



Radiologic Technology Program Handbook

2021



University of Louisiana Monroe

700 University Ave

Monroe, LA 71209

Welcome¹

Welcome to the University of Louisiana Monroe's Radiologic Technology Program! It is our sincere hope that you will find our program a rewarding and challenging part of your life. As a health care team, we are working toward one goal — to provide the best possible care to the patients we are privileged to serve.

We hope this handbook will acquaint you with the Radiologic Technology program and provide you with an understanding of our policies. This handbook should help you realize what is expected of you as a student in a health care profession.

The information in this Handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes through regular channels. Footnotes are included for each item stating annual reviews and revisions. Only items of significant change will be classified as "revised".

Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. We also call your attention to the ULM Undergraduate Catalog and the ULM Student Policy Manual. We urge you to study these materials, as they contain considerable information about the day-to-day situations that you may face.

¹ Policy:2006

Reviewed: 2007, 2008, 2009, 2013, 2014, 2015, 2016, 2018

Contents

Welcome	2
Radiologic Technology Program	6
Faculty / Administration	7
Radiologic Technology Program Faculty	7
University Administration	8
Organizational Chart	9
Mission Statement and Program Goals	10
Code of Ethics	11
Accreditation	12
Compliance with JRCERT Standards Policy	13
National Registry	14
Louisiana State Licensure	15
Professional Societies	16
Student Radiologic Technology Association	16
LSRT	16
ASRT	16
Student Attendance at Professional Functions / Meetings	17
Curriculum	18
Textbook and Computer Requirements	20
Textbooks	20
Laptop Requirements	20
Technical Standards	21
Academic Standards	22
Progression Policy	22
Dismissal Policy	22
Grading Scale	23
Withdrawal Policy	24
Non-Academic Withdrawal	24
Military Withdrawal	24
Academic Withdrawal or Failure to Progress I	24
Academic Withdrawal or Failure to Progress II	24
Petition for Reinstatement Policy	25
Student Employment	26

Code of Conduct	27
Disciplinary Action	27
Professional Conduct / Behavior	28
Plagiarism	29
Complaint Procedures	30
Grade Appeal Procedure	30
Non-Academic Complaint Procedure	30
Statement of Non-Discrimination	31
Sexual Harassment Policy	32
About Title IX Policy and Resources.....	32
Policy	33
File A Complaint	34
Confidential Resources.....	35
Confidential Resources	36
Student Records	37
Student Records Management Policy (College of Health Sciences).....	37
Student Health.....	39
ULM Health Clinic	39
Malpractice Liability Insurance.....	39
Medical Insurance.....	39
Pregnancy Policy - Students	40
Immunization Program	42
Radiologic Technology Immunization Requirements	42
Communicable Disease Notification.....	44
College of Health Sciences Background Check and Drug Screen	45
College of Health Sciences Policies and Procedures	45
Radiologic Technology Drug Screen Testing Policies and Procedures	49
Annual Drug Screening Procedures	49
Background Investigation Policy.....	51
Background Check Procedures	51
Radiation Safety.....	52
Radiation Monitoring.....	52
Radiologic Procedures.....	53
Attendance Policies	54

Didactic Courses	54
Inclement Weather	54
Electronic Communication and Media	55
Professional Appearance – Dress Code	56
Confidential Information.....	58
Parking and Transportation.....	58
Forms	59
Incident Reporting Form	60
Disciplinary Action Form	61
JRCERT <i>Standards</i> Non-Compliance Allegations Reporting Form	62
Declaration of Pregnancy Form	63
Petition for Reinstatement.....	64
Dosimeter Replacement Fee Checklist	65
Consent for Release of Information	67
Radiologic Technology Student Handbook Acknowledgment	68

Radiologic Technology Program²

This handbook is prepared for use by students enrolled in the Bachelor of Science in Radiologic Technology Program and contains information specific to Radiologic Technology education at the University of Louisiana Monroe. For general ULM policies, see the ULM Student Policy Manual and the ULM Undergraduate Catalog.

The information contained within this handbook is not intended to be wholly independent, but instead, a complement to the ULM Undergraduate Catalog as well as the ULM Student Policy Manual maintained and published by the University of Louisiana Monroe.

The information in this handbook is current at the time it is published. However, policies, guidelines and procedures are subject to change. Final interpretation of the program policies and procedures will be made by the program's faculty.

This handbook contains extremely important information relating to the curriculum of Radiologic Technology at the University of Louisiana Monroe. It is your responsibility to become familiar with the contents of this handbook.

Always refer to the most current online volume of the Handbook, ULM Undergraduate Catalog, and the ULM Student Policy Manual.

ULM Undergraduate Catalog: <http://www.ulm.edu/academics/catalogs/>

ULM Student Policy Manual: <http://catalog.ulm.edu/index.php>

² Policy:2006

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2018, 2019

Faculty / Administration³

Radiologic Technology Program Faculty

Brett Bennett, M.Ed. RT(R)(ARRT)

Department Head/Associate Professor
Office: Kitty Degree Hall 321
Phone: 342-3270
Email: bbennett@ulm.edu

Andy Allen, Ed. D., RT(R)(ARRT)

Clinical Coordinator/Associate Professor
Office: Kitty Degree Hall 321
Phone: 342-1630
Email: aallen@ulm.edu

Lacy Davis, MSRS, RT(R)(ARRT)

Associate Professor
Office: Kitty Degree Hall 306
Phone: 342-1811
Email: dedavis@ulm.edu

Rebecca Hamm, M.Ed., RT(R)(ARRT)

Assistant Professor
Office: Kitty Degree Hall 307
Phone: 342-1629
Email: rgibson@ulm.edu

Jason Smith, R.R.A., R.T.(R)(CT)(ARRT)

Assistant Professor
Office: Kitty Degree Hall 313
Phone: 342-1634
Email: jasmith@ulm.edu

Program Website:

<http://www.ulm.edu/radtech/>

Trajecsys Website

<https://www.trajecsys.com>

³ Updated annually

University Administration⁴

PRESIDENT OF THE UNIVERSITY OF LOUISIANA MONROE

Dr. Ronald Berry
Library 6th Floor
Phone: (318) 342-1010

VICE PRESIDENT OF ACADEMIC AFFAIRS

Dr. Alberto Ruiz
Library, 6th Floor
Phone: (318) 342-1025

EXECUTIVE VICE PRESIDENT FOR INFO SERVICES & STUDENT SUCCESS

Dr. Michael Camille
Sandel Hall, 3rd Floor, Room 300
Phone: (318) 342-1025

VICE PRESIDENT FOR STUDENT AFFAIRS

Dr. Valerie Fields
Library, 6th Floor, Room 612
Phone: (318) 342-5217

DEAN OF THE COLLEGE OF HEALTH SCIENCES

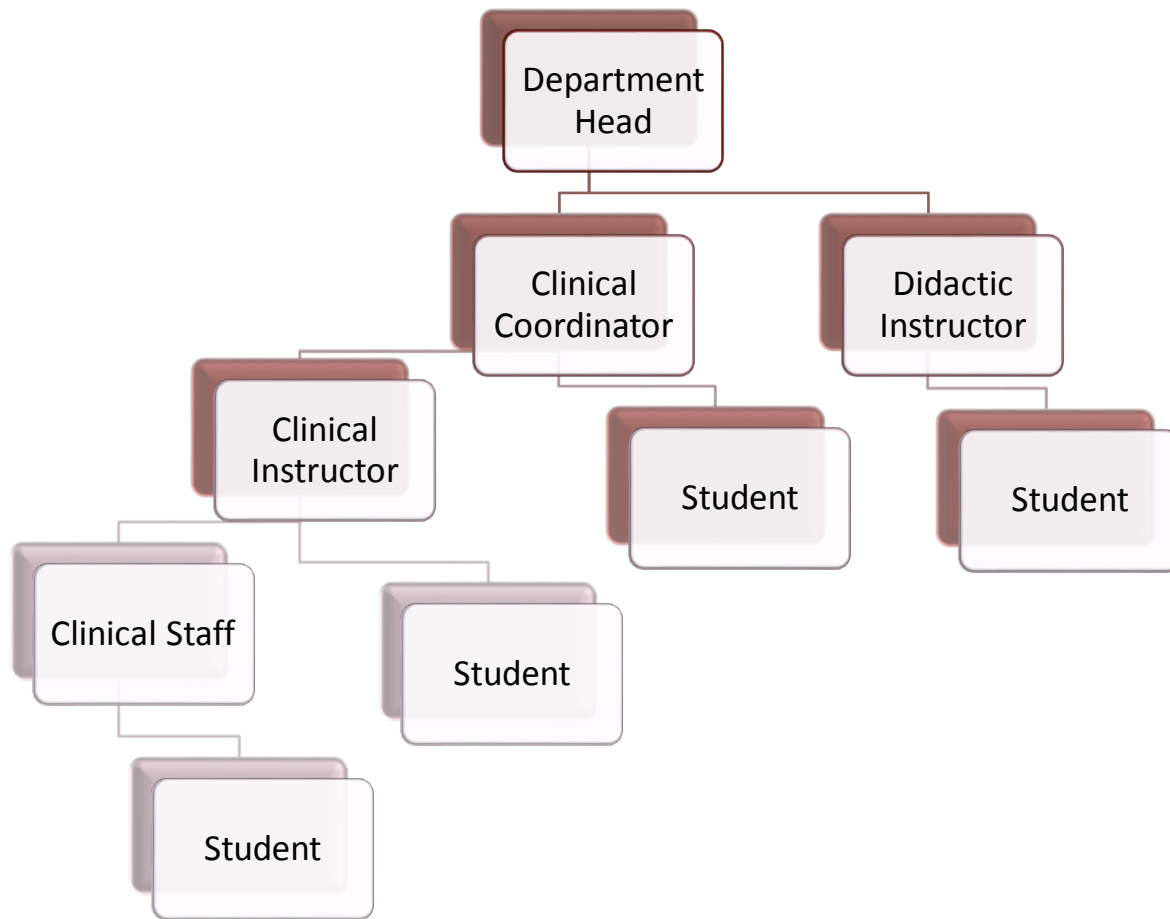
Dr. Donald Simpson
Sugar Hall, 1st Floor, Room 151
Phone: (318) 342-1566

INTERIM DIRECTOR OF THE SCHOOL OF ALLIED HEALTH

Dr. Matt Lovett
Brown Hall, 1st Floor, Room 122
Phone: (318) 342-1315

⁴ Updated annually

Organizational Chart⁵



⁵ Reviewed: Annually

Mission Statement and Program Goals⁶

Program Mission

The mission of the ULM Radiologic Technology Program is to provide a comprehensive offering of the current academic courses and clinical experiences, through established community partnerships, which will develop Radiologic Technologists who are competent professionals that will practice the principles and procedures within the profession.

Program Goals and Objectives

Consistent with the mission statement, the specific goals for the educational program are:

GOALS	STUDENT LEARNING OUTCOMES
Students will be clinically competent.	<ul style="list-style-type: none">• The student will properly position patients.• The student will provide quality patient care.
Students will communicate effectively.	<ul style="list-style-type: none">• The student will demonstrate effective verbal and nonverbal communication.• The student will demonstrate effective written communication.
Students will demonstrate critical thinking skills.	<ul style="list-style-type: none">• The student will demonstrate critical thinking skills in the clinical setting.• The student will demonstrate critical thinking skills in the laboratory setting.
Students will demonstrate professional behavior.	<ul style="list-style-type: none">• The student will demonstrate professional responsibility.

⁶ Reviewed: 2009, 2011, 2012, 2013, 2014, 2016, 2020
Revised: 2010, 2015

Code of Ethics⁷

Ethical professional conduct is expected of every member of the American Society of Radiologic Technologists (ASRT) and every individual registered by the American Registry of Radiologic Technologists (ARRT). As a guide, the ASRT and the ARRT have issued a Code of Ethics for their members and registrants. By following the principles embodied in this code, Radiologic Technologists will protect the integrity of the profession and enhance the delivery of patient care.

Adherence to the Code of Ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

Code of Ethics:

- The radiologic technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- The radiologic technologist practices technology founded upon theoretical knowledge and concepts uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- The radiologic 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.
- The radiologic 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 health care team.
- The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- The radiologic 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.
- The radiologic 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.

Source: American Registry of Radiologic Technologists, www.arrt.org

⁷ Revised and adopted by the ASRT and the ARRT, February 2003
Reviewed: 2013, 2014, 2015, 2016, 2019, 2021

Accreditation⁸

Accreditation is a process of voluntary, external peer review in which a non-governmental 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 ULM Radiologic Technology program 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
Email: mail@jrcert.org
URL: <http://www.jrcert.org>



There are established standards a program must be in compliance with to achieve accreditation. The Standards for an Accredited Educational Program in Radiography (JRCERT, 2014) 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.

⁸ Policy: 2004

Revised: 2006, 2010, 2021

Reviewed: 2005, 2007, 2008, 2009, 2011, 2012, 2013, 2014, 2015, 2016, 2018, 2019

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.

Compliance with JRCERT Standards Policy

The Radiologic Technology program strives at all times to be in compliance with the JRCERT *Standards for an Accredited Educational Program in Radiography*, effective January 2021. If an individual believes, at any time, the program is not in compliance with any standard, a complaint can be brought to the program’s attention by using the “JRCERT *Standards* Non-Compliance Allegations Reporting Form” located in the Forms section of this Handbook. The form used is derived from the form used by the JRCERT for direct reporting of allegations.

In order for one to make a non-compliance allegation, one must be aware of the standards. Copies of the detailed descriptions of each standard may be found in the program’s Master Plan of Education located in the program director’s office or located on the official web-site for the JRCERT, <http://www.jrcert.org>.

Upon receipt of the allegation form, the program director will review it, and share it with the program faculty to determine if the non-compliance issue exists. Within ten (10) days after receiving the complaint form, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to bring the situation into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Department Head to determine if non-compliance still exists. This meeting will be scheduled within twenty (20) days of the original meeting. If the Department Head determines non-compliance is still present, a plan will be drafted to solve the non-compliance issue. If the results of this meeting are still unsatisfactory to the party filing the complaint, a meeting can be scheduled with the Academic Dean for the College of Health Sciences, the Vice President for Academic Affairs, and/or the JRCERT.

National Registry⁹

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers in the United States.

To become a Registered Technologist in Radiography, R.T. (R)(ARRT), you will have to successfully complete the ARRT examination.

The ARRT examination is offered any day after your graduation. You will need to make an appointment to take the examination at your convenience. As a graduate of the University of Louisiana Monroe Radiologic Technology Program, it is suggested that you take the examination as soon as you graduate, within two months of your graduation. Examination dates will be scheduled on an individual basis.

One issue addressed for certification eligibility is conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and /or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Individuals may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted at any time either before or after entry into an accredited program. For pre-application contact the ARRT at:

ARRT

1225 Northland Dr.
St. Paul, MN 55120-1155
Tel: (651) 687-0048
URL: <http://www.arrt.org>

⁹ Policy: 2006

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2018, 2019

Louisiana State Licensure¹⁰

To work as a registered radiologic technologist in a hospital located within Louisiana, you are required to hold a valid license granted by the state.

Successful completion of the American Registry of Radiologic Technologists' (ARRT) examination in radiography and payment of a licensure fee will enable you to work at a hospital in the state.

From the time you graduate the program until your registry results are sent to the Louisiana State Radiologic Technology Board of Examiners (LSRTBE, <http://www.lsrtbe.org>), you will be able to work under a temporary permit. The temporary permits are issued one time and one time only. Graduates are advised to apply for a temporary permit regardless of the date they expect to complete the ARRT registry or begin working.

An unsuccessful attempt of the American Registry of Radiologic Technologists examination will cancel any temporary permit issued by the LSRTBE; therefore, you will not be able to work at a hospital in the state until a passing score on the ARRT exam is reported to the LSRTBE.

Students engaged in radiologic procedures from a Board-approved school are exempt from the licensure law while at the Clinical Education Setting (CES) for clinical radiography courses. Students may not perform radiologic procedures at the CES any other time than the scheduled clinical time.

¹⁰ Policy:2006

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2018, 2019

Professional Societies¹¹

Many organizations play key roles in the professional lives of radiologic technologists.

Student Radiologic Technology Association

Upon acceptance to the Radiologic Technology Program, each student may become a member of Student Radiologic Technology Association. The purpose of this organization is to promote professionalism in the medical field, stimulate interest in the area of radiology, and contribute to the health and well-being of the public. The President or a Representative of the senior and junior classes are invited to attend the Radiologic Technology Faculty meetings to provide the faculty with suggestions and concerns the students have in regard to the policies and procedures of the Radiologic Technology Program.

LSRT

The state society is the Louisiana Society of Radiologic Technologists (LSRT; <http://www.lsrt.net>). All professional students are required to join the LSRT. Student membership is available for a reduced fee. The LSRT conducts educational meetings in which student participation is required. The LSRT also has student scholarships available. For more information, see the LSRT website or the Program Director.

MEMBER PLANET – Member portal for LSRT - <https://www.memberplanet.com>

ASRT

The national society is the American Society of Radiologic Technologists (ASRT; <http://www.asrt.org>). The ASRT has student memberships available for a reduced fee, as well as, student internships, grants, and scholarships. For more information, see the ASRT website or the Program Director.

¹¹ Policy:2006

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2018

Updated: 2019

Student Attendance at Professional Functions / Meetings¹²

Students enrolled in the Radiologic Technology program at ULM are required to attend any mandatory function or meeting related to Radiologic Technology. This will likely include program related events that may occur on- or off-campus, which may be during or outside of scheduled class/clinic times.

Students are required to participate in professional, educational meetings of the LSRT. The students will assume all responsibilities regarding personal conduct, transportation, and expenses at all required functions/meetings. Some or all costs associated with attendance of any required functions/meeting may be included as benefits for active members of Student Radiologic Technology Association.

Unfortunately, there is a penalty if a student does not attend a required function or negates to adhere to the responsibilities associated with attending a required function. The penalty for non-attendance of a required function will be deducted from the Professional Responsibility portion of the clinical grade. The dates of these events will be considered as clinical days in regards to professional responsibility; points will be awarded/deducted in the same manner as clinical points are awarded/deducted on any other given clinic date. If the event occurs following submission of final grades for a semester and the student does not participate, deductions will be made for the following semester's clinical course. Any exceptions to this policy will be determined by the Department Head and on an individual basis.

Refer to the Louisiana Society of Radiologic Technologists (LSRT) website for updated information on scheduled meetings. www.lsrt.net

¹² Policy:2006

Reviewed: 2007, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2018, 2019

Revised: 2008

Curriculum¹³

Pre-Professional Curriculum

FRESHMAN YEAR

UNIV 1001	1 hr
Core English	6 hrs
Core Math	6 hrs
Biology 1014, 1015, 1016, 1017	8 hrs
Core Humanities	3 hrs
Core Social Sciences	3 hrs

SOPHOMORE YEAR

Fall Semester

AHSC 2000	3 hrs
RADT 2001	3 hrs
Chemistry 1001 or 1007	3 hrs
Core Fine Arts	3 hrs
Core Humanities	3 hrs

Professional Curriculum

SOPHOMORE YEAR

Spring Semester – First semester of Professional Program

Core Humanities	3 hrs
PYSC 2001 or 2010, or SOCL 2026	3 hrs
RADT 3009, 3010	3 hrs
RADT 3040, 3041	3 hrs

SOPHOMORE YEAR

Summer Semester

RADT 3042, 3043	4 hrs
-----------------	-------

JUNIOR YEAR

Fall Semester

RADT 3000, 3001, 3011, 3015, 3044, 3045	15 hrs
---	--------

Spring Semester

RADT 3008, 3020, 3021, 3024, 3026, 3046	13 hrs
---	--------

Summer Semester

RADT 3027	4 hrs
-----------	-------

SENIOR YEAR

Fall Semester

RADT 4000, 4013, 4019, 4027, 4046, 4047	15 hrs
---	--------

Spring Semester

RADT 4001, 4005, 4025, 4032, 4035, 4036	16 hrs
---	--------

¹³ Policy: 2006

Reviewed: 2007, 2012, 2013, 2016, 2019

Revised: 2008, 2009, 2010, 2011, 2014, 2015, 2021

This is the curriculum sequence for the Bachelor of Science in Radiologic Technology program. It is intended for all professional students to follow the sequence as stated. If for any reason, the professional student fails to follow the above curriculum sequence a Petition for Reinstatement form must be completed and delivered to the Program Director by the designated deadline. The Petition for Reinstatement form can be found in the Forms section.

Textbook and Computer Requirements¹⁴

Textbooks

Required textbooks for each course will be provided in each course syllabus. It is recommended that you have the hard copy text at a minimum, instead of only electronic access when available. Some textbooks may be used for multiple courses over multiple semesters. It is recommended that you retain access to textbooks until graduation to study content in preparation for the ARRT national registry exam.

Supplemental instructional materials may be required and/or recommended for each course, and will be indicated in each course syllabus.

Laptop Requirements

All students are required to have a laptop during their enrollment in the professional program for completion of didactic and clinical course requirements. The Radiologic Technology profession is completely digital in the clinical setting, and students will be required to access, view, and submit digital information and images throughout the program, as is done in professional practice.

Examinations will be taken routinely in the classroom setting; therefore, students are also required to purchase a [laptop privacy filter](#).

Students may purchase any brand laptop and any specifications they wish; however, some recommendations are included. These are recommendations **ONLY**, they are not requirements. If a student's laptop is unable to access programs, wi-fi, etc., it is the student's responsibility to immediately take corrective actions to eliminate these issues. *Recommendations* include:

- Intel Core i3 Processor or higher
- Minimum 6 GB RAM
- Minimum 150 GB hard drive
- Wireless card 802.11 a/b/g/n compatible
(<http://www.ulm.edu/computingcenter/wireless.html>)
- Windows 7, Windows 8 or MAC OSX
- Microsoft Office 2013 or higher (Home/Student, Professional or University Editions), Office 365 University, or Office 2011 for Mac
- Adobe Reader
- Anti-virus software
- Laptop Privacy filter (*required*)
- *Netbooks and iPads are **NOT** recommended for laptop replacements, as they do not meet our minimum requirements and some software or needed applications may not work on these.*

Additional technology help and information may be found by visiting the ULM Computer Center's website at <http://www.ulm.edu/computingcenter/index.html>.

¹⁴ Policy: 2016

Technical Standards¹⁵

The following mental and physical requirements are necessary to perform as a radiologic technologist student. A student in the professional RADT program must possess the following:

- Verbal and written skills sufficient to respond promptly in communications with patients, staff, and physicians.
- Sufficient sight to read requisitions & charts, observe conditions of the patient in low levels of light and to evaluate medical images on view boxes and on computer screens.
- Sufficient hearing to interact with and respond to patients as well as to the audible sounds of equipment.
- The ability to stand and walk for 80% of clinical time.
- The ability to lift, assist and maneuver patients in wheelchairs, carts and imaging tables without injury to patient, self or other health care workers and to respond to medical emergencies.
- Sufficient motor skills to manipulate, lift, and reach equipment and to operate small controls on equipment.
- Intellectual and emotional skills to exercise discretion in handling confidential medical information.
- Cognitive ability to perceive and deal appropriately with environmental threats and stresses and continue to function safely and effectively during high stress periods.
- The ability to protect oneself and others from hazards in the health care environment, such as infectious disease, contaminated equipment, sharp instruments, chemical fumes and radiation.

In addition, the clinical aspect of the professional program requires strict attendance and some additional financial obligations for students. For example:

- Attendance during Trauma rotations (evening shift) during summer sessions
- Transportation to and from clinical sites
- Purchasing of clinical attire (clothing, lead markers, name tags, etc.)

¹⁵ Policy:2005

Reviewed: 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2019

Academic Standards¹⁶

The Radiologic Technology Program follows the policies of the University of Louisiana Monroe as published in the current volume of the ULM Undergraduate Catalog and the Student Policy Manual. It is the student's responsibility to be aware of these requirements.

University policies regarding requirements for admission, graduation, academic standing, probation, suspension, appeals, readmission from suspensions and honor roll requirements are found in the ULM Undergraduate Catalog under the respective headings.

Progression Policy

Students must maintain at least a 2.5 cumulative GPA and earn a minimum grade of "C" in all required professional courses. Maintenance of prerequisites and co-requisites as indicated in the BSRT professional curriculum sequence prior to progressing to the next course level(s) is also required. A radiologic technology course may be repeated one time only. A maximum of two different radiography courses may be repeated due to academic failure.

Dismissal Policy

A student who meets any of the criteria below will be dismissed* from Undergraduate studies in Radiologic Technology:

- Failure to achieve at least a "C" in any course once being reinstated.
- Failure to achieve at least a "C" in more than two required radiologic technology courses.
- The need to repeat/re-enroll in more than two required radiologic technology courses.
- Participation in academic cheating and/or unauthorized possession of an examination.
- Plagiarism
- Falsification of patient, affiliate, and/or program records.
- The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or use of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs.
- Illegal possession of weapons.
- Theft
- Lack of professional compatibility or unsafe clinical practice as identified by Radiologic Technology Faculty.

Dismissed* – the student is unable to reapply to the Professional Program

¹⁶ Policy: 2004 (Note: Formerly Criteria for Dismissal and Progression Policy)

Revised: 2006

Reviewed: 2005, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2018, 2019

Grading Scale¹⁷

The following is the grading scale, for all didactic and clinical courses, which will be strictly enforced throughout the professional program in Radiologic Technology

Grading Scale

93 - 100 = A

85 - 92 = B

77 - 84 = C

70 - 76 = D

≤ 69 = F

A— EXCELLENT—Performance approaches complete mastery of the course requirements.

B— GOOD—Performance is above the level expected from most students, but does not approach complete mastery of the course requirements.

C— AVERAGE—Performance is about the level expected from most students.

D— BELOW AVERAGE—Performance is at or above the minimum level to pass, *but does not allow for progression in some programs**.

F— FAILURE—Performance is below the minimum level to pass the course.

(Source: ULM Undergraduate Catalog – Grading System)

**A grade of D or F does not allow for progression in the Radiologic Technology program.*

¹⁷ Policy: 2000

Revised: 2015

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2018

Withdrawal Policy¹⁸

Non-Academic Withdrawal

Students who withdraw from the program and/or the University for non-academic reasons will be considered for reinstatement on an individual basis within one (1) year of withdrawal by the Radiologic Technology Admissions Committee (RTAC).

Military Withdrawal

Students who have to withdraw from the program due to active military service will not have to reapply to the professional program. A position in the professional program is guaranteed for a period of one (1) year after active military discharge.

Academic Withdrawal or Failure to Progress I

Students who withdraw for academic reasons or fail to progress in the professional phase of the Radiologic Technology program in the first professional semester may be readmitted the following year. No position is guaranteed and all policies, procedures, and admission standards must be met. All previous professional courses will have to be repeated regardless of the previous course grade.

Academic Withdrawal or Failure to Progress II

Students who withdraw for academic reasons or fail to progress in the professional phase of the Radiologic Technology program **for the first time** in any semester after the first may apply to re-enroll into the same semester the following year. The Petition for Reinstatement form must be submitted to and approved by the Department Head at least **30 days prior** to the start of the semester in which the student will re-enroll. The Petition for Reinstatement form is located in the Forms section. Re-enrollment requires retaking all required RADT courses for that semester. The student must adhere to the Petition for Reinstatement Policy.

¹⁸ Policy: 2004 (Note: Formerly Reinstatement Policy)

Revised: 2006, 2013, 2015, 2018

Reviewed: 2005, 2007, 2008, 2009, 2010, 2011, 2012, 2014, 2019

Petition for Reinstatement Policy¹⁹

Failure to successfully complete a professional Radiologic Technology 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 Radiologic Technology courses is for those students who:

- Meet the eligibility requirements for initial enrollment in Radiologic Technology.
- Successfully progress to the next required level without having to repeat/re-enroll/re-enter Radiologic Technology courses.

The enrollment of a student who is repeating a Radiologic Technology 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. Enrollment space for a student cannot, therefore, be “reserved” or “guaranteed” for any subsequent semester. Specific faculty-student ratios 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 RADT course must fulfill the following criteria:

- Meet eligibility requirements to enroll in the University and in Radiologic Technology curriculum.
- Complete and submit a Petition for Reinstatement form to the Radiologic Technology Department Head at least 30 days to the start of the semester in which the student is re-enrolling. The Petition for Reinstatement form is located in the Forms section of this Handbook.

*Enrollment- being listed on the official class roll after the final day to register, add courses or section changes.

*Repeat- having a prior enrollment in Radiologic Technology course.

¹⁹ Policy: 2004

Revised: 2006, 2015, 2018

Reviewed: 2005, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2019

Student Employment²⁰

Students must exercise judgment in the number of hours of employment that they seek outside of the clinical and didactic requirements of the program. Work schedules must not conflict with the program curriculum (clinical and didactic courses) or program requirements.

Students must never receive monetary compensation for work done in the Radiology Department during their assigned clinical education rotations.

ULM clinical uniforms must be worn only during clinical rotation, and under no circumstances should they be worn during hours of employment. Please be advised, if you (student) are employed in a radiology department, you are not allowed to take an exposure when you are on the clock. This could prohibit you from being able to take the national registry or obtain a state license.

²⁰ Policy: 2006

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2014, 2015, 2018, 2019

Revised: 2013

Code of Conduct²¹

The University has established standards and procedures that shall govern the conduct of students on University property, in University facilities, and away from the University Campus. This code of conduct is detailed in the University's Undergraduate Catalog and the University's Student Policy Manual.

The ULM Radiologic Technology Program assumes all established standards and procedures as set forth by the University's Standards of Conduct for Students. Variation of the policies set forth in the Standards could result in disciplinary action being taken.

Disciplinary Action

The policies contained in this handbook are necessary in order to insure consistency and orderly operation as well as to protect the rights and safety of all concerned. It is the desire of this program to assist all students so that we can achieve our objectives for the best education and finest patient care available. Willful or inexcusable violations of the policies in this handbook will be dealt with under a uniform policy that applies equally to all students. The Clinical Instructor or Program Faculty from the University of Louisiana Monroe, Radiologic Technology Program may provide written warnings of violations of policies. The Disciplinary Action form can be located under the Forms section in this Handbook.

Written Warning

This is formal notification to a student that they have violated a policy of the student handbook. Written documentation is prepared and entered into the student's clinical folder with signatures of all parties involved. Verbal and written warnings are cumulative throughout the professional program.

When a violation of policy warrants disciplinary action by the Radiologic Technology Program Faculty, the following actions will be taken. A meeting will be held by the Radiologic Technology program faculty member and based upon the severity of the findings, appropriate disciplinary action will be taken, including, but not limited to, academic probation, failure of the course, or dismissal from the Radiologic Technology Professional Program, including potential dismissal from the University.

²¹ Policy: 2006

Revised: 2015

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2018, 2019

Professional Conduct / Behavior²²

The radiology department should be a place where patient confidence is inspired. This can be accomplished when one consistently exhibits a professional attitude. Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings. Students also must always be aware of and comply by all policies and procedures of the Clinical Education Setting (CES).

ALL STUDENTS WILL:

- Report to classes and clinical assignments in an alert condition,
- Report to classes and clinical assignments in the proper uniform,
- Not be in possession of or under the influence of controlled substances (drugs, alcohol, etc), nor engage in their use while on clinical assignments or in didactic course work,
- Not engage in immoral conduct,
- Not chew gum, eat or drink in clinical areas,
- Not sleep in class or on clinical assignments,
- Not engage in theft of any articles from the Clinical Education Setting,
- Not leave patients unattended while undergoing diagnostic procedures,
- Not falsify records,
- Not abuse patients physically or verbally,
- Not smoke in areas where it is prohibited while on campus or clinical assignments,
- Not leave the assigned clinical areas unless instructed/permitted to do so by the clinical coordinator,
- Not use inappropriate language or disrespectful commentary in the clinical or didactic setting,
- Not receive or make personal phone calls, text messages, etc., except in emergency situations.

Failure to comply with these requirements will result in disciplinary action using the following guidelines:

1. First offense – Written warning by Clinical Coordinator and Program Director
2. Second offense – Written warning filed in student clinical/academic file. Loss of 5 points in the professional responsibility portion of the clinic grade if in clinic or -5 points towards the total points available if in a didactic course.
3. Third offense – Recommendation sent to the college dean to remove the student from the program.

²² Policy: 2000

Revised: 2006, 2008, 2020

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2018, 2019

Plagiarism²³

Plagiarism is defined by the Council of Writing Program Administrators (2003), as “the action of a writer who deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging [citing] its source.”

Council of Writing Program Administrators

<http://www.wpacouncil.org>

Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

- Buying a paper from a research service or term paper mill
- Turning in another student’s work
- Turning in a paper a peer has written for the student
- Copying a paper from a source text without proper attribution
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
- Paraphrasing materials from source text without appropriate documentation

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation.

In the event of suspected plagiarism violation, the student will be requested to provide documentation supporting their work. Based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, a minimum grade of zero for the assignment, failure of the course, academic probation, or expulsion from the program and/or the University.

All students are responsible for reviewing plagiarism policies for both the program and the university. These policies are available in the current volume of the ULM Student Policy Manual and the University’s Undergraduate Catalog.

Council of Writing Program Administrators. (2003). *Defining and avoiding plagiarism: The WPA statement of best practices*. Retrieved July 16, 2006 from <http://wpacouncil.org>

²³ Policy: 2006

Revised: 2015

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2018, 2019

Complaint Procedures²⁴

The following complaint procedures are specific to the University of Louisiana Monroe.

Grade Appeal Procedure

The academic grade appeal provides a fair means for appealing a final grade in a course if the student believes the final grade to have been determined unfairly. Procedures for appealing a final grade can be found in the most current edition of the Student Policy Manual.

Visit <http://www.ulm.edu/studentpolicy/>; *"Academics and Procedures"*.

Non-Academic Complaint Procedure

To file an informal or formal complaint against another university student, service or department, follow the steps listed in the Student Policy Manual: Student Complaint Policy, to determine your next role in reporting a complaint/grievance to the University of Louisiana Monroe. Read completely, the Procedures for Complaint Resolutions, posted in the Student Policy Manual, before continuing with the process.

Visit <http://www.ulm.edu/studentpolicy/>; *"University Policies"*; *"Student Complaint Policy"*.

²⁴ Policy: 2006

Reviewed: 2007, 2010, 2011, 2012, 2013, 2015, 2018, 2019

Revised: 2008, 2009, 2014

Statement of Non-Discrimination²⁵

The University of Louisiana Monroe recognizes that members of the University community represent different groups according to sex, race, color, creed, national origin, and physical or mental disability. The University further recognizes that, in a pluralistic society such as ours, these differences must be recognized and respected by all who intend to be a part of the University community.

It is not the intent of the University to dictate feelings or to mandate how individuals should personally interact with others. It is, however, the intent of the University that awareness of individual and group rights according to sex, race, color, creed, national origin, and physical or mental disability be regarded as important to the education of its students. Our ability to work in a pluralistic society demands no less.

It is with this in mind that the University does not permit any actions, including verbal or written statements that discriminate against an individual or group on the basis of sex, race, color, creed, national origin, or physical or mental disability. Any action is a violation of the Student Code of Conduct. Complaints of discrimination should be made orally and in writing to the appropriate University Administrator.

Pursuant to Section 504 of the Rehabilitation Act of 1973, the University of Louisiana Monroe's Radiologic Technology Program will provide services and training, without discrimination, to any qualified person who meets the academic and technical performance standards requisite to admission and/or participation in the Radiologic Technology Program.

Source: ULM Non-Discrimination Policy

²⁵ Policy:2006

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2018, 2019

Sexual Harassment Policy²⁶

About Title IX Policy and Resources

Title IX Policy Statement

ULM does not discriminate, or tolerate discrimination, against any member of its community on the basis of sex (including pregnancy, sexual orientation, or gender identity) in matters of admissions, employment, or in any aspect of the educational programs or activities it offers. As a recipient of federal financial assistance for education activities, ULM is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex.

Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by ULM's [Sexual Misconduct Policy](#). ULM also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process internally or externally.

Reports of sex discrimination, sexual misconduct, questions regarding Title IX and concerns about non-compliance should be directed to the Title IX Coordinator. Reports may be submitted in person, by phone, in writing, electronically, or anonymously and may be submitted by complainants, third parties or bystanders to the Title IX Coordinator.

Treina Kimble - Special Projects Officer and Title IX Coordinator

Office Location: University Library Suite 612

Phone: (318) 342-1004

Email: kimble@ulm.edu

See ULM's [Title IX – Sexual Misconduct](#) website for additional information.

ULM has adopted policies and procedures to be in compliance with the federal and state requirements related to the Title IX Act, the [Violence Against Women Act \(VAWA\)](#) and the [Campus Sexual Violence Elimination \(SAVE\) Act](#).

If the university is notified of sexual harassment or violence, we will:

1. Take immediate and appropriate steps to investigate the incident
2. Take prompt action to end the harassment and resolve the situation
3. Take appropriate steps to prevent recurrence of future incidents

To file a complaint of harassment, discrimination, sexual misconduct, sexual assault, dating violence, stalking or retaliation complete the following online form: [Complaint Reporting Form](#)

²⁶ Policy: 2006

Revised: 2012, 2014, 2015, 2016

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2019

Confidential Advisors are available to help. Confidential Advisors are designated individuals who have been trained to aid a person involved in a sexual misconduct complaint in the resolution process as a confidential resource.

To file an appeal to the "Charges" and/or "Sanctions" for Harassment, Discrimination (including Sexual Misconduct), and Retaliation complete the online form: [Appeal Form](#)

Students or employees without computer access to file an online complaint may file a written complaint and forward to:

Title IX Coordinator

Treina Kimble

Library Suite 612

(318) 342-5215

Kimble@ulm.edu

The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at: www.ed.gov/about/offices/list/ocr/index.html.

If the incident or situation is criminal in nature, immediately contact [University Police Department](#) or the local police where the incident occurred.

University Police are located at Filhiol Hall, 3811 DeSiard Street, 318-342-5350 or 1-911 for emergencies

Students are strongly encouraged to report incidents and share information about sexual misconduct and harassment, even if the complainant or witness has concerns about underage drinking, drug use or other prohibited activity. To encourage reporting, the university pursues a policy of offering alleged victims amnesty from policy violations and will not pursue disciplinary action related to the incident.

Retaliation is prohibited against any student or employee who files a complaint of discrimination or participates in proceedings or an investigation. Retaliatory words, actions or behavior that punish or threaten to punish any student or employee under this policy is strictly prohibited and may result in disciplinary action.

Retaliation should be promptly reported to the Title IX Coordinator.

Policy

The University of Louisiana Monroe is committed to a campus environment free from all forms of sexual misconduct and workplace harassment.

No student or employee should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical.

The health, safety and well-being of students, employees, and visitors are the university's primary concern.

All students and employees will be held accountable for compliance with this policy and any violation may lead to disciplinary action.

All members of the university community should report incidents of sexual misconduct. Any person who receives or becomes aware of sexual misconduct or other violation of this policy should report the complaint as soon as possible.

See <https://webservices.ulm.edu/policies/policy/509>

See <https://webservices.ulm.edu/policies/policy/511>

File A Complaint

To file a complaint of harassment, discrimination, sexual misconduct, sexual assault, dating violence, stalking or retaliation complete the following online form: [Complaint Reporting Form](#)

To file an appeal to the "Charges" and/or "Sanctions" for Harassment, Discrimination (including Sexual Misconduct), and Retaliation complete the online form: [Appeal Form](#)

Students or employees without computer access to file an online complaint may file a written complaint and forward to:

Title IX Coordinator

Treina Kimble

Library Suite 612

(318) 342-5215

kimble@ulm.edu

Complaint Options

Individuals may file an informal or formal complaint.

Informal Complaint

If an informal resolution is desired and appropriate, the university will carry out the appropriate steps to resolve the complaint informally, unless determined a formal investigation is required. If an individual wishes to discuss a specific incident without filing a complaint, he or she should contact:

Title IX Coordinator

Treina Kimble

Library Suite 612

(318) 342-5215

kimble@ulm.edu

Informal Resolution is not acceptable for acts of sexual violence or sexual assault.

Formal Complaint

A formal complaint involves an investigation of the complainant's allegations. The purpose of the investigation is to establish whether a reasonable basis exists to believe the <https://webservices.ulm.edu/policies/policy/509> has been violated.

If the conduct is criminal in nature, immediately contact the **University Police Department** or the Police Department of the jurisdiction where the incident occurred. University Police can be reached at Fihol Hall, 3811 DeSiard Street, 318-342-5350 or 1-911 for emergencies.

Confidential Resources

Confidential Advisors: Designated individuals who have been trained to aid a student involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term “confidential advisor,” confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state and federal laws.

Employees, students and non-students may choose to access the assistance of a Confidential Advisor. The following persons are designated Confidential Advisors:

Ms. Karen Foster – ULM Counseling Center (318)342-5220

Ms. Kim Storm – ULM Counseling Center (318) 342-5220

Ms. Brittina Johnson – ULM Counseling Center (318) 342-5220

Ms. Melanie Clark - The Wellspring (318) 323-1505

The confidential advisor may, as appropriate, serve as a liaison between an alleged victim and the institution or local law enforcement when directed to do so in writing by an alleged victim who has been fully and accurately informed about what procedures shall occur if information is shared, and assist an alleged victim in contacting and reporting to a responsible employee or local law enforcement.

The confidential advisor is authorized to liaise with appropriate staff at the institution to arrange reasonable accommodations through the institution to allow the alleged victim to change living arrangements or class schedules, obtain accessibility services, or arrange other accommodations. (The same accommodations that are offered to the alleged victim may be offered to the accused.) Any requests for accommodations shall not trigger an investigation by the institution.

The confidential advisor is authorized to accompany the alleged victim when requested to do so by the alleged victim, to interviews and other proceedings of a campus investigation and institutional disciplinary proceedings. The confidential advisor is authorized to advise the alleged victim of, and provide written information regarding, both the alleged victim’s rights and the institution’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a court of competent jurisdiction or by the institution. The confidential advisor is not obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual, unless otherwise required to do so by law.

Confidential Resources

ULM Counseling Center

Across from Madison Hall
1140 University Avenue
318-342-5220

ULM Student Health Center

Across from Madison Hall
1140 University Avenue
318-342-1651

Talking to a counselor or a nurse does not constitute reporting the incident. However, the counselor or nurse can help you report the incident if you choose to do so.

Talking to a counselor or nurse or reporting the incident can be initiated at any time. Faculty and staff outside of these two areas are not confidential resources.

If a student discusses the incident with faculty or staff, with the exception of the Counseling Center or Health Services, the faculty or staff member is obligated to report the incident.

In the immediate aftermath of sexual misconduct such as sexual assault or rape, medical care and the collection of physical evidence are very important.

The individual should not shower, bathe, or change clothes and may be taken to the hospital emergency room or Student Health Services.

See [**Community Resources**](#) for additional campus and community resources, and local hospital information.

Student Records²⁷

The Radiologic Technology Program within the University of Louisiana Monroe maintains accurate and confidential student records. It is the right of the students to have access to most of their educational records, and it is the duty of the University and the Department to limit access by others in accordance with existing guidelines and relevant laws. Student records, with certain exceptions, will not be released without prior consent of the student through written request.

The following student records may not be viewed by students: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment, job placement or honors to which they have waived their rights of inspection and review.

Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

The University of Louisiana Monroe and the Radiologic Technology Program maintains that the student records policy in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1997. In accordance with the University's Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student's written permission. Exceptions under the law include state and federal educational and financial institutions, and law enforcement officials. The only records that will be released concerning students is that information that can be considered "directory" information such as: field of study, name, address, telephone number, participation in officially recognized activities and sports, attendance, and degrees and awards. The policy also permits students to review their educational records and to challenge the contents of those records.

With regard to clinical radiography course files, only the Radiologic Technology Program Faculty may remove files to be copied. Students may not remove or copy the file themselves. Any violation of the above will result in disciplinary action by the Radiologic Technology Program Faculty.

Student Records Management Policy (College of Health Sciences)

- I. Student Record Confidentiality and Release
 - A. The COHS adheres to all policies and procedures governing student records, their confidentiality, and their release as required by The University of Louisiana Monroe and the Family Educational Rights and Privacy Act.
 - B. The acronym FERPA stands for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34CFR§99), which Congress enacted in 1974.

²⁷ Policy: 2006

Revised: 2009

Reviewed: 2007, 2008, 2010, 2011, 2012, 2013, 2014, 2015, 2019

- C. Faculty, staff, and administrative officers at ULM are required by FERPA to treat education records in a legally specified manner. The Act specifies the institutional penalties for violation of its stipulations, as well as procedures for providing student access to and maintaining the privacy of student records.
- D. The University's more detailed response to FERPA is printed yearly in the Student Policy Paper under the Student Records sections entitled *Access to Records, Confidentiality of Student Records, Correction of Educational Records, Cost, Directory Information, Maintenance of Records, Notification of Rights Under FERPA, Procedures for Challenge, and Requesting a Transcript.*
- E. Students and members of the community may access this information at <http://registrar.ulm.edu/ferpa.pdf>.

II. Student Record Management and Retention

The CHS departments have accreditation requirements as to retention guidelines and these guidelines vary between departments. Generally, student records are maintained according to ULM Records Management guidelines as outlined below. Documentation of timelines and locations for retention and record management is filed with the Louisiana Secretary of State Office, Division of Archives, Records Management and History. This documentation is initiated by the department, presented to the ULM Records Office for additional completion regarding location of stored records, and then sent to the state by the ULM Records Officer. Copies of all documentation are kept in department offices.

The chart below is an example of how most departments comply; however, specific department retention examples are posted on the home page of the CHS.

<http://www.ulm.edu/healthsciences>

Document	Held in DEPT Office	Held in Records Center	Total Retention
Graduate Files-Student Academic Folders	5 years	0	5 years
Graduate Files-Student Clinical Folders	5 years	Permanently	Permanently
Prospective Student Folders	5 years	0	5 years
Active & Inactive Student Folders	5 years	0	5 years
Exams/Scantrons/Analyses	1 year	0	1 year
Course Grade Book/Grade Sheets (Electronic and Print)	5 years	0	5 years

III. Faculty and Staff Compliance

- A. All CHS faculty and staff members are made aware of these policies and copies of the FERPA guidelines are available for review.

Student Health²⁸

ULM Health Clinic

Students admitted to the first clinical course in Radiologic Technology must submit all immunization requirements and obtain a compliance form from ULM Health Clinic prior to entering the Clinical Education Setting (CES). Students will not be able to attend clinic if the clinical coordinator does not verify the compliance form from ULM Health Clinic. The Radiologic Technology program does not keep the actual immunization records or copies; therefore, the student must keep the compliance form in their possession during clinic rotations. The annual TB test must be completed annually to extend the duration of the professional program, and verification of an updated compliance form by the clinical coordinator is required. The annual influenza vaccine must be completed annually when available to extend the duration of the professional program, and verification of an updated compliance form by the clinical coordinator is required. Additionally, some clinical education sites require proof of the annual influenza immunization, and students will be required to provide documentation of the influenza vaccine to those clinic sites upon arrival.

Students are not employees of the Clinical Education Settings and are not covered by worker's compensation. Many services are offered to the student through the payment of the student health fee each semester with regular tuition. These services include but are not limited to: family health wellness or sickness visits, screening and treatment for sexually transmitted diseases, immunizations, allergy injections, physical examinations, women's health, and complete laboratory services.

Malpractice Liability Insurance

The State of Louisiana's Public Health and Safety Act 40:1299.39, Part XXI-A assumes student liability coverage by the state. This act is in the Radiologic Technology Program director's office. This liability plan does not provide coverage for part-time employment outside of the required clinical courses and it does not include the operation of a motor vehicle.

Medical Insurance

Students enrolled in the professional program must maintain Medical Insurance coverage throughout clinical rotations. If a student is personally injured in the clinic setting during assigned hours, the student is NOT covered by the liability insurance and is NOT covered by the clinical education settings' Workers Compensation.

If an injury occurs, it is the student's responsibility to consent or deny consent to medical treatment, convey the facility desired to receive medical treatment if treatment is desired, and provide documentation of insurance or provide payment upon arrival for treatment. Again, regardless of fault, neither ULM nor the clinical education setting will be responsible for payment(s); the responsibility of payment is directed to the student, thus the need for personal medical insurance.

²⁸ Policy: 2000

Revised: 2006, 2009

Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2018, 2019

Pregnancy Policy - Students²⁹

The National Council on Radiation Protection and Measurement (NCRP) recommends that the maximum permissible dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 REM (50 milliseiverts) for the entire gestational period (9 months). Through proper instruction in all safety precautions and personnel monitoring, and strict adherence to these precautions, it is possible to limit occupational exposure to less than 0.5 REM and prevent the fetal dose exposure limit from being exceeded.

Students enrolled in Radiologic Technology are instructed in proper safety precautions and personnel monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by all safety precautions. The importance of the ALARA concept (keeping exposure as low as practical through a combination of time, distance and shielding) is stressed.

Declared Pregnant Student

A student who has voluntarily informed the RADT Department Clinical Coordinator and Radiation Safety Officer (RSO), in writing, of her pregnancy and the estimated date of conception is considered a declared pregnant student. A student has the right to declare her pregnancy and at such time, the precautions listed below must be followed.

A student also has the right to not declare their pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, the student also has the right at any time to undeclare her pregnancy by submitting the request in writing to the RADT Department Clinical Coordinator and Radiation Safety Officer (RSO). This is in accordance with Federal and State laws as well as the most current NRC Regulations. All students will be required to sign a form stating that they are aware of this policy and realize that ULM or the affiliated medical facilities and personnel cannot be held liable for problems which may occur should a student NOT DECLARE, DECLARE WITHOUT MODIFICATION, or UN-DECLARE her pregnancy.

Due to the number and variety of courses in the curriculum and the importance of maintaining a rotation schedule through the various assigned areas without interruption, should any student suspect pregnancy, they are recommended to report it immediately to the Clinical Coordinator.

Upon declaration of pregnancy, the student will:

1. Submit a statement from her physician verifying pregnancy and expected due date.
2. Submit Declaration of Pregnancy Form to RSO selecting one of the following choices:
 - a. Continued full-time status with limited rotations excluding fluoroscopy, surgery, portables, special procedures and Nuclear Medicine during the declared pregnancy period.
 - b. Continued full-time status with no modifications to the student's schedule.
3. Be informed that, the student may undeclare pregnancy at any time, and must notify the

²⁹ Policy: 2000

Revised: 2006, 2013, 2014, 2018

Reviewed: 2001-2005, 2007- 2012, 2015, 2016, 2017, 2019

- appropriate personnel in writing.
4. Counsel with RADT Faculty and the Radiation Safety Officer regarding the nature of potential radiation injury associated with in-utero exposure, the regulations established by the NCRP, and the required preventive measures to be taken throughout the gestation period.
 5. Submit in writing, within 24 hours, her decision as to remaining in the program, dependent on the above, or resigning from the program. If resignation is the choice, no other action is indicated.
 - a. Leave of absence will be reviewed on an individual basis by the RADT Radiation Safety Officer, Dept. Head and Clinical Coordinator, dependent on the physician's recommendation.
 6. Be required to attend the regular class schedule.
 7. Be required to abide by the following:
 - a. Strict adherence to all safety precautions for protection purposes
 - b. Submit statements from her physician as to any changes or problems in her pregnancy and advisability of continuation full time
 - c. Wear two (2) personnel monitoring devices, one placed on the collar and one on the abdomen for fetal monitoring. Readings (collar-quarterly; fetal-monthly) will be monitored by the RSO and the student will be subject to an immediate leave of absence from the clinical environment if at any point the RSO deems it necessary.
 - d. At any time the pregnant student feels that she is working in an unsafe area or under conditions she feels are detrimental, the student should remove herself immediately and report to the Clinical Coordinator, Clinical Instructor, Departmental Supervisor, and/or RADT Department Head.
 - e. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
 8. Be informed that, dependent on the course requirements and length of absence, she may be required re-take the course(s) in their entirety.
 9. Be required to complete upon her return all course requirements, if absences do not exceed the 15% limit as stated in the Student Handbook.
 10. Return to full-time status as soon as possible after delivery, but only on the expressed written permission of her physician. A vacancy will be held for the student for a maximum of one (1) year following delivery. After that time, she will be considered a withdrawal from the Professional program and must reapply.
 11. Realize that the student must complete, upon her return, all requirements for graduation, including required courses, clinical competencies and rotations.

Immunization Program³⁰

As a student in one of ULM's professional programs, you are required to meet specific vaccination requirements. It is your responsibility to locate your health records, and submit proof to the ULM Health Clinic prior to your participation in clinical rotations. Examples of acceptable proof are a legible copy of a public health unit record, a physician's office record, a completed university immunization compliance form, military record, or official laboratory report. After you have all of the required immunization records, you may visit the ULM Health Clinic for completion of registration forms and consultation on completion of your program requirements.

<http://www.ulmhealthclinic.com>

Newly accepted professional students will receive a listing of immunization requirements from the Radiologic Technology department with their acceptance letter. They will be required to complete all requirements prior to the start of the Fall semester in which they begin the professional phase of the program. Proof (*documentation from ULM Health Clinic*) of immunization requirement completion must be presented to the Clinical Coordinator prior to clinical rotations.

Continuing professional students will complete any additional requirements as needed. The initial annual TB skin test must be completed in July/August upon acceptance into the professional program. The 2nd annual TB skin test must be completed the following July/August to extend past the final program semester. Proof (*documentation from ULM Health Clinic*) of all immunization requirement completion must be presented to the Clinical Coordinator prior to clinical rotations.

Failure to meet any immunization program requirement will result in the student being dismissed from clinic until the matter has been resolved (unexcused absence; professional responsibility deductions will apply).

Radiologic Technology Immunization Requirements

Evidence of the following is required:

- Two (2) MMR Measles, Mumps, and Rubella Vaccine after 12 months of age with at least 1 dose after 1980; OR/AND (if required) positive serology.
- One (1) dose of Tdap (Adacel) in the last 10 years (NOTE: Neither TD nor DTaP meet this requirement)
- History of varicella (Chickenpox) or zoster (Shingles) documented by healthcare provider OR two (2) doses of VZV vaccine, 6-8 weeks apart. Prior recipients of 1 dose of vaccine must receive a 2nd vaccine dose; OR/AND (if required) positive serology.
- Three doses of Hepatitis B vaccine; the first 2 doses given at least one month apart, and 3rd given at least 4 months after the 2nd; AND positive serology.
- One (1) TB, 2 if > 1 yr. since last received Tuberculosis testing –Mantoux Method
- Influenza Vaccine

³⁰ Policy: 2000 (formerly Hepatitis "B" Immunization)

Revised: 2006, 2009 (source: Student Health Services), 2014, 2015

Reviewed: 2001, 2002, 2003, 2004, 2005, 2007, 2008, 2010, 2011, 2012, 2013, 2018, 2019

MMR – Measles, Mumps and Rubella Vaccine. Two (2) MMR Measles, Mumps, and Rubella Vaccine after 12 months of age with at least 1 dose after 1980; OR/AND (if required) positive serology.

TD – Adult Tetanus Diphtheria Vaccine. One (1) dose of Tdap (Adacel) in the last 10 years(NOTE: Neither TD nor DTaP meet this requirement)

Blood Titers – Titers are required to determine your immunity status to specific communicable diseases. Blood titers are available through the ULM Health Clinic.

- Varicella titer- titer must be drawn as evidence of immunity to the disease if documentation of 2 varicella vaccinations or documentation of disease history is not provided.
- Rubella titer- titer must be drawn as evidence of immunity to the disease if documentation of 2 MMR Vaccinations is not provided.
- Mumps titer- titer must be drawn as evidence of immunity to the disease if documentation of 2 MMR Vaccinations is not provided.

If any of your titers indicate inadequate immunity levels, you will receive a notification letter instructing you on further actions required.

Students who wish to have their titers drawn elsewhere will be responsible for insuring that their health care provider orders the titers, and it is the student's responsibility to provide acceptable documentation to the ULM Health Clinic.

HBV – Hepatitis B Vaccine. The Hepatitis B three (3) part immunization series is required of all students and you must have completed the first two (2) injections prior to beginning your clinical experience. The second dose is given one month after the 1st injection. The last injection is completed 5 months after the 2nd injection. These injections are available at the ULM Health Clinic.

An HbsAB titer is required upon completion of the three (3) part series. After completing the series, wait 4-8 weeks before getting the titer drawn. Declination for the Hepatitis B vaccine may be signed if you have a specific medical and/or religious reason for electing not to have the Hepatitis B vaccine.

Tuberculosis – TB– You will be Mantoux tested for exposure to TB annually. Consult your student handbook or program staff to determine when your annual TB testing will be required.

Influenza Vaccine – Students are required to obtain the influenza vaccine each year when it becomes available. If the vaccine is not available prior to the beginning of the Fall semester, the student will be notified of its availability and must obtain the vaccination by the stated deadline.

Other - All student health medical and immunization records are the property of the ULM Health Clinic. You will receive a copy of our Notice of Privacy Practices for Protected Health Information on your initial visit. This explains how your health information may be disclosed. We encourage you to maintain a personal copy of any documents you provide us. You will receive a certificate of immunization upon completion of your program's requirements. You are required to maintain your documentation and have it updated by ULM Health Clinic if further testing or immunizations are completed.

Communicable Disease Notification³¹

A communicable disease is defined as any disease transmitted from one person or animal to another directly by contact with excretion or other discharges from the body; or indirectly, via substances or inanimate objects. The State of Louisiana's Department of Health and Hospitals (DHH) has procedures regarding communicable diseases:

La-DHH Infectious Disease Epidemiology Program

The Infectious Disease Epidemiology section is staffed by thirty epidemiologists and support staff who act as disease detectives to track the causes and consequences of infectious diseases. The purpose of this section is to study the distribution of infectious diseases in the community and to carry out or coordinate programs that prevent the spread of communicable diseases.

Source: <http://dhh.louisiana.gov/index.cfm/page/299>

A list of communicable diseases, signs and symptoms, disease information, attendance requirements, and preventative measures can be found via the following links.

- [Communicable Disease Booklet](#)
- <http://dhh.louisiana.gov/assets/oph/Center-PHCH/Center-CH/infectious-epi/InfectionControl/posters/CommunicableDiseaseChart.pdf>.

Communicable diseases vary in their virulence, duration, mode of infection, and affects. In order to fully protect students, patients, and clinical staff, the student should do the following:

- Students suspecting exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana must see a physician immediately.
- Students diagnosed with any diseases (conditions) stated above and as determined by their physician to be of short duration which may be transferred by air or contact, may not attend Radiologic Technology courses, depending on physician's recommendations.
- Students diagnosed with communicable diseases that are of relatively long duration must present a written diagnosis to program officials. The student may be able to continue Radiologic Technology clinical courses with proper counsel from the infection control nurse and /or the department of the Clinical Education Setting. Depending on the severity of the disease, the type of the disease and the student's physician, the student may be required to withdraw from the Radiologic Technology course.

The student's confidentiality will be protected.

Failure to comply with this notification policy will result in disciplinary action as determined by the radiologic technology program faculty.

³¹ Policy: 2000

Revised: 2006, 2013

Reviewed: 2001, 2002, 2003, 2004, 2005, 2007, 2008, 2009, 2010, 2011, 2012, 2014, 2015, 2018, 2019

College of Health Sciences Background Check and Drug Screen³²

College of Health Sciences Policies and Procedures

Preamble

The ULM SOAH and KDSNUR student background check and drug screen testing policies and procedures exist for the wellbeing of the professions, university, students, public, and community. Background check and drug screening policies, and consequences resulting from a positive drug screen result, are developed based upon professional best practices and codes of conduct, and/or licensing board requirements. Therefore, CHS programs policies and procedures may vary. Information of concern that is revealed through background checks and/or positive drug screen results (including pre-admission, pre-clinical, random, and suspicious behavior initiated tests), may result in inability to begin and/or complete the professional program, inability to practice professionally, inability to become licensed/credentialed, submission of a welfare-concern to the Dean of Students, and/or dismissal from the program.

Payment

Unless otherwise noted in the program policy, payment for all background checks and drug screening is the responsibility of the student.

Background Checks

Background checks are required in some SOAH and KDSNUR professional programs before a student can be admitted to the program and/or before a student can participate in defined clinicals, defined as clinical rotation, practicum, internships, and/or externships. All professional programs require background checks as per the guidelines and criteria set forth by the participating site and/or listed in the applicable Memorandum of Understanding (MOU) and/or affiliation site agreement. As such, information of concern may result in the student not being eligible to commence to their clinical facility site rotation, practicum, internship, and/or externship.

Positive Drug Screen Results and Background Check Information of Concern

Each incidence of a positive drug screen and/or information of concern revealed by the background check will be reported by the program director or his/her designee to the Dean's representative on the Committee on Ethical and Professional Conduct, who in turn will report the particulars to the Dean. The Dean's representative on the Committee on Ethical and Professional Conduct, in consultation with the Dean, will determine if the case will be heard by the committee or if the penalties of the positive drug screen will be determined by the program (unless otherwise determined by the licensing board).

³² Policy: 2006

Revised: 2009, 2010, 2018

Reviewed: 2007, 2008, 2010- 2017, 2019

Appeals Process

Students wishing to appeal any decision or penalty imposed as per this policy, may do so through the College of Health Sciences Dean.

Committee on Ethical and Professional Conduct

The college or school committee on ethical and professional conduct will be made up of at least a representative from each/the School Director's Office, a licensed mental health professional, and two faculty members. A representative from the Dean's Office will serve as an ex-officio member. All members of the committee will be appointed by the Dean. The committee is responsible for reviewing student ethical and professional issues, such as drug use or abuse, at the request of the Dean's representative. The committee is also responsible for suggesting and implementing preventative approaches to encouraging a drug free campus, such as community support/involvement, and student and faculty education.

Pre-admission

Drug screening is required in some SOAH and KDSNUR professional programs before a student can be admitted to the program. In such cases, a positive drug screen may render the applicant ineligible for admission to that program, and possibly others.

Pre-Clinical (*Clinical is defined as clinical rotation, practicum, internships and/or externships*)

Drug screening is required in some SOAH and KDSNUR programs before a student can participate in clinicals, defined as, clinical rotation, practicum, internships, and/or externships. All professional programs require drug screening as per the guidelines and criteria set forth by the participating site and/or listed in the applicable Memorandum of Understanding (MOU) and/or affiliation site agreement. As such, positive drug screens may result in the student not being eligible to commence to their clinical facility site rotation, practicum, internship, and/or externship.

Program Policies

Programs requiring background checks and/or drug screening will notify students in writing of the requirement and of the program's applicable policies, prior to the student beginning the program. The program will maintain copies of signed student acknowledgements of receiving the notification and policies, of fully understanding the policies, and of giving the applicable ULM personnel permission to view the results on a secure website and appropriately share internally.

Programs requiring background checks and/or drug screening will inform students of the policies. Policies may be located in course syllabi, program handbooks, clinical handbooks, and/or program websites.

Programs requiring background checks and/or drug screening will have clearly written policies that detail at a minimum:

1. The college approved provider which will be used to facilitate the background check and/or drug screen testing process.
2. Instructions for registering for the background check and/or drug screen testing.
3. Whose responsibility it is for payment of background check and/or drug screen testing.
4. Instructions for paying for the background check and/or drug screen, if applicable.
5. Instructions for verifying legally prescribed drugs.
6. Who will have access to the results of the background check and/or drug screen testing.

7. How results of the background check and/or drug screen results will be shared and stored.
8. How frequently the student will be checked and/or tested.
9. Whether or not random drug screening is, or may be, required.
10. Procedures that will be followed in the event that suspicious behavior is observed by an employee of the university or the applicable site.
11. How suspicious behavior is defined.
12. How soon after suspicious behavior is observed and documented that a student is required to submit for drug screen testing (immediate to up to 2 hours).
13. How self-disclosure of drug use or abuse may be handled differently than a positive drug screen result.
14. Procedures and/or consequences that will follow a first positive drug screen result.
15. Procedures and/or consequences that will follow a second positive drug screen result.
16. Procedures and/or consequences that will follow information of concern revealed by a background check.
17. How the student's inability to complete clinical rotation, practicum, internships, and/or externships will impact their ability to complete the program and/or professional practice.
18. How the student can appeal consequences imposed by the program and/or student conduct committee as a result of a positive drug screen result.
19. The student's rights to refuse testing, and the possible applicable resulting consequences/actions.

Penalties of Positive Drug Screens

Possible actions and penalties for first positive drug screen result (unless otherwise dictated or suggested by program policies, professional standards, affiliation agreement, or licensing board): Substance abuse assessment, treatment, and education; counseling or therapy; random drug screening; and suspension from academic program for one year with option to return after one year, if no further positive drug screen results, and if evidence is provided of being drug free and successful completion of treatments.

Penalties include one or more of the following –

- Documented reprimand
- University community service
- Disciplinary program probation
- Counseling or therapy
- Substance abuse treatment
- Random drug testing
- Permanent dismissal from academic program
- Suspension from academic program (with or without conditions)
- Suspension from clinical rotation, practicum, internship, externship (with or without conditions)
- Dismissal from academic program with conditions and option to re-apply

Suspicious Behavior

Drug and/or alcohol screening may be required in cases of suspicious behavior observed by an employee of the university or the applicable site supervisor. Suspicious behavior is defined by any or all (but not limited to) of the following being observed:

- Lack of attendance, frequent absences or tardiness from class, clinical, lab or other program related activity.
- Sudden and/or unexplained disappearance from class, clinical, lab or other program related activity.
- Isolation.
- Withdrawal.
- Errors.
- Increased poor judgement.
- Haphazard and/or illogical case notes, charting, or other written work.
- Unusual accidents/incidents.
- Unusual behavior, moods, or appearance (such as personality changes, mood swings, aggression, illogical thought patterns, slurred speech, pupil size and/or appearance).
- Changes in motor functioning (such as gait disturbances, impaired dexterity, drowsiness, sleepiness).
- Changes and/or deterioration in personal hygiene.
- Detectable odor of alcohol or drugs.

Two university officials will complete and sign off on the suspicious behavior check-list and inform the student if a drug screen is required. If so, the student will be required to sign the suspicious behavior checklist agreeing or refusing to be tested. In the case of agreement, the program director or designee will inform the closest designated laboratory of the requirement and the student must report to that closest designated laboratory within the required timeframe (immediately to up to 2 hours, depending upon program policy). However, the student may not drive to the screening facility but is responsible for arranging his/her own transportation and transportation costs. In the event a drug screen is required based upon suspicious behavior of a student, the program director or designee must inform the Dean through the Dean's representative of the Committee on Ethical and Professional Conduct.

The student may not attend class, practicum, clinical rotation, internship, externship, or any other program related activity until approval is granted by the Program Director. Such approval can only be granted after reviewing the drug screen results and verifying that they are negative and/or otherwise cleared. A positive drug screen will result in the enforcement of appropriate actions and penalties, as per this policy.

Failure to agree to, or show up for, such testing is considered admission of student's drug use and failure to comply with this policy, and will be sufficient cause for implementation of any and/or all sanctions/consequences allowed as per this policy. If the student refuses to test, he/she is required to sign a statement to that affect. If he/she refuses to do so, the form will be signed by two university officials with note of student's refusal to sign. Failure to test when required, or refusal to sign the refusal to test statement, is grounds for immediate dismissal from the program and referral to the Dean of Students.

Radiologic Technology Drug Screen Testing Policies and Procedures³³

The Radiologic Technology Program in cooperation with the College of Health Sciences at the University of Louisiana Monroe is committed to maintaining a drug and alcohol-free environment and identifying existing and/or prospective faculty, staff, and professional students who use and/or abuse illicit drugs, abuse prescribed medications, and abuse alcohol in compliance with applicable local, state, and federal laws. The Radiologic Technology Program strives to:

- Ensure the reputation of ULM and its students.
- Protect ULM against drug-relation litigation.
- Ensure that only drug-free faculty and staff are hired and only drug-free students are admitted to the professional programs.
- Prevent absenteeism, tardiness, under productivity, and poor decision making.
- Discourage the use of drugs by faculty, staff, and students thereby reducing criminal activity in our community.
- Promote professionalism among the College of Health Sciences students and faculty.

It is the intent of this policy to provide a safe environment in order to conduct the mission of the University, College of Health Sciences, and the Radiologic Technology Program in the most effective manner possible. A safe environment will be attained by appropriate drug and alcohol screening, education and training, surveillance of the academic area, and the effective management of situations involving drugs and alcohol regarding individuals who fall under the purview of University authority. The ULM Substance Abuse Prevention Policy can be found in the ULM Student Policy Manual. Items that can be located in this policy include, but are not limited to: policy foundation, standards of conduct for students, alcohol and drug definitions, censures, and service offered.

Drug Screening Procedures

Annual

Upon admission to the professional program and annually thereafter, the department notifies the student that a drug screen, at the student's expense, must be completed to meet clinical affiliation agreement criteria. Students are directed to the CastleBranch.com web site. Students must pay for the 10 panel drug screen. Instructions for verifying legally prescribed drugs can be found on the CastleBranch website. All results will be available for the applicable ULM personnel via CastleBranch.com website. Records will be archived by Castlebranch.com. The applicable ULM personnel will have access to electronic results. Hardcopy printing of results by the applicable ULM personnel is available but not anticipated routinely. Records will be maintained in pursuant to ULM's record retention policy.

Random

Random drug screening may be initiated for suspicious behavior. The Radiologic Technology program will follow the COHS policies and procedures for suspicious behavior as listed in the previous section.

Penalties

If a positive finding exists, the student will not be allowed to commence clinical rotations and will be required to be removed from the professional program.

³³ Policy: 2006

Revised: 2009, 2010, 2018

Reviewed: 2007, 2008, 2010- 2017, 2019

Appeals

Removal from the professional program for positive drug screen cannot be appealed.

Other Penalties

College of Health Sciences penalties for positive results will follow the COHS policies and procedures as listed in the College of Health Sciences Drug Screening Policy. Appeals are submitted to the Dean.

Background Investigation Policy³⁴

The Radiologic Technology Program at the University of Louisiana Monroe is committed to ensuring public and professional trust and providing safe patient care. In order to meet this goal, background investigations of students can be authorized under this policy. The College of Health Sciences requires criminal background investigations of all students who attend clinical affiliates. Clinical affiliates have the right to accept and deny any individual admission into their facility based on the findings of a background investigation report. To comply with these requirements, students admitted to the Radiologic Technology Program must submit to a background investigation in order to ascertain the student's suitability for clinical rotations. Background investigations may also be performed periodically throughout the professional program. All information obtained from the background investigation report will remain confidential. Students will be responsible for paying for the background investigations.

Background Check Procedures

The department notifies the student that background checks for their intended internship or clinical facility site requires criteria as listed in the affiliation agreement. The student is directed to the website for Castlebranch.com and told that they must pay for the background check. All results will be available for the applicable ULM personnel via CastleBranch.com website. If information of concern exists, the student will not be allowed to commence their internship or clinical facility site rotation. Appeals are submitted to the Dean.

Records will be archived by Castlebranch.com. The applicable ULM personnel will have access to electronic results. Hardcopy printing of results by the applicable ULM personnel is available but not anticipated routinely. Records will be maintained in pursuant to ULM's record retention policy.

³⁴ Policy: 2006

Revised: 2007, 2018

Reviewed: 2008, 2010-2017, 2019

Radiation Safety³⁵

Radiation safety is an individual attitude and reflects each student's motivation toward protecting himself /herself. Students will be expected to practice proper radiation safety procedures at all times when present in clinical assignments and in laboratory activities. The radiation safety officer (RSO) will closely monitor and record quarterly dosimeter readings.

Radiation Monitoring

Dosimeters are provided for all radiologic technology faculty and professional students free of charge through the University of Louisiana Monroe Radiation Safety Committee. ULM dosimeters are not to be worn during any activity other than clinical or energized lab assignments. Students will not wear the ULM dosimeter during any occupational exposure (work) other than during clinical assignments.

Students will always wear a dosimeter while attending clinical assignments and radiographic energized laboratory sessions; the student is not allowed to attend without their dosimeter. If a student arrives without the dosimeter, the student will be redirected to retrieve the dosimeter. Professional Responsibility deductions will apply. The dosimeter is the responsibility of the student.

Declared pregnant students will have collar and fetal dosimeters assigned for more thorough monitoring. All radiation monitoring records are kept on file in the RSO's office.

Under no circumstances will a ULM student be exposed to radiation for any purpose other than routine radiographic examinations performed on patients (Occupational Exposure). No student is to allow any exposure to radiation on herself/himself by any person without a physician's prescription for a radiographic examination for that student.

ULM students will NOT be allowed to expose any other individual to radiation during a radiographic procedure, (family member, nurse, technologist, etc., holding patient) without that individual first being allowed to don the proper protective apparel prior to exposure, and questioned regarding possible pregnancy if applicable. This is considered part of the Shielding Policy and Pregnancy Statement Policy.

Dosimeter Guidelines

- Wear dosimeter attached to the collar of the uniform when in clinic or the radiographic laboratory, or outside protective apparel at the collar when protective apparel is donned.
- Prevent dosimeter from damage.
- Prevent dosimeter from receiving excessive exposure from radiation when not worn.
- Exchange dosimeter by the date established by the RSO; failure to do so will result in a loss of 5 professional responsibility points/weekday until the dosimeter is returned. Dosimeters are to be returned at the end of each semester (retention exam date, or date designated by the RSO) or 5

³⁵ Policy: 2000

Revised: 2006, 2007, 2008

Reviewed: 2001, 2002, 2003, 2004, 2005, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2018, 2019

professional responsibility points will be deducted from the clinical grade; or if not returned before final grade posting, a grade of Incomplete (I) will be posted.

- Students who arrive at their clinical education setting without their dosimeter will be required to retrieve their dosimeter. Point deductions will occur for leaving or absence from clinic in the event of obtaining the dosimeter.
- In the event a dosimeter is lost or damaged or destroyed, it is the student's responsibility to inform the RSO immediately so that a replacement dosimeter can be obtained. Students will be fined \$50 for any unreasonable or neglectful care of the monitor badge. (see form)
- Annual dose limits recommended by the NCRP for Education and Training Exposures include:
 - Effective Dose: 1 mSv (100 mrem)
 - Equivalent Dose for tissues and organs
 - Lens of the eye: 15 mSv (1500 mrem)
 - Skin, hands, and feet: 50 mSv (5000 mrem)

If an excessive quarterly reading is obtained (a reading higher than the quarterly limit), the RSO will discuss the excessive reading with the student to determine the cause for excessive exposure, risks, and ways to minimize future exposure. If a student is approaching the annual exposure limit, the student's clinic rotation may be revised as necessary to minimize additional exposure. If a student receives more than the stated limit, the student may not be allowed to attend clinic to reduce the risk of additional exposure.

- Dosimeter readings must be reviewed by each student quarterly. An assigned time will be given by the RSO to review these readings. Failure to review/sign a dosimeter reading will result in a loss of 5 professional responsibility points/weekday towards the current semester until the reading is reviewed/signed.
- Students must **never** hold patients for/during radiographic/fluoroscopic procedures.
- ULM students will always adhere to the **ALARA (As Low As Reasonably Achievable)** concept and will expect that same adherence by supervising technologists.

Radiologic Procedures

Students are not allowed to have complimentary radiological procedures performed on themselves during clinical time, unless admitted as a patient. Also, students are not allowed to perform radiological procedures on staff, unless admitted as a patient. Radiologic exams are not to be performed without a physician's order. Even though ultrasound and magnetic resonance imaging are non-ionizing radiation, these are not allowed.

Any violation of the above will result in disciplinary action by the program faculty.

Attendance Policies³⁶

The ULM Radiologic Technology Program is considered a professional degree program. Students are expected to attend class/clinic, just as they would their professional job. Students who demonstrate patterns of tardiness or absenteeism should note that these issues will be documented in all course attendance records, reported to the Dean of Health Sciences, and will be conveyed as a weakness when faculty complete letters of recommendation for potential employers.

Didactic Courses

Class attendance is regarded as an obligation and a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize students' scholastic standing and may lead to suspension from the University. Any student who is not present for at least 75% of the scheduled class sessions in any course may receive a grade of "W" if this condition occurs prior to the last day to drop a course or a grade of "F" after that date. Any University-related activity requiring an absence from class will count as an absence when determining if a student has attended 75% of class meetings. Students are responsible for the effect absences have on all forms of evaluating course performance. Thus, the student is responsible for arranging the allowed make up of any missed work. Attendance is taken at the beginning of every lecture /lab period. Students should be in the classroom and ready to begin when attendance is recorded. Students not present will be marked according to the following policy:

- Anyone arriving in class during the first quarter of the class period will be considered tardy.
 - A total of 3 tardy marks will constitute one unexcused absence.
- Anyone arriving in class after the first quarter of the class period has been completed will be marked absent (unexcused) for the entire class.
- Make-up tests must be scheduled according to the course syllabus.
- Students are responsible for all class work missed, regardless of the reason for the absence.

Students must also be familiar with all classroom attendance policies and procedures as documented in the ULM Undergraduate Catalog and the ULM Student Policy Manual.

Inclement Weather

If the University of Louisiana Monroe closes due to inclement weather, an announcement will be made as early as possible on the radio and/or television stations in the surrounding areas. If an announcement concerning closing is not made before a student must leave for the University or their Clinical Education Setting, then the student must use good judgment in making a decision as to whether or not to attend. If the student does not attend when the University Campus is open and operating normally, then the day is considered an absence. When the University Campus is closed, clinical education is also canceled. If the ULM Campus closes during the day, students will be dismissed from the ULM Campus and/or the Clinical Education Settings. If the ULM Campus opens after the published start times for clinic (e.g. – classes resume at 12 noon), students are required to attend clinic when the campus re-opens.

³⁶ Policy: 2000

Revised: 2006, 2007, 2008, 2009, 2010, 2013, 2015

Reviewed: 2001, 2002, 2003, 2004, 2005, 2011, 2012, 2014, 2018, 2019

Electronic Communication and Media

Everyone is expected to be respectful of the views and opinions of others in the program and University. This rule extends to interactions through forums, email, phone conversations, texting, social media, and all other methods of communication. No foul or inappropriate language will be tolerated. Students are expected to check emails daily for announcements and other program information. All correspondence with program faculty must be through use of a Warhawks email account. You are expected to use correct English and grammar when writing papers, sending emails, posting to forums, and all other forms of communication. Unprofessional correspondence will likely result in no response.

Posts to social media sites in regards to ULM, its programs, affiliates, faculty, and/or students should be carefully considered. While you are free to post in your own personal accounts, the content of your posts may negatively impact the University and/or its constituents. Students should adhere to the best practices outlined in the [ULM Social Media Policy](#).

Acquiring personal images (pictures) at clinical sites is strictly prohibited. At no time should students take pictures in clinical sites; therefore, no pictures should be texted, posted to social media, or transmitted in any other electronic format.

Inappropriate electronic content (comments, pictures, etc.) that does not reflect the professional behavior expected of professional students may warrant disciplinary action from the program and/or University.

Professional Appearance – Dress Code³⁷

The student uniform is to be worn by all students in the Radiologic Technology program. A “Professional Program Scrubs and Uniform” letter is provided to each student upon program acceptance listing the specific requirements. The student is expected to be neat and conservative in appearance at all times. Radical departures from conventional dress or personal grooming may be cause for disciplinary action.

Required Classroom/Lab Attire

- **Sophomore Year**

- Classroom and Laboratory days (Mondays and Wednesdays)
 - Designated scrub top and bottom
 - T-shirts, if worn under the scrub top, must be white. There must not be any visible writing or logos on the t-shirts. Long or short sleeve is permitted.
 - Underwear is required and must not be exposed/visible.
 - Addition clothing items worn underneath the scrub top/bottom must not be exposed/visible.
 - Tennis shoes (no open toe/heel shoes); socks are required.
 - Lab coats are required during scheduled labs times (including ID, dosimeter, and lead markers).
- Hair must be conservative; clean, neat and off the collar of uniform. Students with shoulder length hair must secure hair so that it will not interfere with patient examinations or pose danger to the student. Headbands are permitted to secure hair, but must be a solid color (hair color or uniform color), and must not contain designs or attached adornments. Hats are not to be worn when wearing the required classroom/lab attire.

- **Junior Year**

- Classroom and Laboratory days (Tuesdays and Thursdays)
 - Designated scrub top and bottom
 - T-shirts, if worn under the scrub top, must be white. There must not be any visible writing or logos on the t-shirts. Long or short sleeve is permitted.
 - Underwear is required and must not be exposed/visible.
 - Addition clothing items worn underneath the scrub top/bottom must not be exposed/visible.
 - Leather tennis shoes (no open toe/heel shoes); socks are required.
 - Lab coats are required during scheduled labs times (including ID, dosimeter, and lead markers).
 - Hair must be conservative; clean, neat and off the collar of uniform. Students with shoulder length hair must secure hair so that it will not interfere with patient examinations or pose danger to the student. Headbands are permitted to secure

³⁷ Policy: 2000

Reviewed: 2006, 2011, 2015

Revised: 2001, 2002, 2003, 2004, 2005, 2007, 2008, 2009, 2010, 2012, 2013, 2014, 2018, 2019

hair, but must be a solid color (hair color or uniform color), and must not contain designs or attached adornments. Hats are not to be worn when wearing the required classroom/lab attire.

- Classroom only day (Fridays)
 - Same as above, with the exception of the uniform top. The top must be a ULM or ULM organization/group shirt; can be short or long sleeve.
- Any item(s) worn that are not specified in the dress code requirements constitute a failure to adhere to the dress code policy (e.g. – headphones, ear buds, accessory clothing, etc.).
- **Senior Year**
 - Classroom and Laboratory day (Monday or Wednesday)
 - Designated scrub top and bottom
 - White T-shirts are allowed to be worn under the uniform. There must not be any visible writing or logos on the t-shirts.
 - Underwear/undergarments are required and must not be exposed/visible.
 - Tennis shoes (no open toe/heel shoes); socks are required
 - Lab coats are required during scheduled labs times (including ID, dosimeter, and lead markers)
 - Hair must be conservative; clean, neat and off the collar of uniform. Students with shoulder length hair must secure hair so that it will not interfere with patient examinations or pose danger to the student. Hats are not to be worn when wearing the required classroom/lab attire.
 - Any item(s) worn that are not specified in the dress code requirements constitute a failure to adhere to the dress code policy (e.g. – headphones, ear buds, accessory clothing, etc.).
- Special Events or Days not included above
 - Dress code for these times will be determined by the RADT Faculty. For example, while attending the LSRT meeting, the RADT Polo w/ khakis may be required for one day, formal dress for a different day, etc.

All students will be required to follow the dress code. Any student with inappropriate appearance will be dismissed from clinic or class/lab; missed assignments will be considered unexcused. Repeated violations of the dress code will warrant disciplinary action.

Other

Students are NOT allowed to wear any article of uniform with the ULM Radiologic Technology insignia or a ULM radiation dosimeter except during scheduled clinical courses, in ULM classrooms and labs, or during functions as required by the Radiologic Technology Program.

Remember that when you wear ULM or Radiologic Technology insignias, you are representing the University, the College of Health Sciences, the Radiologic Technology Program, and all personnel and students within.

Confidential Information³⁸

Students' Clinical Information

In accordance with the Family Education and Rights Act (FERPA) 1997, this program maintains all students' records as confidential and can only release certain items designated as directory information. Directory information is considered name, local and permanent address, telephone listing, major field of study, dates of attendance, etc. The student can prohibit the release of this directory information by making a written request to the Radiologic Technology Program.

Students must be aware that accessing/reviewing another student's records folder or clinical documentation records is a violation of the confidentiality of that student's records. Any violation will result in disciplinary action by the Program Faculty.

Parking and Transportation³⁹

Parking

A parking permit (obtained during registration) is required to park in any ULM campus parking lot. Students must also adhere to parking policies at the assigned Clinical Education Setting. It is the student's responsibility to know this policy. The information may be obtained by asking the Clinical Instructor at each CES.

Transportation

The University of Louisiana Monroe Radiologic Technology Program students will be responsible for providing their own transportation to attend all courses, clinical assignments, and professional activities/functions associated with the program.

³⁸ Policy: 2006
Revised: 2013
Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2014, 2015, 2018, 2019

³⁹ Policy: 2000
Revised: 2006
Reviewed: 2001, 2002, 2003, 2004, 2005, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2018, 2019

Forms

This section includes the following:

- Reporting Forms
- Policy and Acknowledgment Forms



University of Louisiana Monroe – Radiologic Technology Program

Student Acknowledgement: By signing below, I acknowledge that I have been informed of the incident, suggestions for improvement, and any resulting Disciplinary Action (*form to be attached*) follow based of the incident stated above.

Date _____

60

Disciplinary Action Form⁴¹

University of Louisiana Monroe – Radiologic Technology Program

Student Name: _____ Date: _____

When a violation of policy warrants disciplinary action by the Radiologic Technology Program Faculty, the following actions will be taken. A meeting will be held by the Radiologic Technology program faculty and based upon the severity of the findings, appropriate disciplinary action will be taken, including, but not limited to, academic probation, failure of the course, or dismissal from the Radiologic Technology Professional Program, including potential dismissal from the University.

Nature of Incident: _____

Program Official's Comments / Suggested Areas of Improvement: _____

As a result of the incident stated above, the student has received a:

☐ **Verbal Warning** *and/or* ☐ **Written Warning***,

...resulting in the following:

☐ **On notice for** (specify time period) _____

☐ **Failure of the Course** (specify course) _____

☐ **Dismissal from the Professional Program**

Student Acknowledgement: By signing below, I acknowledge that I have been informed of the incident, suggestions for improvement, and resulting Disciplinary Action of the incident stated above.

Student (print)*

Student Signature*

Date

Program Official (print)

Program Official's Signature

Date

Program Director (print)

Program Director's Signature

Date

⁴¹ Policy: 2006

Revised: 2009

Reviewed: 2007, 2008, 2010, 2011, 2012, 2013, 2014, 2015, 2018

JRCERT Standards Non-Compliance Allegations Reporting Form⁴²

University of Louisiana Monroe – Radiologic Technology Program

Please print or type all information.

Name of Complainant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

Institution sponsoring the program:

Name: _____

City: _____ State: _____

Type of Program (Check one):

☒ Radiography ☐ Radiation Therapy ☐ Magnetic Resonance ☐ Medical Dosimetry

The following materials must be submitted:

1. Attach a copy of the program's publication that includes the due process or grievance procedure.
2. Attach a narrative that identifies what you did at each step of the due process or grievance procedure and copies of materials you submitted as part of your appeal and copies of correspondence you received in response to your appeal.
3. Attach the specific objective(s) from the accreditation standards (available at <http://www.jrcert.org/programs-faculty/>) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

Example

Objective

8.4 direct supervision pre-competency

Allegation

Students often do patient exams without supervision before they have completed a competency check-off.

For Departmental Use Only	
Date Complaint Received:	
Date Response Returned:	

⁴² Policy: 2004

Revised: 2009

Reviewed: 2006, 2007, 2008, 2010, 2011, 2012, 2013, 2014, 2015, 2018

Declaration of Pregnancy Form⁴³

University of Louisiana Monroe – Radiologic Technology Program

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. The estimated date of conception is _____ (*month and year only*).

Please select one of the following options:

☐ Continued full-time status with no modifications to the student's schedule.

- I understand that I am solely responsible for any consequences of this selection.

☐ Continued full-time status with limited rotations in fluoroscopy and portables, and no rotations in surgery, special procedures and Nuclear Medicine during the declared pregnancy period.

- I understand that meeting the lower dose limit may require a change in clinical assignment or assignment responsibilities during my pregnancy.

- I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (500mr or 5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this form).
- I have been advised of radiation protection measures, and have received a copy of the most recent NRC regulatory guide 8.13 (Instruction Concerning Prenatal Radiation Exposure) and regulatory guide 8.36 (Radiation Dose to the Embryo/Fetus).
- I agree to abide by the regulations and policy set forth concerning pregnancy and radiation safety.
- I understand the responsibilities as stated in the "Pregnancy Policy – Students" of this handbook.
- I also understand that I may undeclared pregnancy at any time, and must notify the appropriate personnel in writing.

Student (print)

Student Signature

Date

Clinical Coordinator (print)

Clinical Coordinator Signature

Date

Radiation Safety Officer (print)

RSO Signature

Date

Program Director (print)

Program Director's Signature

Date

⁴³ Policy: 2004

Revised: 2009, 2018

Reviewed: 2006, 2007, 2008, 2010, 2011, 2012, 2013, 2014, 2015, 2019

Petition for Reinstatement⁴⁴

University of Louisiana Monroe – Radiologic Technology Program

Name: _____ CWID: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Home: _____ Cell/Work: _____

This is to request that I be allowed to repeat/re-enroll/re-enter the following Radiologic Technology course(s):

RADT _____

Semester/Year _____

RADT _____

I understand that completion and submission of this form does not guarantee that I will be allowed to enroll in the Radiologic Technology course(s). I also understand that priority for enrollment in the Radiologic Technology course(s) will be given to students who are not repeating or re-entering Radiologic Technology courses.

Student (print)

Student Signature

Date

Submit completed form to:
ULM Radiologic Technology Program
Attn: Department Head
700 University Ave.
Monroe, La. 71209-0450

For Departmental Use Only
Date Received:
Petition - Accepted <input type="checkbox"/> Denied <input type="checkbox"/>
Date Response Returned:

⁴⁴ Policy: 2004

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2018

Dosimeter Replacement Fee Checklist⁴⁵

University of Louisiana Monroe – Radiologic Technology Program

Name: _____ CWID: _____

- _____ 1. Report lost or damaged dosimeter to the Clinical Coordinator
- _____ 2. Submit payment of \$50.00 to LaCapitol into account # **2SOAH-11000-240050-11-703999**
- _____ 3. Attach receipt to this form and submit it to the clinical coordinator

Student (print)

Student Signature

Date

Submit completed form to:
ULM Radiologic Technology Program
Attn: Department Head
700 University Ave.
Monroe, La. 71209-0450

For Departmental Use Only
Date Received:
Receipt - Accepted <input type="checkbox"/> Denied <input type="checkbox"/>
Date Response Returned:

⁴⁵ Policy: 2019

Consent for Release of Information⁴⁶

University of Louisiana Monroe – Radiologic Technology Program

I agree to allow the University of Louisiana Monroe to release my health information, criminal background investigation and/or relevant education information to clinical education settings, as requested. I understand this information is confidential, will be kept secure at all times, and is shared with faculty and clinical administration only as appropriate. I further understand that refusal to sign this consent will result in my inability to participate in clinical courses.

Student (print)

Student Signature

Date

⁴⁶ Policy: 2000
Revised: 2004, 2006
Reviewed: 2010, 2011, 2012, 2013, 2014, 2015, 2018, 2019

Radiologic Technology Student Handbook Acknowledgment⁴⁷

University of Louisiana Monroe – Radiologic Technology Program

My signature below indicates that:

- I have been notified of the location, read, and understand the Student Handbook for the Radiologic Technology Program at the University of Louisiana Monroe.
- I have listened to the presentation and explanation of policies and procedures given by the ULM Radiologic Technology Program Faculty.
- I agree to review and abide by the policies and procedures outlined in the handbook.
- I understand I am responsible for reviewing and adhering to the policies and procedures outlined in the handbook as it is updated throughout sequence of the professional program.
- I understand that some policies, such as, but not limited to, the Repeat Radiograph Policy, Shielding Policy, Pregnancy Statement Policy (applicable to patients), Pregnancy Policy (applicable to students), and violations of the ULM Student Code of Conduct may result in actions or consequences other than routine deduction of clinical points, including dismissal from the professional program and/or University.

Student (print)

Student Signature

Date

⁴⁷ Policy: 2000

Revised: 2004, 2006, 2007, 2009

Reviewed: 2001, 2002, 2003, 2005, 2008, 2010, 2011, 2012, 2013, 2014, 2015, 2018, 2019