal to sign up for tutoring, submit a paper for feedback through the Online Writing Lab (OWL), or look up peer-assisted learning opportunities for specific courses. Questions? Contact CTLtutoring@sacredheart.edu.

Office of Student Advising & Success

The Office of Student Advising & Success offers appointments with student success coordinators and advisors who are ready and eager to meet with you about exploring majors and programs, and key academic skills such as time management. Questions? Contact studentsuccess@sacredheart.edu.

Office of Student Accessibility (OSA)

Sacred Heart University provides equal educational opportunities for all students regardless of disability status. Students requesting accommodations should contact OSA. Students must be registered with OSA and submit appropriate documentation to be granted accommodations. Questions? Contact Kathy Radziunas:radziunask@sacredheart.edu.

PioTech Center

The PioTech Center offers technical support, including Blackboard and classroom technology help, across walk-in, phone, self-service, and help articles formats. Walk-in PioTech Center Locations include the Academic Center (across from 63's near the Campus Concierge), Center for Healthcare Education (3rd floor), and West Campus (W-185, west building between Pios Kitchen and the IDEA Lab). Hours of operation are Monday-Thursday 7:30 am to 7:30 pm, Friday 7:30 am to 4:30 pm, and Saturday 8:00 am to 12:00 pm. Questions?
Contact techsupport@sacredheart.edu

SHU Wireless Networks

Instructions on how to access and connect to SHU wireless networks is located here. Questions?
Contact techsupport@sacredheart.edu

University Library

The University Library offers research and information support, in person and online. To begin your research now, you can book a study room, schedule an appointment with a librarian, and explore online tutorials all through the SHU Library website.

Sacred Heart University has a designated Health Sciences Librarian. The Reference Department can be reached by telephone: 203.371.7726; text messaging: 203.490.4500; or email. You can also search the Staff Directory for the current contact information for the Health Sciences Librarian. Questions? Contact reference@sacredheart.edu.

Student Life Supports

Health Services

Sacred Heart University has partnered with Yale New Haven Health's Northeast Medical Group (NEMG) to provide student health care. Students have access to a wide range of world-class health care options, with all Bridgeport Hospital and Yale New Haven Health resources available, including telehealth for evening and weekend hours. Our Student Health Center is operated by Northeast Medical Group and staffed with clinicians who provide accessible, high-quality and cost-effective healthcare, serving the acute and chronic medical needs of SHU students. Comprehensive, family-focused services are offered in more than 100 specialties within a network of over 6,000 physicians. All visits to our Student Health Center are by appointment only. It is necessary to call ahead of time at 203-371-7838. For a complete listing of the Health Services offerings and programs, visit their website.

Counseling

Students may experience a variety of challenges while enrolled at SHU. The University provides both undergraduate counseling services via the Counseling Center. Questions? Contact counselingcenter@sacredheart.edu.

Campus Ministry

Campus Ministry provides faith-based support for students across religious backgrounds, including retreats, liturgical ministry, service experiences and more. Questions? Contact campusministry@sacredheart.edu.

Agape Center for Human Dignity

The Agape Center seeks to create a welcoming campus culture grounded in Sacred Heart's mission and Catholic identity, through programs and services such as student-led Unity Clubs and organizations. Questions? Contact agapecenter@sacredheart.edu.

Pioneer Pantry

This resource supplies students in need with food, clothing, hygiene supplies, menstrual products, and other items. Questions? Contact Rob Johnson (johnsonr8@sacredheart.edu) or agapecenter@sacredheart.edu.

Dean of Students

If you are experiencing challenges with accessing food, housing, technology, or other resources that may affect your performance, I encourage you to contact the Dean of Students, Denise Tiberio, at tiberiod@sacredheart.edu. There are university resources available to support you.

Financial Aid and Scholarship

Sacred Heart University provides financial aid services through the Office of Financial Aid, which supports prospective and enrolled students in exploring federal, institutional, and private funding options, including scholarships, grants, loans, and other financing options. Students are encouraged to contact the Office of Financial Aid for individualized guidance from financial aid counselors.

University Policies

Anti-Discrimination Policy

Discrimination and discriminatory harassment on the basis of protected characteristics, as defined in the University's Anti-Discrimination and Discriminatory Harassment Policy, are strictly prohibited. This policy applies to all Sacred Heart University students, faculty, and staff.

Policies for Complaints Against the Program

Complaint and Grievance Policy

Students are encouraged to raise issues and concerns regarding courses, policies, procedures, or other activities. To achieve the best results and hasten the resolution process, students are asked to use the following guidelines. For course related issues, students should first approach the course faculty and then the course coordinator if applicable. If the issue cannot be resolved at this level, students should next bring the matter to the attention of the Program Director. If the issues remain unresolved, the next step would be to address the concern with the Dean of College of Health Professions and then the Provost. Students must remain cognizant of the Chain of Command at all times.

If the topic of concern is a broader program or personal issue, students should first meet with their faculty advisor who will assist in resolving the issue and/or deciding upon appropriate next steps, including meeting with the Program Director or with the Dean.

Formal Student Complaints

The formal complaint procedure is designed to resolve problems for students who are having difficulties with other students, staff, or faculty that cannot be resolved through an informal resolution process or for which no other University or College process exists for remedy. The following complaints with formal resolutions are covered by formal processes available through the University or College and take precedence over this policy including:

- Academic issues of dismissal and integrity
- Grade grievances
- Sexual harassment
- Disability issues
- Discrimination issues

Complaints Against the Program Falling Outside Due Process

The faculty and staff of the Radiography Program strive to demonstrate a high level of ethical values and professionalism in all its activities. In some cases, a situation may generate a complaint for which no formal grievance process exists. The complaint should be written, signed, include details about the complaint as well as documented evidence, and emailed to the Program Director.
Please include contact information so the Program Director can reach you in order to resolve the complaint.
The following outlines the process for handling a complaint against the Program:

1. When possible, the Program Director will discuss the complaint directly with the party involved within 14 business days. The expectation is that the complaint can be satisfactorily resolved by this discussion. The Program Director will provide a written description of the resolution to the complainant.
2. If dissatisfied with the outcome of the discussion with the Program Director, or if the complaint is against the Program Director, the complainant may submit a written complaint to the Chair/Dean.
3. The Program Director will provide the Chair/Dean with a written summary of previous decisions if applicable.
4. The Chair/Dean will discuss the matter with the Program Director and complainant separately and may schedule a joint appointment or conference call with the Program Director and complainant to attempt to reach a solution.
5. The Chair/Dean will provide the complainant and the Program Director with a written letter outlining the solution reached through this step.
6. If the complainant remains dissatisfied with the resolution provided, the last line of complaints is the Provost, who serves as the chief academic officer of Sacred Heart University.
7. Any letters or documentation associated with the complaint from the complainant, the Program Director, Chair, Dean, or Provost will be kept in a confidential folder marked “Complaints against the Radiography Program” kept in the program’s files for a period of five years.

Potential Complaints Against the Program Regarding JRCERT Accreditation

The Sacred Heart University Radiography Program is committed to maintaining compliance with all JRCERT Standards. Individuals who believe the program is not meeting these standards should first submit their concern to the Program Director, who will review the complaint and work to resolve any verified issues. If the concern remains unresolved, it may be escalated through the University and/or reported directly to the JRCERT, which reviews allegations related to program compliance with accreditation standards but does not intervene in individual student matters. Additional information is available on the JRCERT website.

Public Comments or Complaints Against the Program Regarding Regional NECHE Accreditation

The New England Commission of Higher Education (NECHE) is the regional accrediting body for colleges and universities in New England. NECHE receives both public comments and complaints. Public Comments consist of observations about the quality of the University and its programs based on an individual's experience. Comments must be substantive but need not include evidence and may be written or emailed. Complaints must be written, signed and meet NECHE's criteria for complaints. NECHE's complaint criteria, procedures for filing complaints and links can be found on the Comments & Complaints webpage.

Public Comments or Complaints Against the Program Regarding Connecticut Office of Higher Education Accreditation

The Connecticut Office of Higher Education is responsible for quality review of colleges located in Connecticut. If you believe that the University or Undergraduate Health Science Program has not fulfilled its promises, you may file a complaint with the Office of Higher Education.

Office of Higher Education
450 Columbus Blvd, Ste 510
Hartford, CT 06103-1841
860-947-1800

Sacred Heart UNIVERSITY

RADIOGRAPHY PROGRAM

Appendix A: Professional Conduct Report (PCR)

Student Name: _____ Course Code: _____

Faculty: _____ Date of Occurrence: _____

Level of Reporting:

- ☐ Verbal
- ☐ Written
- ☐ Recommendation to Professional Performance Committee (PPC)

Reason for Academic Warning:

- ☐ Student is not meeting the course objective(s) explained below.
- ☐ Consistently unprepared for class.
- ☐ Consistently tardy for class/lectures.
- ☐ Consistently tardy in submitting assignments.
- ☐ Displayed inappropriate/disruptive/disrespectful behavior/communication towards peers/faculty
- ☐ Violated University Academic Honesty Policy (including but not limited to plagiarizing, cheating, colluding, falsifying or fabricating, using previously prepared materials, destroying or altering another's work, or submitting the same paper or report in more than one class.
- ☐ Any other situation identified by the course instructor that may warrant an **Academic Warning:**

_____

_____

Description of Occurrence/Academic Objective:

_____

_____

_____

Action Taken: _____

- Student counseled regarding Clinical Warning, including reason, action and plan.
- Student sent home from clinical experience.
- Theory professor notified of Academic Warning. *Initials:* _____
- Clinical coordinator notified of Academic Warning. *Initials*: _____
- Program Director notified of Academic Warning. *Initials*: _____

Remediation Plan: Please include dates and specific outcomes.

_____

_____

Additional Notes (If Applicable):

_____

_____

_____

Student Signature: _____ DATE: _____

Faculty Signature: _____ DATE: _____

Sacred Heart UNIVERSITY

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Appendix B: Clinical Event Report (CER)

Student Name: _____ Course Code: _____

Faculty: _____ Date of Occurrence: _____

Level of Reporting:

- ☐ Verbal
- ☐ Written
- ☐ Recommendation to Professional Performance Committee (PPC)

Reason(s) for Clinical Warning:

- ☐ Student is not meeting the clinical objective(s) explained below.
- ☐ Unprepared for clinical; incomplete uniform.
- ☐ Consistently tardy for clinical; accumulated 2+ time exceptions.
- ☐ Missed clinical without notifying the instructor/staff.
- ☐ Engaged in unsafe practice.
- ☐ The student did not adhere to one of the policies in the Sacred Heart University handbook or the Radiography Program Manual.
- ☐ Student acted in a way that was considered uncivil or disrespectful.
- ☐ Student accumulated 2+ unexcused absences within the same semester.
- ☐ Any other situation identified by the Clinical Instructor that may warrant a **Clinical Warning:**

_____

_____

Description of Occurrence/Clinical Objective:

_____

_____

Action Taken: _____

- Student counseled regarding Clinical Warning including reason, action and plan.
- Student sent home from clinical experience.
- Laboratory professor notified of Clinical Warning. *Initials:* _____ or (N/A)
- Program Director notified of Clinical Warning. *Initials*: _____ or (N/A)

Remediation Plan: Please include dates and specific outcomes.

_____

_____

Additional Notes (If Applicable):

_____

_____

Student Signature: _____ DATE: _____

Faculty Signature: _____ DATE: _____

Sacred Heart UNIVERSITY
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Appendix C: Radiography Dosimeter Replacement Request Form

Student Name: _____ Birthdate: _____

Faculty Notified: _____ Semester: _____

Spare Assignment #: _____

Date of Loss: _____ **Date of Notification: _____**

By checking the boxes below, I, the student, confirm that I have notified the clinical coordinator of a lost or damaged radiation dosimeter.

- ☐ I accept a spare radiation dosimeter as a replacement for my original dosimeter, which has been lost or damaged.
- ☐ I am fully responsible for utilizing this dosimeter until the personnel dosimeter is re-allocated, and I understand I am not permitted to return to clinical or laboratory unless I have a spare or registered personnel dosimeter on my person.
- ☐ Selection below dependent on Dosimeter:
  - ☐ **Landauer**: I accept and pay the $25.00 replacement fee for a newly allocated dosimeter in cash.
  - ☐ **Instadose**: I accept and pay the $110.00 replacement fee for a newly allocated dosimeter in cash.

Additional Notes:

_____

_____

Student Signature: _____ Date: _____

Clinical Coordinator: _____ Date: _____

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Appendix D: Level 2 Radiation Exposure Report

We will review all Level 2 exposures. Students are required to complete this questionnaire. Please reply as quickly as possible so that we can evaluate any factors affecting your exposure.

	Select Yes or No	
1. Was the badge placed or stored near radiation?	Yes	No
2. Did you accidentally expose yourself to a beam of radiation?	Yes	No
3. Did you hold a patient during radiation exposure?	Yes	No
4. Did you work significantly more hours or perform more procedures during this period?	Yes	No
5. Were you involved in procedures requiring unusually high exposures to radiation, such as angiography or cardiac catheterization?	Yes	No

Please describe any unusual incidents and behaviors or provide any additional information that can help explain your dose:

_____

_____

Student Name: _____

Student Signature: _____ Date: _____

Clinical Coordinator Signature: _____ Date: _____

Additional Comments:

_____

_____

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Appendix E: MRI Safety Screening Form

Name: _____ **SHU ID:** _____ **Screening Date:** _____/_____/_____

Program Status: □ First Year Student □ Second Year Student □ Post Primary Certificate

1. Have you had prior surgery or an outpatient procedure (e.g., arthroscopy, endoscopy) or any kind?
   □ No □ Yes

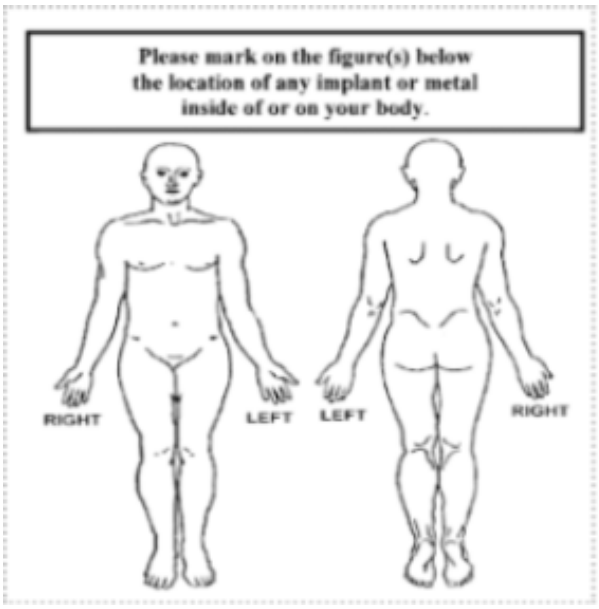
   If yes, please indicate the date and type of surgery: Date____/___/_____ Surgery: _____
2. Have you had an injury to the eye involving a metallic object or fragment (e.g., metallic slivers, shavings, welding slag, foreign body, etc)? □ No □ Yes
3. Have you had an injury to any body part involving a metallic object or fragment (e.g., BB, bullet, shrapnel, metallic slivers or shavings, welding slag, etc.)? □ No □ Yes
4. Have you had a prior MR imaging examination? □ No □ Yes

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

Please indicate if you have any of the following:

□ No	□ Yes	Aneurysm clip(s)	□ No	□ Yes	Cardiac pacemaker
□ No	□ Yes	Implanted cardioverter defibrillator (ICD)	□ No	□ Yes	Electronic implant or device
□ No	□ Yes	Magnetically-activated implant or device	□ No	□ Yes	Neurostimulation system
□ No	□ Yes	Spinal cord stimulator	□ No	□ Yes	Internal electrodes or wires
□ No	□ Yes	Bone growth/bone fusion stimulator	□ No	□ Yes	Cochlear, otologic, or other ear implant
□ No	□ Yes	Insulin or other infusion pump	□ No	□ Yes	Implanted drug infusion device
□ No	□ Yes	Any type of prosthesis	□ No	□ Yes	Metallic stent, filter, or coil
□ No	□ Yes	Shunt (spinal or intraventricular)	□ No	□ Yes	Wire mesh implant
□ No	□ Yes	Surgical staples, clips, or metallic sutures	□ No	□ Yes	Joint replacements (hip, knee, etc.)
□ No	□ Yes	Dentures or partial dental plates	□ No	□ Yes	Permanent makeup
□ No	□ Yes	Body piercing jewelry	□ No	□ Yes	Hearing aid
□ No	□ Yes	Other implant or device: _____			

***Continue to the second page to complete and sign this form.**



IMPORTANT INSTRUCTIONS

Before entering the MR environment or MR system room, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing with metal fasteners, & clothing with metallic threads.

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and understand that questions will be addressed by qualified educators or staff of the program's CES regarding any contraindications.

Student Signature: _____

Date: _____/_____/_____

For Departmental Use Only
Reviewed By:
Date: _____ /_____/_____

The above policy and MRI Safety Screening Form were adapted from MRIsafety.com.

PERMISSION IS HEREBY GRANTED FOR ALL MR USERS AND FACILITIES TO USE THIS INFORMATION AND THE FORMS INDICATED FOR MRI SCREENING. Frank G. Shellock, Ph.D.

Policy/Form: 2019
Reviewed: Aug 2025
Revised: Jan 2026, May 2026

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Appendix F: Pregnancy Declaration Form

I, _____, voluntarily declare by means of this written notice to the Sacred Heart University Radiography program director and clinical coordinator that I am pregnant. The estimated date of conception is ___/___/___ and the anticipated due date is ___/___/____.

____ I understand that my education as a student radiologic technologist may put me at risk of exposure to radiation and that it is my responsibility to comply with all radiation safety rules established by the Program and clinical education settings in order to keep radiation exposure to myself and my unborn child at a minimum.

____ I am aware that the maximum dose equivalent to the embryo/fetus during my entire pregnancy should not exceed 500 mrem, or 10 mrem per month.

____ I understand that I will receive a fetal radiation monitoring dosimeter to record any exposure accrued during my pregnancy and agree to wear it at waist heigh under any lead aprons.

____ I have received a copy of the U.S. Nuclear Regulatory Commission Regulatory Guide #8.13, Instruction Concerning Prenatal Exposure. Additional copies are in the faculty offices for my reference.

I have elected the following option made available to me as outlined in the Pregnancy Policy:

____ I elect to continue in the program with no rotations through Fluoroscopy, Special Procedures, Mobiles and Surgery, Nuclear Medicine. Depending on competency completion, I understand that I may or may not graduate at the scheduled date.

____ I elect to continue in the program with no modifications to the clinical rotation schedule.

____ I understand that I have the right to withdraw this voluntary declaration of pregnancy at any time and that revocation must be done in writing.

Student Signature: _____ Date: _____

Clinical Coordinator: _____ Date: _____

WITHDRAWAL OPTION:

Declaration of Pregnancy Withdrawn On: _____/_____/_____ Date: _____

Student Signature: _____ Date: _____ CC Initials: _____

Sacred Heart UNIVERSITY

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Appendix G: Student Success Plan

Student Name: _____ Faculty/Advisor: _____

A. What would success look like for you at this stage of your program?

_____

_____

B. Which clinical procedures or techniques are you most confident with, and which need more practice?

_____

_____

C. How are you managing your course load and workload this term?

_____

_____

D. What's one thing you'd like to improve before our next meeting?

_____

_____

E. How are you progressing toward the goals we set in our last meeting? (Only required if completed initial meeting.)

_____

_____

--- FACULTY ONLY: Concerns to Address (Optional) ---

Problem/Contributing Factors:	**Behavioral or Learning Specific Activities (in order to achieve objectives)**	**Outcome Measurement/Date (what student & faculty will see, hear, or feel to verify accomplishment)**
A smart objective is: - **Realistic** - **Understandable** - **Measurable Behavioral** - **Achievable**		

Student Signature: _____

Faculty Signature: _____ Meeting Date: _____

Sacred Heart UNIVERSITY

RADIOGRAPHY PROGRAM

Appendix H: Radiography Laboratory Positioning Practical Exam

Student Name: _____ Exam Date: _____

Faculty Name: _____ Course: _____

Grading Rubric: 1 = Satisfactory 0.5 = Needs Improvement 0 = Unsatisfactory AF = Automatic Failure*

*AF = If any variable results in an "automatic failure", the student will receive a 50% (10/20) for their final grade on the initial practical, and must re-simulate the exam. The two grades will then be averaged.
Any category with AF cannot be scored with a 0.5 as its pass/fail.

Grading Categories **Projection: _____**

1	Prepared Room: immobilization devices, tape, etc.	AF	0	N/A	
2	Obtained patient history & checked LMP (if applicable).	AF	0	N/A	**AF**
3	Clothed patient properly or changed patient.	AF	0	N/A	
4	Explained procedure to patient.	AF	0	N/A	
5	Selected proper bucky/tabletop plate placement.	AF	0	N/A	**AF**
6	Utilizes correct image receptor (ask for cassette size).	AF	0	N/A	
7	Correctly positions IR in bucky (horizontal/vertical).	AF	0	N/A	
8	Correct tube-tray-IR alignment.	AF	0	N/A	**AF**
9	Proper tube/mechanical manipulation.	AF	0	N/A	
10	Correct CR entrance/exit.	AF	0	N/A	**AF**
11	Correct tube angulation.	AF	0	N/A	**AF**
12	Correct patient positioning/ part centered to IR.	AF	0	N/A	**AF**
13	Utilized correct Source-to-Image Detector Distance (SID).	AF	0	N/A	**AF**
14	Utilizes correct marker placement.	AF	0	N/A	**AF**
15	Proper collimation adjustment.	AF	0	N/A	
16	Gave patient proper pre-exposure instructions.	AF	0	N/A	
17	Demonstrates knowledge of techniques (kVp, mAs, etc.)	AF	0	N/A	
18	Used proper body mechanics while positioning patient.	AF	0	N/A	
19	Performed correct exam/position/projection.	AF	0	N/A	**AF**
20	Performed Projection in 3.5 minutes or less.	AF	0	N/A	
	Simulation Score		**/20**		

Comments:

_____ _____

(Student Signature) (Faculty Signature)

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Appendix I: Radiography REPEAT Laboratory Positioning Practical Exam

Student Name: _____ Exam Date: _____

Faculty Name: _____ Course: _____

Grading Rubric: 1 = Satisfactory 0.5 = Needs Improvement 0 = Unsatisfactory AF = Automatic Failure*

*AF = If any variable results in an "automatic failure" for the repeat imaging, the student will automatically receive a **zero (0)** for the original lab practical.

Grading Categories **Projection: _____**

1	Prepared Room: immobilization devices, tape, etc.	N/A	0	N/A	
2	Obtained patient history & checked LMP (if applicable).	AF	0	N/A	**AF**
3	Clothed patient properly or changed patient.	N/A	0	N/A	
4	Explained procedure to patient.	AF	0	N/A	
5	Selected proper bucky/tabletop plate placement.	AF	0	N/A	**AF**
6	Utilizes correct image receptor (ask for cassette size).	AF	0	N/A	
7	Correctly positions IR in bucky (horizontal/vertical).	AF	0	N/A	
8	Correct tube-tray-IR alignment.	AF	0	N/A	**AF**
9	Proper tube/mechanical manipulation.	AF	0	N/A	
10	Correct CR entrance/exit.	AF	0	N/A	**AF**
11	Correct tube angulation.	AF	0	N/A	**AF**
12	Correct patient positioning/ part centered to IR.	AF	0	N/A	**AF**
13	Utilized correct Source-to-Image Detector Distance (SID).	AF	0	N/A	**AF**
14	Utilizes correct marker placement.	AF	0	N/A	**AF**
15	Proper collimation adjustment.	AF	0	N/A	
16	Gave patient proper pre-exposure instructions.	AF	0	N/A	
17	Demonstrates knowledge of techniques (kVp, mAs, etc.)	AF	0	N/A	
18	Used proper body mechanics while positioning patient.	AF	0	N/A	
19	Performed correct exam/position/projection.	AF	0	N/A	**AF**
20	Performed Projection in 3.5 minutes or less.	AF	0	N/A	
	Simulation Score		**/20**		

Comments:

_____ _____

(Student Signature) (Faculty Signature)