

**COLUMBIA ST. MARY'S SCHOOL OF**  
**RADIOLOGIC TECHNOLOGY**

**STUDENT HANDBOOK 2009**

**Preface**

This handbook has been written to provide you with important information about the program and inform you of the many policies and procedures that affect students. The manual will be divided into areas of General Information, Administrative and Academic Policies and the Appendix. We have attempted to provide you with the information beginning students need to know, but this handbook is not the only source of information. As a student in the CSM system you will be subject to all policies and procedures dictating "rules of conduct" in the hospital setting, Wisconsin State Law and all Occupational Health and Safety Act requirements governing infection control.

The CSM School of Radiologic Technology is organized and operated in accordance with the Standards for an Accredited Program in Radiologic Sciences, established by the Joint Review Committee on Education in Radiologic Technology. The Standards can be viewed at the JRCERT website listed below.

The CSM School of Radiologic Technology is accredited by the:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300

[www.jrcert.org](http://www.jrcert.org)

The contents of this handbook should be read and will be covered within orientation to the program. This handbook should not be construed as a contract or offer to contract between the program and the student. All contents are subject to periodic revision. If you have any questions do not hesitate to contact the program director, or clinical coordinator.

## **SECTION 1: GENERAL INFORMATION**

Columbia St. Mary's School of Radiologic Technology conducts a 24-month educational program to prepare students for professional practice in the field of diagnostic radiography. The school was created in 1997 by the merging of two longstanding programs: Columbia Hospital School of Radiologic Technology and St. Mary's Hospital School of Radiologic Technology. The agreement between the two hospitals allows for a combination of the outstanding qualities of both programs and an expansion of the opportunities offered to the student.

Columbia St. Mary's (CSM) School of Radiologic Technology is fully accredited by the Joint Review Committee on Education in the Radiologic Technology (JRCERT). The American College of Radiology (ACR), the American Society of Radiologic Technologists (ASRT), and the Association of Educators in the Radiologic Sciences (AERS) sponsor the committee. The Secretary of Education, United States Education Department of Education recognizes the JRCERT as the accrediting agency for radiography and radiation therapy education programs.

The CSM system operates the School of Radiologic Technology within the foundation laid down by the Mission Statement. Appendix A of the manual contains the Mission Statement and Core Values of Columbia St. Mary's. It is within the guidelines of this document that the mission statement of the school has been created.

### **Mission Statement**

Columbia St. Mary's School of Radiologic Technology is dedicated to the preparation of students who are competent in the entry-level employment skills of a Radiologic Technologist. It is also our goal to provide the student with the necessary clinical and academic experiences to enable them to successfully complete the American Registry of Radiologic Technology (ARRT) certification examination. As part of our mission, we impress upon the student how these goals are met while preserving the dignity of every person with compassion and care of the highest standard.

### **Philosophy**

The philosophy of the program is to maintain a teaching facility in and for the community. To offer a high quality educational program for the development of technical skills and personal qualities of the student, both of which are necessary to provide exceptional patient care.

We believe that education is a joint responsibility of both the student and the school. Education also presents itself in many ways, therefore students must exhibit an inquisitive nature to take advantage of non-traditional learning opportunities. In many ways, the students initiate and direct their own learning, enabling them to exceed beyond the entry level performance of a radiographer.

## **Program Outcomes**

The School of Radiologic Technology has the following goals. They are:

1. The graduate will possess the didactic knowledge and the clinical skills necessary to achieve entry-level competency in radiologic technology.
2. The graduate will communicate effectively and professionally in the medical environment and function as a team member in the radiology department.
3. The graduate will demonstrate the critical thinking and problem-solving skills necessary to act appropriately in non-routine and emergency situations.
4. The graduate will practice their discipline with an obligation to abide by moral, legal and professional standards.
5. To maintain CSM School of Radiologic Technology within compliance of the Standards for an Accredited Educational Program in Radiologic Sciences provided by the Joint Review Committee Education in Radiologic Technology (JRCERT).

## **Instructional Methods**

A written course syllabus exists for each class in the curriculum. Each syllabus includes the course description, required textbook, course objectives, content outline, and methods of presentation and methods of evaluation. The student receives the course syllabus at the beginning of each class.

The student will be expected to complete all assigned reading before arriving for class. Most classroom presentations are conducted in the standard lecture and discussion method. Course content is broken into units of study with written objectives. Written tests are used as a form of evaluation for each unit. Each course may have a comprehensive final at the end of the semester. Special assignments will be explained in the course syllabus.

Cumulative proficiency exams will be administered at the end of each semester, the student must attain a minimum 75% score on this exam. Students not obtaining this score will be placed on academic probation (see academic grading policy)

## **Attendance**

Students are expected to attend all academic and clinical courses. Regular punctual attendance smoothes the progress of education and avoids problems. The policies and procedures concerning academic attendance and clinical attendance are on page 17 in this handbook .

## **Graduation**

In order to graduate the student must have completed all courses in the curriculum with a grade of "C" (80%) or better. All mandatory and elective competencies and clinical skills must be completed. The student must be in good financial standing with the school.

## **Certification**

Upon graduation, the student may make application to sit for the radiography certification examination given by the American Registry of Radiologic Technologists (ARRT). Passing this examination provides the credentials allowing the student to seek employment as a Registered Radiologic Technologist. The cost of taking the examinations is \$150.00. Inquiries concerning the certification examination may be made to:

The American Registry of Radiologic Technologists  
1255 Northland Drive  
Mendota Heights, Minnesota 55120  
(651) 687-0048  
www.arrt.org

Many states have licensure requirements in addition to successfully passing the certification examination. Most states will grant a license upon provision of proof of ARRT registration and payment of fees. Some states require additional testing. Wisconsin does not require an additional license.

## **Professional Societies**

Radiologic Technology has a strong national professional organization. The American Society for Radiologic Technologist (ASRT) provides educational resources, input to the JRCERT on student education matters and legislative support for Radiologic Technologists across the country.

The American Society of Radiologic Technologists  
15000 Central Avenue SE  
Albuquerque, New Mexico 87123  
1-800-444-2778  
[www.asrt.org](http://www.asrt.org)

The Wisconsin Society of Radiologic Technologists (WSRT) provides continuing education for radiologic technologists and students in the state of Wisconsin. The state has six functioning districts so that education is available to everyone on a local basis.

[www.wsrt.net](http://www.wsrt.net)

## **SECTION II: ADMINISTRATIVE POLICIES**

### **Non-Discriminatory Policy**

The Columbia St. Mary's Hospitals School of Radiologic Technology believes that all persons are entitled to equal opportunities for education and does not discriminate against students or applicants because of race, creed, color, religion, marital status, sex, national origin, ancestry, citizenship, sexual orientation, handicap, arrest and/or conviction (unless substantially related to the circumstances required to become a radiologic technologist), membership in the National Guard or any other reserve component of the military forces of the United States or State of Wisconsin, or other protected status, as required by law, provided they are qualified and meet the physical requirements established by the hospital and the school for the position of radiologic technologist.

### **Admissions**

An admissions committee shall select qualified applicants for admission to the School based on academic achievement, academic preparation, related health care experience, and personal qualifications. The applications procedure and technical standards are listed in the CSM School of Radiologic Technology Student Brochure.

### **Program Continuation and Completion**

To continue the curriculum of the CSM School of Radiologic Technology curriculum sequence and complete the program, students shall receive not less than 80% cumulative in all courses. Students who fail to meet the requirements established in this policy will be placed on academic probation. See grading policy on page 20. Students affected by this policy will be notified in writing by the program director.

Students who fail any clinical class or a prerequisite academic class may be required to withdraw from the program. They may repeat the class the next time it is offered in the curriculum and resume the program at that time on a status of academic probation. Students failing a non-prerequisite program may continue in the program on a status of academic probation.

Academic probation begins at any time a student fails to meet the requirements for completion of any course. If a student fails any academic or clinical course while on academic probation, the student will be dismissed from the program.

### **Time Constraints**

The total time allowed for the successful completion of the entire curriculum shall not exceed 36 months. Students following the established curriculum can expect to finish the program in 24 months. When students withdraw or discontinue due to grade deficiency or extended leaves of absence, the program is delayed. The maximum extension of time permitted to complete all requirements of the curriculum is 12 months. Students applying for readmission past the 12-month limit will be required to restart the program at the beginning and will be subject to all tuition and other fees.

### **Vacations and Holidays**

Each student shall receive six holidays per year. The school recognizes that holidays may vary by religion, so changes to accommodate these differences will be honored. These arrangements must be made in advance of the beginning of the educational program with the program director. They will receive vacation, as scheduled by the school. A copy of the Academic calendar will be given to all students on the first day of school. Students are expected to plan vacation trips and other personal events to coincide with designated time off.

### **Short Term Leave of Absence**

Students shall be granted limited leaves of absence for bereavement, jury duty/witness, or as a result of a work related injury. Students on leave are responsible for all academic content and clinical requirements missed during the absence.

### **Bereavement Procedure**

Students who suffer the loss of a close family member (parent, spouse, child, brother, sister, mother or father in-law, grandparents, or other member of the family living in the immediate household) may initiate a bereavement leave by contacting the program director or clinical instructor. The leave begins upon notification and continues for three consecutive days. If the loss involves other members of the family (uncles, aunts, nieces, nephews, and in-law relatives) a one-day leave of absence is normally granted. Attendance at funerals not listed or close friends should be discussed with the program director. Approved clinical hours missed during bereavement leave are not subject to make-up.

### **Jury Duty / Witness**

Immediately upon receipt of notice of jury duty or call as a witness, the student must inform the program director. Normally, the activity is not subject to make-up of clinical hours. Depending on the clinical activities missed, length of time involved, and requirements specified for successful completion of the course, make-up time may be necessary. All academic assignments and missed tests must be made up.

## **Other Leave Procedures**

Any student requesting leave must contact the program director. A written explanation may be required. Leaves can be considered for short-term injury, family crisis, and other matters. Short-term leave of this nature may not be more than five days and are subject to make-up of clinical time. All academic assignments and missed tests must be made up.

## **Extended Leave of Absence**

Students may request an extended leave of absence (up to 12 months) with written explanation. Students who intend to complete the program, but are temporarily unable to continue for personal, health or other reasons may submit a written request for a leave of absence. The request must specify the length of the leave, the date of return, and an explanation for needing the time off. The program director will reply to all requests in writing within 7 working days. The maximum length of the leave is 12 months. Any leave of more than twelve months will require the student to re-apply for admission and restart the program from the beginning.

Students on approved leave are not required to apply for readmission to the program. Upon return to the program, the student is expected to resume clinical and academic activity at the performance level equal to their status in the program. Students unable to return at the anticipated time or unable to return at an adequate performance level may be withdrawn from the program.

## **Withdrawal**

Students have the right to withdraw from the program at any time. Students may withdraw by notifying the program director in writing of their decision and returning the CSM photo identification and radiation-monitoring device.

## **Refund Policy**

Students who withdraw from the program will receive the following percentage of tuition refund:

Prior to the end of the first week of classes.....	80%
2 <sup>nd</sup> – 4 <sup>th</sup> week of classes.....	50%
After the first month.....	NO REFUND

Application and Book Fees are non-refundable.

## **Dismissal From the Program**

Students shall be dismissed from the school for serious or repeated violations of CSM, individual hospital's or school policy. The School's policies are defined by the contents of this handbook. It is the responsibility of the student to be aware of the policies and procedures and abide by them. Violations of procedures may result in disciplinary action. Depending upon the nature of the violation, four levels of program disciplinary action may be initiated. The most severe level is dismissal. Description is provided on page 28.

## **Appeals**

The student has the right to grievances concerning evaluations, interpretations of school policy, and any problem encountered in the course of their education or dissatisfactions arising from the school environment. All grievances requiring action on the part of the school must be made in writing and must follow the chain of command.

Any student may make formal complaint to either the program director or clinical coordinator in a private setting. If the matter is not resolved, a written complaint must be submitted to the program director, who will investigate and reply to the student within five working days. Grievances not resolved at the program director's level will be submitted to the Dean of the Columbia College of Nursing for judgment and review. The Dean will answer in writing within five working days.

If the settlement is still unacceptable, the student may make a written request for the matter to be reviewed by the advisory committee of the school. The advisory committee will review the matter and submit their findings within ten working days. The decision of the advisory committee on these matters is final. Matters concerning violation of JRCERT policy may be carried one step further. After the previously mentioned procedure has been followed, the decision of the advisory committee may be appealed by sending written explanation of the incident or policies to the Joint Review Committee on Education in Radiologic Technology. The address and telephone number are found on page 1.

Students may appeal probation, suspension or dismissal straight to the academic advisory committee for a hearing. See Appeal policy on page 22.

Students cannot be dismissed by decision of individuals or clinical education sites alone. The clinical education sites by way of written contract do have the right to expel or reject any student whose behavior is unacceptable or disruptive to their institution. A student who is expelled from a clinical education site may or may not be reassigned to another site. If a student cannot be reassigned, it will be necessary for the student to withdraw from the program.

## **Readmission**

See specific policy on page 27.

## **Student Employment**

Students who work shall modify their hours of employment, if necessary, to avoid conflicts with scheduled classes, labs, and clinical education assignments. Each semester, students will be given a schedule showing the meeting times and days for all academic and clinical labs. Clinical assignment schedules will be handed out at the start of each semester.

### **Additional Non-SORT Academic Classes**

Students who are required by another academic institution to attend classes must arrange them to avoid conflicts with scheduled radiography classes, labs, and clinical education assignments.

### **Student Records**

See policy on page 26.

### **Change of Name/Address/Phone**

Students shall promptly report any change of name, address, or telephone number to the program director. In order for the school to remain current and to assure students can be contacted easily; student names, addresses, and telephone numbers must be accurate. All changes should be reported as soon as possible.

### **Child Care**

Students with dependent children shall arrange for appropriate childcare while attending classes, labs, and clinical assignments. Children are not allowed to accompany students to classes, labs, or clinical education assignments. This policy applies to all courses in the program.

### **Student Transportation**

Students shall provide their own independent transportation to and from the school and clinical education sites. In order to maintain good attendance, students should have a reliable mode of independent transportation. Although car-pooling may be possible it should be noted that if the driver is absent, late, or required to leave early, the rider is also affected. Clinical education assignments have requirements for attendance and these are not adjustable for driving convenience.

Admission into the program requires that the student have the ability to travel from the school to the clinical education sites as needed.

### **Disciplinary Actions**

Students who violate established policy or procedure of the program or any clinical education site shall be subject to disciplinary action. Disciplinary action involves four levels of severity. The level of action taken is dependent on the nature of the offense and the circumstances under which it occurred. The levels are 1) verbal warning 2) written warning 3) final written warning with suspension and probation, and 4) possible dismissal from the program. The school may bypass any level of disciplinary action depending on the nature of the occurrence.

Verbal warnings are used in response to first or minor offenses. The program director and/or clinical coordinator will discuss the violation with the affected student. The student will be allowed to respond. It is expected that further violations will be avoided.

Written warnings are used for more serious offenses or repeated minor offenses. A written warning consists of a counseling report issued by the program director. Prior to issuing the report, the program director will discuss the matter with the student and allow the student to respond to the occurrence. A copy of the counseling report is placed in the student's file. The length of probation varies with the nature of the offense. If further violations occur, the counseling report may be used in a higher disciplinary action.

Dismissal is implemented on recommendation of the program director and two clinical instructors. The student shall be provided with a written report of the decision to dismiss and will be given an opportunity to respond to the decision. The medical advisor and Dean of the Columbia College of Nursing will be made aware of all dismissals. The student may appeal probation or dismissal by using the appeals process described earlier in this section.

All levels of disciplinary action are subject to student appeal. See the appeals policy described earlier in this section. Disciplinary action may occur for any of the following reasons:

- A. Failure to comply with the rules of the school or any clinical education site.
- B. Repeated violations of dress code, attendance, or tardy policy.
- C. Unprofessional Conduct
  - 1. Dishonesty or falsifying any record of the school or the clinical education site.
  - 2. Leaving a clinical education assignment without notifying the clinical instructor or clinical supervisor.
  - 3. Reporting to any assigned course under the influence of alcohol or other substance.
  - 4. Neglect of duty.
  - 5. Insubordination or failure to follow the instructions.
  - 6. Possession of weapons.
  - 7. Fighting or gambling on school or clinical education sites property.
  - 8. Threatening or coercive behavior.
  - 9. Personal behavior that substantially discredits the school, clinical education sites or the CSM Hospitals.
  - 10. Stealing or attempting to steal property from the school, hospitals, visitors, patients, or other students.
  - 11. Discourtesy displayed toward patients, visitors, employees, physicians, fellow students, and faculty. This includes the use of vile or abusive language.
  - 12. Abuse of time spent on breaks or lunch periods.
  - 13. Divulging confidential information.

14. Any conduct deemed to be in active disregard for the patient. The patient is the center of the health care system and the school has zero tolerance on this issue.
  15. Soliciting for or against any organization in school or in the clinical education sites.
  16. Accepting or soliciting financial gratuities or gifts from patients.
  
  17. Any conduct that interferes with patient care.
  18. Visiting with staff or other students in the clinical education site during scheduled off-hours.
  19. Sexual harassment in any form.
- D. Other school and/or hospital policy violations including but not limited to:
1. Failure to pay tuition or other fees in a timely manner.
  2. Failure to meet the requirements for any probationary status.
  3. Determination by the Advisory Committee and school faculty that the student is ill suited for the program and the profession.

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## **Confidentiality**

Students shall respect and uphold confidentiality of information relating to patients and computer information systems at all clinical education centers. Prior to the start of the program, the student reads and signs a confidentiality statement. The statement explains the need for confidentiality and defines the standards that must be observed by all students. The statement is placed in the student's file and remains in effect throughout the enrollment in the program.

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## **SECTION III: ACADEMIC POLICIES**

### **Academic Professionalism**

As participants in a professional health education program, radiologic technology students shall conduct themselves in a professional manner during all class and laboratory sessions. Academic professionalism includes respect for the faculty and the rights of other students, prompt attendance for all classes and labs, and avoidance of behavior that disrupts or interferes with academic proceedings. Professionalism also requires adhering to ethical principles that are violated when the student cheats, plagiarizes, or degrades the character of others.

All students in the program share the goal of becoming competent, knowledgeable radiologic technologists. Each individual receives the same educational opportunities, but they must reach their goal in their own way. Each student needs to be dedicated to his or her own development and not be overly concerned with the progress of others. This is an educational program and not a competition.

If the behavior of another student is considered unprofessional, unethical, or annoying, the offended student should bring the matter to the attention of the program director or the clinical instructor in a discreet manner. Appropriate action can be taken to resolve the situation without lowering academic professionalism.

### **Classroom Attendance**

Students shall maintain prompt attendance at all classes and labs. Attendance at classes is expected, absence from class can result in lower grades. Please refer to your individual course syllabus for grading policies. Records of attendance are required for all classes and labs. The records are a permanent part of the student's academic record. Good attendance not only promotes higher performance in a course, but also reflects on one's interest and dependability. Students are expected to call and report absences or late arrivals before they occur. If the instructor cannot be reached a message should be left on the school's answering machine. If it is not possible to notify the school prior to an absence, the student should call at the earliest opportunity on the same day. This is especially important on scheduled test days.

Program Director and School	961-3817
Dan Cordas (SMM)	291-1903
Margaret Hirschfeld (COL)	961-3846
Diane Brower (SMO)	262-243-8275 / 961-3998

## **Classroom Dress Code**

The class room is located in the hospital setting, so a certain amount of decorum is required in dress. The following rules will apply to class days.

1. Jeans may be worn, if they are in good condition. No holes, no fraying and no anatomy visible in any area that would normally be covered by slacks. They should be loose fitting, not too tight.
2. Tops must be tucked in or extend three inches below the waist. **NO BARE MIDRIFFS OR SPAGHETTI STRAPS.**
3. No offensive slogans or pictures on T-shirts.
4. Clothing should be modest and not extremely tight.
5. No short shorts.
6. **THE SCHOOL RESERVES THE RIGHT TO DISMISS ANY STUDENT FROM THE CLASSROOM FOR INAPPROPRIATE DRESS.**

## **Test Attendance / Make-up**

Students shall be present on scheduled test days. Make-up tests will be administered at the course instructor's discretion. If any circumstances prevent a student from attending class on a test day, the student is required to call in and report the absence in advance.

Make-up tests are allowed under the following conditions:

1. The student must have called in BEFORE the test to qualify for make-up.
2. One opportunity for make-up is permitted. If the student is not present for an assigned make-up, no further opportunities will be scheduled.
3. Make-up tests are scheduled at the convenience of the instructor usually on Friday afternoons.
4. Make-up tests **must be completed within one week** of the originally scheduled date. Students may be required to lose clinical time and drive to the school to fulfill this requirement.

Failure to complete a make-up test as specified above will result in the loss of ALL CREDIT for that test. If extraordinary circumstances make it impossible for the student to call and the absence can be justified in writing, a make-up examination may be arranged at the discretion of the instructor.

Any student missing class time is responsible for obtaining all information from that class. It is NOT the responsibility of the instructor to remind the student of the material covered or supply them with handouts or assignments.

## **Academic Grading**

All academic course grades will be determined according to a fixed percentage scale. In each academic course, students accumulate points during the semester through scores on test, quizzes, assignments, etc. The number of points achieved by each student is converted to a percentage of the total points available in the course. Grades are assigned according to the following scale:

A	=	94% - 100%
B	=	87% - 93%
C	=	80% - 86%
D	=	75%-79%
F	=	below 75%

Any grade in an academic course of 79.4 or below is not passing.

All students will receive academic counseling on their academic progress in the program at the end of each semester and/or when the student's progress warrants. Students may request academic tutoring from the program director, clinical instructors or course instructors at any time during the course. Tutoring on material missed due to the student's absence is at the discretion of the course instructor.

## **Instructor Responsibilities**

All of the instructors in the school are involved in direct patient care and emergencies are unforeseeable. It is the responsibility of the instructor to call the classroom and make students aware of their problem within 30 minutes of the start of the class. It is the responsibility of the students in the classroom to answer all incoming calls in the absence of the instructor. If students have not been advised within 30 minutes of the whereabouts of the instructor the student is free to leave. Students are responsible to be in the classroom at the normal starting time of any subsequent class scheduled that day.

## **Parking**

Students shall park in designated parking areas only. The SMO and SMM campuses have parking facilities for the students. When assigned at the COL campus, the student must park off campus and take a shuttle to the hospital. **Students violating parking procedures on any campus will be subject to disciplinary action.**

Students are strongly advised to park at the Riverwood's Outpatient Center and take the shuttle to Columbia.

## **Smoking**

Smoking is prohibited at all CSM campuses. **Students violating smoking policy on any campus will be dismissed from the program.**

## **Cancellation of Classes or Clinical Due to Inclement Weather**

Columbia St. Mary's School of Radiologic Technology may close for inclement weather. Based upon the wide geographical area for faculty members and students, alike, safety of travel is a central consideration.

The School does not expect students to take undue risks during these times. If weather conditions are judged to be unsafe for students to travel to clinical sites by the Dean of the Columbia College of Nursing, WTMJ television station will be notified and all courses will be cancelled for the day. Please check WTMJ television (Channel 4) or <http://closings.todaystmj4.com/> for cancellation announcements.

If weather conditions are judged by an individual faculty member or student to be such that travel would be a risk to one's safety, the following procedure should be followed.

Student:

1. Unless you see the announcement on television or on the website, assume that there will be clinical and classes that day. Please do not call the school or clinical site to ask if clinical has been cancelled.
2. If you determine that you are unable to attend clinical because of risk to your safety, call the clinical instructor and QC area at the clinical site and inform them that you will be absent because of weather or driving conditions. If you will be missing class, call the course instructor.

All missed clinical time must be made up prior to the end of the semester.

**COLUMBIA ST. MARY'S  
SCHOOL OF RADIOLOGIC TECHNOLOGY  
Milwaukee, Wisconsin**

**ABSENTEEISM POLICY**

Each student, upon accepting a position in the School of Radiologic Technology, assumes a responsibility to come to school regularly, and remain at school, or in their assigned clinical rotation. Students who must be absent from school or clinical are required to report all absences.

**Missed Time**

All missed clinical time must be made up prior to the end of the semester proficiency exam. If this is not adhered to the student will receive a grade of zero for attendance on their end of semester clinical evaluation.

Missed time does not apply to the classroom settings but excessive absence from class will affect the student's grade. Please refer to individual syllabi for the attendance policy.

**PROCEDURE FOR REPORTING ABSENCES:**

It is the responsibility of the student to notify the Clinical Instructor and the Quality Control area at their assigned clinical site when they will be absent from the clinical setting. The notification of absence should be made **at least 1 hour** prior to the student's scheduled clinical starting time.

When reporting absences, students must call themselves in. You must specify the following information:

1. Name.
2. Reason for absence.

Failure to report an absence will be considered an unexcused absence, regardless of the reason.

**DEFINITION OF EXCUSED VS. UNEXCUSED ABSENCE:**

Certain instances of absences which are caused by compelling personal reasons will be excused and not counted against the individual in determining whether absenteeism is excessive. This determination will be made on an individual basis by the Program Director, Clinical Coordinator and/or the Clinical Instructors.

The following types of absences would be considered excused:

1. Death in the immediate family
2. Jury Duty or subpoena
3. Vacation
4. National Guard or Military Service
5. Industrial accident. Authorization for time off from school must be given by a physician
6. Compelling personal reasons with prior approval from the Program Director, Clinical Coordinator and/or Clinical Instructor
7. Pre-arranged absence

Even excused absences, such as illness, may be considered excessive and if so may be basis for corrective action.

**GUIDELINES:**

Any student who is absent two (2) or more times in a thirty (30) day period or three (3) or more times in a ninety (90) day period, is considered to have a habitual absentee problem and a verbal warning is given to improve attendance.

This would not apply to a student who was out for a continuous period of time due to one illness. In this instance, the total time lost would be counted as one (1) absence with respect to the above definition of habitual absenteeism. For example, a student absent Monday through Friday due to a viral infection would be counted as being absent one (1) occurrence during the month, but would lose five (5) sick days.

**DISCIPLINARY STEP PROCEDURE:**

Students who are excessively absent will be subject to the following disciplinary action on a progressive basis:

- |                   |  |
|-------------------|--|
| 1. First Offense  | Verbal Warning                                   |
| 2. Second Offense | Written Warning                                  |
| 3. Third Offense  | Final Written Warning, suspension and probation. |
| 4. Fourth Offense | Termination from the program.                    |

Any disciplinary action, including verbal warnings, will be recorded. With the exception of a verbal warning, one copy will be given to the student and one copy will be placed in the student's file.

**FAILURE TO NOTIFY THE SCHOOL OF AN ABSENCE:**

Failure of a student to give notice of an absence shall constitute cause for reasonable disciplinary action. Any incidence where a student does not call to notify of an absence at least 1 hour prior to the start of their clinical shift shall be considered a no call, no show. The disciplinary procedure will be as follows:

- |                |   |
|----------------|---|
| First Offense  | Written Warning   |
| Second Offense | Final Written Warning, 2 day suspension and 12 month probation. |
| Third Offense  | Termination from the program.                                   |

A student absent for two (2) or more consecutive days without notifying the Program Director, Clinical Coordinator or Clinical Instructor, shall be terminated. However, compelling and mitigating reasons could justify absence and will be investigated.

**RIGHT OF APPEAL:**

Students have the right to appeal any disciplinary action. For an explanation of the appeal process please refer to the Academic Appeal Process policy.

**RIGHT OF THE SCHOOL OF RADIOLOGIC TECHNOLOGY**

The Columbia St. Mary's School of Radiologic Technology reserves the following rights:

1. To authorize or deny, the advanced permission requested from a student to be absent.
2. To investigate absences.
3. To determine whether or not an absence is necessary or justifiable.
4. To impose reasonable disciplinary penalties upon students who violate the terms of this policy.

**COLUMBIA ST. MARY'S  
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Milwaukee, Wisconsin**

**TARDINESS POLICY**

Upon accepting a position in the School of Radiologic Technology, each student assumes the responsibility to come to school and/or clinical regularly, and on time. Punctuality is especially critical during clinical rotations, in meeting the operational needs of the department.

**DEFINITION**

Tardiness, by definition is a failure to be in your assigned work/school area, at the designated start time. It also includes:

- reporting back to work late from meal periods or work breaks.
- leaving the work area for meals/breaks before you have been instructed to do so.
- leaving the work area before the end of the assigned shift (unauthorized---leaving early).
- leaving the work area during the work shift (unauthorized---wandering around; can't be found).

**PROCEDURE FOR REPORTING TARDINESS:**

If an unforeseen circumstance arises that will prevent you from being to school/clinical on time, you must notify the Program Director, Clinical Coordinator or Clinical Instructor and/or the Quality Control Area at your assigned clinical site as soon as reasonably possible. You should include the reason for your tardiness, as well as the time you expect to report to school/clinical.

**GUIDELINES:**

While some tardiness situations may be unavoidable, appropriate disciplinary action, up to and including termination, may be taken when a student's tardiness becomes excessive. Disciplinary action is based on the number of tardiness occurrences in a rolling 12-month period.

Students who are excessively tardy will be subject to the following disciplinary action on a progressive basis:

- |                   |  |
|-------------------|--|
| 1. Second Offense | Verbal Warning                                   |
| 2. Third Offense  | Written Warning                                  |
| 3. Fourth Offense | Final Written Warning, suspension and probation. |
| 4. Fifth Offense  | Termination from the program                     |

Any disciplinary action, including verbal warnings, will be recorded. With the exception of a verbal warning, one copy will be given to the student and one copy will be placed in the student's file.

**FAILURE TO NOTIFY THE SCHOOL OF LATE ARRIVAL:**

Failure to advise the school that you will be tardy is considered a no call and will result in the following disciplinary action:

- |                |   |
|----------------|---|
| First Offense  | Written Warning.  |
| Second Offense | Final written warning and 1 day suspension and 6 month probation. |
| Third Offense  | Dismissal from the program.                                       |

**RIGHT OF APPEAL:**

Students have the right to appeal any disciplinary action. For an explanation of the appeal process please refer to the Academic Appeal Process policy.

**COLUMBIA ST. MARY'S  
SCHOOL OF RADIOLOGIC TECHNOLOGY  
Milwaukee, Wisconsin**

**GRADING POLICY**

The Columbia St. Mary's School of Radiologic Technology is comprised of three primary educational components, spanning six semesters in 24-months. These include:

1. Academic Course Work
2. Clinical Skills and Application
3. Proficiency Examination

Students must achieve and maintain a minimum grade of 80% in the academic courses, 90% in clinical course work (items 1 and 2 above) and a 75% on the cumulative proficiency examinations.

If the student's academic performance falls below the recommended grade percentage in any component, they will be put onto academic probation. The student will have one semester to bring their grades up to the minimum acceptable standards. If they fail to do so, they will be dismissed from the program.

**RIGHT OF APPEAL:**

Students have the right to appeal any disciplinary action. For an explanation of the appeal process please refer to the Academic Appeal Process policy.

**POLICY APPLICATION:**

The academic curriculum is divided into individual courses. Instructors may administer their individual course grading policy as they see fit. As an example one instructor may determine the semester grade based on quizzes--20%, tests--50%, homework and class participation—10% and final--20%. Another instructor may determine the semester grade as quizzes—10%, tests—40%, and final—50%. Your academic target for each course should be 80%.

Individual course grades are added and averaged to arrive at the semester academic grade. Again, this should be 80% or above.

In addition, if an individual course grade for one semester should fall more than **5%** below the acceptable minimum, this is an indication that the student has not grasped the material and will be placed on academic probation. They will have one semester to correct the deficiency. If they fail to do so, they will go before the academic disciplinary committee, who will have the option to extend probation for one more semester, or dismiss the student from the program.

The clinical curriculum follows the grading procedure identified in the Clinical Handbook. In summary, the clinical grade is calculated by averaging the clinical requirements with the following weights.

Competency Evaluations	40%
Clinical Rotation Evaluations	20%
Clinical Instructor Evaluation	<u>40%</u>
	100%

Proficiency examinations are administered at the end of each semester. This is a comprehensive test to indicate the student's retention of material from the time they entered the program to the present. This score on the proficiency must be 75% or above, which correlates to a passing score on the national registry examination.

Each student is responsible for their academic and clinical success. If you are having difficulty with particular course work, it is your responsibility to contact the instructor for assistance. At times, faculty resources may be limited, so the use of study groups and student-to-student tutoring is encouraged.

**Columbia St. Mary's  
SCHOOL OF RADIOLOGIC TECHNOLOGY  
Milwaukee, Wisconsin**

**ACADEMIC/ DISCIPLINARY APPEAL PROCESS**

**Statement:** It is the position of the School of Radiologic Technology to treat all students fairly and equitably. Although all sources of dissatisfaction cannot be eliminated, it is the policy of this program to afford students the opportunity to bring their concerns to the proper authority for review. For academic issues, the proper authority is the Academic Committee of the Advisory Board. For disciplinary issues, the proper authority is the Disciplinary Committee of the Advisory Board.

**Purpose:** This policy is intended to provide guidance to the student should they wish to dispute an academic or disciplinary policy action. **It is not for dispute of individual grades earned in radiologic technology courses.**

**Focus:** Appeals considered by the Academic Committee are limited to those that address decisions stemming from implementation of the school's academic policies. Examples of such appeals include, but are not limited to:

- Dismissal for unsatisfactory academic achievement
- Dismissal for unsatisfactory clinical performance
- Requests for exception to, or modification of current policy

Appeals considered by the Disciplinary Committee are limited to those that address decisions stemming from implementation of the school's disciplinary policies. Examples of such appeals include, but are not limited to:

- Dismissal for excessive absenteeism
- Dismissal for excessive tardiness

**Procedure:** The student who wishes to appeal/petition the Academic or Disciplinary Committee of the Advisory Board is responsible for following the procedure below.

1. Before instituting a petition, the student should discuss his/her particular situation with the Program Director. Ideally, this should occur within 3 working days of the action.
2. If the student wishes to file a petition, he/she should notify the Program Director of his/her intent. A Petition Form should be completed by the student and returned to the Program Director within 7 working days. The following information must be included on the petition form or within an accompanying letter:
  - a. Precise grounds on which the petition is based.
  - b. Circumstances associated with the need for the petition.
  - c. Arguments that support the appeal.
  - d. Descriptions of remedial actions to be taken to improve the student's performance.
  - e. Request to appear before the committee when the petition will be considered (optional).

3. Petitions must be submitted to the Program Director for signature. The Program Director will then arrange a meeting/conference call of the Academic or Disciplinary Committee (within 7 working days) to discuss the petition and formulate a resolution.

**Academic or Disciplinary Committee Meeting:** The Academic or Disciplinary Committee has the authority to decide the student's petition. The Committee has the responsibility to:

1. Review all relevant data.
2. Hear the student's argument, if the student chooses to be present. If present, the student is excused before the Committee begins deliberation.
3. Act on the petition and explain the action and reasons for it through written correspondence.
4. Make stipulations (binding) and recommendations (non-binding) that may be placed on the student regarding any petition that is granted.
5. Notify the student, in writing, within 5 working days of the decision.
6. Maintain a written record of the petition and action of the Academic or Disciplinary Committee in the student's file and in the minutes of the Advisory Board.
7. **All decisions of the Committee based upon appeal are final decisions.**

**Follow Up:** The Program Director will provide written notification to the student and address subsequent student questions concerning the petition.

**Columbia St. Mary's School of Radiologic Technology**

**Academic or Disciplinary Committee Petition**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

*(Students seeking an exception to academic or disciplinary policies and requirements for admission, progression and graduation must complete this request for petition, which will be presented to the Academic or Disciplinary Committee for action).*

I am requesting that:

Reasons:

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Social Security # \_\_\_\_\_

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Final Action of the Committee:

Approved request

Not approved

Signature \_\_\_\_\_ Date \_\_\_\_\_

**COLUMBIA ST. MARY'S  
SCHOOL OF RADIOLOGIC TECHNOLOGY  
Milwaukee, Wisconsin**

**EARLY RELEASE FROM PROGRAM**

This policy is to provide students with guidelines to apply for early release from the School of Radiologic Technology.

**Procedure:**

1. A second year student may petition for early release from the program at a time earlier than the scheduled program completion date.
2. Each request for early release will be considered on an individual basis.
3. The following guidelines will be considered when evaluating a request for early release.

**General Requirements**

- a. The student has never been on probation nor has incurred any disciplinary actions while enrolled in the program.
- b. The student has met all financial agreements with the School and or Medical Center. This includes full payment of books and tuition (if applicable).
- c. The student must submit a request for early release (in writing) no later than June 1 of their senior year.

**Specific Requirements**

- a. The student must have a cumulative average in the academic component of 94% or higher.
- b. The student must have a cumulative average in the clinical component of 94% or higher.
- c. The student must have completed each of the quarterly proficiency examinations with a score of 75% or higher.
- d. The student must successfully meet all clinical competencies required for graduation, including mandatory, elective, clinical and terminal competencies prior to being released.
- e. The student must complete all mandatory clinical rotations prior to early release.

If all above requirements are met, the student will be able to petition for release 4 weeks prior to graduation.

The student's request for early release will be reviewed by the Academic Committee. Unanimous agreement of the Academic Committee is required for the early release request to be granted.

Early release may be rescinded at any time, for violation of any School policies.

**COLUMBIA ST. MARY'S  
SCHOOL OF RADIOLOGIC TECHNOLOGY**

**RECORDS MAINTENCE POLICY**

**Statement:** It is the responsibility of the School of Radiologic Technology to maintain records of each student's admission, attendance, academic and clinical performance. This policy applies to all students enrolled in Columbia St. Mary's School of Radiologic Technology.

**Purpose:** This policy is intended to provide guidance for the maintenance and retention of student records.

**Procedure:**

1. Records shall be maintained for every student enrolled in the School of Radiologic Technology, including those who have graduated, withdrew or otherwise terminated the program.
2. Active student files are maintained in a locked, fire-resistant cabinet in the School of Radiologic Technology Office located in the Columbia College of Nursing Building. In addition, academic transcripts and student attendance records for active students are located on a proprietary shared drive, password protected and accessible only to School Faculty.
3. Non-active student files are maintained in a secure location for perpetuity. The program maintains these records in fire-resistant file cabinets with limited access. Transcripts from recent graduates may also be stored on secured computers disc(s). Items that are maintained include, but are not limited to:
  - a. Student application
  - b. School transcripts
  - c. Counseling records
  - d. Clinical records
4. The availability of student records complies with the Family Educational Right to Privacy Act (FERPA) / Buckley Amendment. No transcripts shall be released without written authorization of the student. Provisions are made however, for the inspection of transcripts and other records by duly appointed program officials and accrediting bodies.
5. Students have the right to examine their own records on the school premises during regular business hours. The school reserves the right to request a 24-hour advance notice of such inspection.
6. The Radiation Safety Officer (RSO) maintains radiation monitoring records during active student enrollment. A duplicate report is also sent to the Clinical Coordinator of the School of Radiologic Technology. The RSO monitors the reports on a quarterly basis and alerts the student of elevated readings. Students who wish to review their radiation monitoring records should contact the Clinical Coordinator of the School of Radiologic Technology. Upon graduation or termination of training, the RSO maintains the radiation monitoring records. Acquisition of these records follows State of Wisconsin and Federal guidelines.

**COLUMBIA ST. MARY'S  
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Milwaukee, Wisconsin**

**RE-GRADUATE/ADVANCED PLACEMENT STUDENT POLICY**

Columbia St. Mary's School of Radiologic Technology does not offer re-graduate student education, nor does it accept advanced placement students.

If a graduate of CSM School of Radiologic Technology fails to pass his/her registry, the School may make accommodations for supplemental education on an individual basis. Guidelines that will be considered when evaluating supplemental education requirements include, but are not limited to the following:

1. The graduate student must not be more than 12 months out of the program.
2. The graduate student can request additional help from CSM if he/she has failed the ARRT examination once or twice. Help may be in the form of tutoring, review homework assignments, or repeating courses.
3. If the student has failed the ARRT examination for the 3<sup>rd</sup> time, they will be required to repeat the academic portion of their training (minimum of 1 year). They must also meet the current academic requirements of the School in order for the School to sign off on their registry papers.

**Columbia St. Mary's  
SCHOOL OF RADIOLOGIC TECHNOLOGY  
Milwaukee, Wisconsin**

**STUDENT DISCIPLINARY WARNING NOTICE**

It is the policy of Columbia St. Mary's School of Radiologic Technology to issue disciplinary warning notices to students whose conduct is not consistent with hospital, department or program objectives. Depending on the severity of the incident suspension may be implemented according to the Program Director's discretion.

When a disciplinary warning is issued to a student, he/she will be placed on probation, the length of which will be determined by the severity of the incident. During this time the deficiency must be corrected and approved by the Disciplinary Committee. The committee consists of:

1. Program Director
2. Medical Director
3. Dean of the Columbia College of Nursing
4. Radiology Manager of the student's assigned campus
5. Clinical Coordinator
6. Clinical Instructors
7. Director of Medical Imaging

In the event the student does not correct the deficiency, he/she may be discharged from the program. Should the deficiency be corrected and reoccur at a later date, the student will again be placed on probation and informed that this is a final warning and any further violation will constitute dismissal from the program.

In addition to the Columbia St. Mary's Rules of Conduct, the School of Radiologic Technology will follow the guidelines of the following policies:

1. Tardiness Policy
2. Absenteeism Policy
3. Grading Policy

## **APPENDIX A**

# **Columbia St. Mary's**

## **Mission Statement**

Columbia St. Mary's, a healthcare provider founded in response to identified community needs, is sponsored by Ascension Health, a Catholic national health system, and Columbia Health System, a non-sectarian community health system.

Columbia St. Mary's exists to make a positive difference in the health status and lives of individuals and our community, with special concern for those who are vulnerable.

At Columbia St. Mary's we are committed to providing high quality, accessible, values-driven programs and services with equal attention to the physical, spiritual, and emotional dimensions of health.

## **Core Values**

**RESPECT** – a high regard for the worth, dignity and uniqueness of each person.

**COMMITMENT TO EXCELLENCE** – A commitment to the highest standard, delivered with competence and pride.

**INTEGRITY** - Honesty, openness and sincerity.

**CREATIVITY** – Actions that are marked by innovation, flexibility, openness to change, and imagination.

**SERVICE** – Connecting with another person through an act of assistance or benefit

## **Vision Statement**

Columbia St. Mary's will continue to lead in providing excellent health care that represents the best value available in our region.

We draw inspiration from the rich heritage of our earliest hospitals: St. Mary's Hospital, Wisconsin's first hospital, and Columbia Hospital, an innovator over its 100 year history.

Remaining true to our heritage, we will improve the health and well-being of the people we serve by striving to always provide care that is compassionate and flawless.

We will partner with our patients and their loved ones to heal their bodies, their minds, and their spirits. And we will devote the same energy to helping to keep them well.

As proud members of Columbia St. Mary's expert team of healers, we will respectfully support each other. We will reap deep emotional and spiritual rewards as we answer the call to care for others.

COLUMBIA ST. MARY'S SCHOOL OF RADIOLOGIC TECHNOLOGY  
STUDENT HANDBOOK

I acknowledge that I have received the Student Handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I confirm that I have read this handbook in its entirety and understand all the policies contained within.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_