Sandhills COMMUNITY COLLEGE

LEARN • ENGAGE • BELONG

Pinehurst, North Carolina

RADIOGRAPHY PROGRAM

STUDENT POLICY
AND
PROCEDURE HANDBOOK

2017-19
Radiography Program

The Sandhills Community College Radiography curriculum is five (5) semesters in length. The program combines an intensive didactic coursework with practical clinical experience in hospitals and other types of healthcare facilities. The program’s total number of credit hours is 74.

Upon successful completion of all curriculum requirements, the student will be awarded an Associate in Applied Science Degree in Radiography. The graduate will then be eligible to apply to take the national registry examination given by the American Registry of Radiologic Technologists (ARRT).

Radiography Program Mission

The mission of the Radiography Program is to prepare caregivers of the highest quality for radiography positions in healthcare facilities.

JRCERT Radiography Program Goals

Goal: Graduates will become knowledgeable, clinically competent radiographers.

Student Learning Outcomes:

- Students will comprehend and apply appropriate radiation protection practices.
- Students will demonstrate comprehensive knowledge and accuracy in radiographic procedures.

Goal: Graduates will acquire appropriate oral and written communication skills.

Student Learning Outcomes:

- Students will demonstrate appropriate communication skills when presenting oral and written communication skills.

Goal: Graduates will acquire critical thinking skills in order to problem solve effectively.

Student Learning Outcomes:

- Students will be able to practice problem solving through the identification, analysis, and solving of clinical problems.

Goal: Graduates will demonstrate professionalism and the importance of professional growth during the program.

Student Learning Outcomes:

- Students will demonstrate professionalism and the importance of professional organizations for attaining personal growth.
- Students will analyze and apply the principles of continued professional development on professional growth.
Program Enrollment

The maximum admission class size for the Radiography Program is determined by the Program Coordinator. The number of students assigned to each clinical facility is dependent on the number of radiographic rooms, the number of radiographic exams performed, and the number of registered radiographers available. The number of students admitted each year is based on these variables to maximize the educational opportunities available for each student. The program currently accepts 18 students each fall semester.

Criminal Background Check / Drug Screen

All students accepted into the program must successfully complete a Criminal Background Check and Drug Screen by CastleBranch.com. Instructions and contact information will be distributed by the Program Coordinator.

Students who are denied access to the program’s clinical sites will not be able to complete the program.

Required Clinical Immunizations

Each student must acquire and maintain specific mandatory immunizations throughout the length of the program to be eligible to participate in clinical education. Documentation of these immunizations must be submitted to CastleBranch.com. The Clinical Coordinator will distribute instructions and contact information for CastleBranch.com; however, the acquisition, submission, and maintenance of certification information are the responsibility of the student.

Each student must acquire and maintain American Heart Association BLS (Basic Life Support) for Healthcare Providers certification throughout the length of the program to participate in clinical education. Documentation of AHA BLS must be submitted to CastleBranch.com. The Clinical Coordinator will distribute instructions and contact information for CastleBranch.com; however, the acquisition, submission, and maintenance of certification information are the responsibility of the student.

Technical Standards for Acceptance to the Radiography Program

An applicant must be able to meet technical, as well as academic, standards in performing routine duties of a diagnostic radiographer.

The applicant for admission to the Radiography Program shall be able to perform the following skills to perform all the clinical assignments of the school and in order to perform all the procedures that would be required of a diagnostic radiographer in the work force.

1. Render services and/or assistance to all patients depending on the individual patient’s needs and abilities in moving, turning, getting on and off the x-ray table, etc.
2. Talk to the patient in order to communicate and instruct the patient concerning the type of examination and ways in which the patient will need to cooperate with the technologist.

3. Hear a patient talk, whether in the room with the patient or in the control booth.

4. See the patient in order to assess the patient’s needs and to insure that the patient remains in the correct position before an exposure is made.

5. Push a stretcher and/or wheelchair without injury to self, patient, or others.

6. Read labels on contrast media vials, etc.

7. Draw up sterile contrast media and other solutions without contaminating the syringe and/or needle.

8. Manually move the x-ray tube and manipulate the tube at standard and non-standard heights and angles. Standard height is 40” above the x-ray table.

9. Push a portable x-ray machine and manipulate a portable x-ray machine in turning corners, getting the machine on and off an elevator, and into a patient’s room.

10. Physically be able to perform CPR.

11. Carry cassettes safely, place cassettes in Bucky trays, and properly manipulate equipment locks.

12. Physically operates a keyboard to perform computerized and PACS functions.

**ARRT Examination**

Upon successful completion of the Radiography Program, the student will be eligible to apply to take the exam given by the American Registry of Radiologic Technologists. The application for this exam is submitted in February of the last semester of study. The student is responsible for the required application fee of $200.00.

**Textbooks**

The total cost of textbooks for the Radiography Program is approximately $1200.00. All required textbooks may be ordered through the campus bookstore and will be available for students before the beginning of each semester. Since publishers periodically update editions of textbooks, we strongly recommend that students only purchase the textbooks required for the upcoming semester. Students will need all textbooks for multiple semesters and preparation for the ARRT exam. Students should buy their textbooks and keep them throughout the program. A list of required textbooks for the Radiography Program can be found in *Attachment A* of this document.
Lead Markers

Students will be given the opportunity to order two sets of left and right lead markers with their initials on them. The cost of these markers is approximately $24.00. Students are required to have at least one set of markers always, including clinical education and practical exams. No competency exam will be accepted without these markers. If you misplace one marker, you may want to think about ordering another set. Please see program faculty for ordering information.

Radiography Program Radiation Dose Limits

The radiation dose limits are established in compliance with North Carolina Regulations for Protection Against Radiation (15A NCAC 11) and Standard 4, Objective 4.1 of JRCERT Standards.

The Radiation Safety Officer (RSO) for the Radiography Program is the Program Coordinator. Radiation exposure of students will be monitored and documented by the RSO. Upon entering the program, students are given a brief introduction to ionizing radiation and radiation hygiene. Later the students receive more in-depth instruction as part of RAD 110, Introduction to Radiography and Patient Care and RAD 141, Radiation Safety. They are issued OSL dosimeters and instructed on their use and care. Dosimeters are exchanged for new ones every two months, except where pregnancy is concerned. In that case, the dosimeters are exchanged monthly. Dosimetry reports are reviewed by the RSO. The maximum permissible dose for a two-month period is 800 mrem. Should any student receive 25% or more of the dose limit for the reporting period (200 mrem for 8 weeks), that student is interviewed by the RSO to determine the reason for the reading. Typically, readings are M (too low to record) to about 20 mrem.

Should dose limits be exceeded, the provisions of 15A NCAC11.1647 are followed:

1. A report (telephone or email) to the North Carolina Department of Environment, Health, and Natural Resources – Division of Radiation Protection is made within 24 hours of the time the RSO was notified of the overexposure

2. A written report to the same agency is made within 30 days using the format given in 15A NCAC 11.1647

Provisions for dealing with pregnancy are contained in the Radiography Program’s pregnancy policy.

Dosimeter records for students are maintained indefinitely.

For current students, dosimeter readings are posted in the classroom (K-147). The copy posted does not include birth dates or social security numbers. The copy maintained by the RSO does contain this information.

This protocol is reviewed annually with the rest of the Radiation Protection Plan.
Radiation Dosimeters

The Radiography Program will provide each student with a dosimeter. Students are required to wear their dosimeter while in all clinical areas and all laboratory sessions. Students should be careful so that the dosimeter package is not damaged. Any damage could affect the radiation readings. Please do not wash or dry the device. Dosimeters may be taken home but do not leave in the car. It is recommended that students leave dosimeters with other clinical supplies in an easy to find area (ex. dresser).

Dosimeters will be changed every two months. The radiation report will be posted so that students will be aware of the exposure they are receiving. Each student must initial their individual report.

Any lost dosimeter must be reported at once to the Program Coordinator and Clinical Coordinator. Students will not be allowed to enter clinical without their student dosimeter. All missed days due to the loss of a dosimeter must be made up later. It is the student’s responsibility to see the Clinical Coordinator to schedule the make-up days. All costs associated with replacing a lost dosimeter will be at the student’s expense.

The dosimeters, with holders, must be returned to the program upon withdrawing from the program or graduating.

Energized Laboratory

This unit is to be operated by students only under supervision of faculty registered by the ARRT. Detailed instruction about the Radiation Protection Plan and use of the Lab are covered in RAD 110. Revised: 04/25/2014

Professional Liability Insurance

Each student carries professional liability insurance. This insurance is purchased through tuition payments for RAD 151 and RAD 251 courses.

Student Accident Insurance

This insurance program provides coverage to each student for covered injuries sustained while they are participating in activities sponsored and supervised by the school. Coverage is provided for travel directly to or from the insured’s home premises and the site of such activities.

Professional Societies and Continuing Education Seminars

Each student is encouraged to join radiography professional organizations. By the beginning of the second semester, all students are required to join the American Society of Radiologic Technologist (ASRT). The student fee is approximately $35.00 per year. The North Carolina Society of Radiologic Technologists (NCSRT) fee for student members is approximately $25.00 per year and students are strongly encouraged to join. As a member of these societies, the student will receive journals and newsletters useful in keeping current in the profession. Many of these resources will assist students in
completing various assignments throughout the program. In addition; each of the professional associations sponsor education seminars each year and as a member, students will receive a discounted rate. Students are encouraged to attend approved seminars. The cost of attending all seminars will be at the student’s expense.

**Program Costs**

Tuition is established by the State Board of Community Colleges and the North Carolina General Assembly and is subject to change without notice. A list of the estimated cost for the Radiography Program can be found in *Attachment B* of this document.

Please review the pages below via the hyperlink to the Sandhills Community College Student Handbook found here:


**2017-2018 ACADEMIC CALENDAR**

**Table of Contents (page numbers)**
- Student Conduct (78-82)
- Academic Honesty (82)
- Disciplinary Procedures (82-83)
- Student Grievance Policy and Procedure (83-85)
- Sexual Harassment Policy (85-86)

**Grading Policy**

The grading scale for the classroom and clinical courses in the Radiography Program will be:
- A = 92-100
- B = 84-91
- C = 75-83
- F = Below 75

**NOTE:** There is no “D” for Radiography courses.

Course grades are based on exams, labs, and other assignments.

All students are expected to be present for all exams. Failure to take an exam on an assigned day, unless excused, will result in a 20-point deduction from the exam grade. In other words, the highest possible grade on a make-up exam will be 80. Any exam that is missed will be made up the next school day following administration of the exam. The make-up exam may be of a different form than the original exam.

**Severe Weather Policy and Procedure**

Whenever inclement weather conditions exist and create hazardous driving conditions, students should:
1. **Check for school closure information as follows:**
   - Call the SCC main number at 910-692-6185
   - Reference the SCC home page [www.sandhills.edu](http://www.sandhills.edu)
   - Listen to designated radio or television stations for an announcement regarding the closing of Sandhills Community College.

2. If the college closes, the student will not be responsible for attending classes or clinical assignments. In addition, SCC sends out messages via text, email, and voice mail to inform students of school closings. Unless a power outage exists, students should check Moodle for possible make-up assignments.

3. If the school does not close and the student feels that hazardous driving conditions exist in his or her area, the student should contact the clinical site and Clinical Coordinator. Such time missed will need to be made up later. If the student will miss class due to hazardous driving conditions, the student should contact their instructor. The student is responsible for all missed class work. **The student is urged to use his or her best judgment in such situations and not place him or herself in danger.**

4. Classes missed due to inclement weather will be made up at the discretion of the college president.

5. Clinical attendance will follow the SCC inclement weather policy.

**Attendance Policy – Didactic Education**

Students are expected to attend all class sessions and laboratories (classroom lab. sessions). At the beginning of each semester, the student will be notified as to attendance expectations for each class. The student will be responsible for making up any work missed during a class session or lab session. Excused laboratory absences will be made up at the discretion of the instructor.

Unsatisfactory attendance (unexcused absences beyond the granted number) may adversely affect credit for the class. Unexcused absences beyond the allotted number allowed will drop the final grade by one letter grade. All doctor and dentist appointments, except emergencies, may be considered unexcused.

Promptness is expected in both class and lab sessions. Tardiness beyond five minutes may constitute an absence. **A total of three tardies will constitute one absence.**

Students who are absent from two consecutive weeks in any course will be dropped from that course. Due to pre-requisite and co-requisite requirements, the student will be unable to complete the program.

**Death in a Student’s Family**

A student may utilize up to three consecutive leave days without penalty in the event of a death in the student’s immediate family. It is the student’s responsibility to communicate with the Program Coordinator and the Clinical Coordinator to request this consideration.
**Homework**

The student will be responsible for all homework assignments. If the student is absent, he/she should contact the instructor for any assignments that were made on the day of the absence. All homework assignments should be completed on an individual basis.

**Cell Phone Policy**

Cell phones must be turned off and put away during all classes. If the student is expecting an emergency call, the cell phone may be placed on silent (vibrate), but the student must notify the instructor prior to class. If the student must use their phone to address an emergency, they must exit the classroom quietly and the time is reflected as any other missed class time.

Cellular telephones are not allowed in the clinical setting. Cell phones must be left in student lockers and may be checked during breaks, if necessary. The hospital department numbers may be used to receive emergency phone calls only.

**Exam Policy**

All items including, but not limited to, textbooks, cell phones, lap tops, book bags, purses, etc. must be placed against the classroom wall during test administration. No computer-aided calculators may be used for any exams.

After completing an exam, the student may quietly pick up their personal items located against the classroom wall and exit the classroom. To respect others taking the exam, once the student exits the classroom, he or she may not return until all students have completed the exam.

**Final Exam Policy**

In correlation with the Sandhills Community College’s final exam policy, all final exams for all RAD courses will be given during the final exam period each semester. The only exception is clinical course final exams, due to the amount of time involved in this type of exams.

**Gifts**

Students often want to express their appreciation to clinical staff for assisting them during clinical education. Clinical site employees cannot receive monetary valued gifts from students. If students would like to thank their clinical rotation staff and want to do something special for them, cards, flowers, and/or baked goods are examples of acceptable gifts.

**Academic Honesty**

Sandhills Community College believes that the pursuit of knowledge requires honesty. Academic dishonesty includes but is not limited to:
1. Copying the work of another

2. Collaboration – working with another person on a test, examination, or paper without expressed authorization and without indicating that collaboration has occurred.

3. Plagiarism – the representation of the work of another person as one’s own; the failure to cite the source of an idea, information, or words which come from someone other than the author of the paper or the exam.

4. Use of books, notes and/or electronic devices in examinations without the explicit permission of the professor.

Penalties may include:

1. Zero grade on the test or assignment on which cheating occurs.
2. Failing grade for the course.
3. Failing grade and immediate dismissal from the course.

When a student is accused of academic dishonesty, the resolution of the accusation is between the professor and the student. If the solution is unsatisfactory, there is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Code of Ethics

Student radiographers are expected to follow professional standards and comply with the Code of Ethics established by the American Society of Radiologic Technologists.

Preamble

This Code of Ethics is to serve as a guide by which Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues, and other members of the allied professions and health care consumers. The Code of Ethics is not law but is intended to assist Radiologic Technologists in maintaining a high level of ethical conduct. Therefore, in the practice of the profession, we the members of the American Society of Radiologic Technologists, accept the following principles:

Principle 1
The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

Principle 2
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.

Principle 3
The radiologic technologist delivers patient care and service unrestricted by concerns of personal attribute or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

**Principle 4**
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.

**Principle 5**
The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

**Principle 6**
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.

**Principle 7**
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.

**Principle 8**
The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

**Principle 9**
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.

**Principle 10**
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.

**Plan for Clinical Education**

The clinical competency-based educational program is a system utilized for the evaluation of clinical performance in radiography. It begins during the first semester and continues throughout the entire program. The clinical aspect of the curriculum is closely correlated with the didactic portion of the program.

The clinical schedule provides each student with a variety of experiences. Initial rotations include: routine diagnostic, fluoroscopic, mobile, and trauma areas. Emphasis is placed on equipment
manipulation, patient care, and radiation safety. During these rotations, each student becomes familiar with CR/DR equipment, electronic filing systems, and room routines.

As students’ progress, higher levels of patient interaction develop, as well as, positioning and technique skills. The clinical schedule provides each student with rotations to enhance learning in these higher skilled areas. These rotations concentrate on fluoroscopy, routine, trauma, mobile, operating room, contrast studies, computerized and digital radiography, along with alternate shift and advanced imaging rotations.

First year students are under close and direct supervision of registered technologists, clinical instructors, or the clinical coordinator. At no time is a student permitted to function in the total absence of supervision or to pass radiographs. The level of supervision is adapted to the individual level of competence. Direct supervision is always required when a repeat exposure is needed, during mobile radiography procedures, or during operating room procedures.

Venipuncture and intravenous contrast injections may only be performed after the appropriate classroom and skills laboratory training – and must always be directly supervised.

Student progress is evaluated using clinical competency evaluations, clinical coordinator evaluations with input from the supervising technologists, pathology presentations, clinical testing, article reviews, and film critique. A mid-semester conference tracks clinical progress.

**Clinical Assignments**

The clinical phase of the program is designed to provide the student with a structured clinical experience. Clinical rotation schedules provide the student with a wide variety of imaging procedures and equipment. Schedules are distributed at the beginning of each semester. Re-assignment may be necessary due to the work flow, staffing, equipment malfunction, etc. Re-assignment must be cleared with the diagnostic supervisor. Students are expected to comply with all hospital policies. The hospital policy manual is available in the clinical setting for review by the student.

In addition, the hospitals, by contractual agreement, reserve the right to refuse students access to their facilities for cause, or for no cause. Students denied access from any one clinical site may not attend clinical at any clinical site and therefore, will be unable to complete the program.

Clinical assignments will be scheduled primarily between the hours of 5:00 AM and 7:00 PM, weekdays. To meet the clinical objectives, evening and/or weekend clinical experiences may be utilized. As mandated by the JRCERT, the maximum percentage of the student’s total clinical hours spent in evening and weekend assignments cannot exceed 25%. A student’s combined didactic and clinical hours may not exceed 10 hours per day or 40 hours per week.

Students will be expected to travel to a variety of clinical site locations and are responsible for all travel expenses related to these clinical rotations. Clinical schedules will not be modified due to student’s job, daycare, family responsibilities, geographic location, etc.

Students employed by the hospital imaging departments cannot substitute “job” hours for clinical hours. Radiographic examinations performed during “job” hours will not count toward clinical competency
requirements. Meeting the program’s requirements takes precedence over any outside commitments (vacations, jobs, etc.).

Students employed by the hospital imaging departments may not complete any job-related duties, including orientation, training, or CE requirements, during clinical hours. Time missed from class or clinical to complete these job requirements will be treated as an absence from class or clinical.

A complete list of clinical sites and the approximate distance from Sandhills Community College is as follows:

<table>
<thead>
<tr>
<th>Clinical Site</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Health/Moore Regional Hospital/Pinehurst</td>
<td>Approximately 4 miles</td>
</tr>
<tr>
<td>First Health/Montgomery Memorial Hospital/Troy</td>
<td>Approximately 38 miles</td>
</tr>
<tr>
<td>First Health/Hoke Campus/Raeford</td>
<td>Approximately 32 miles</td>
</tr>
<tr>
<td>First Health/Richmond Memorial Hospital/Rockingham</td>
<td>Approximately 35 miles</td>
</tr>
<tr>
<td>Pinehurst Radiology Associates/Pinehurst</td>
<td>Approximately 3.5 miles</td>
</tr>
<tr>
<td>Pinehurst Surgical Clinic/Pinehurst</td>
<td>Approximately 4 miles</td>
</tr>
<tr>
<td>Pinehurst Orthopedic Group/Pinehurst</td>
<td>Approximately 3.5 miles</td>
</tr>
<tr>
<td>Central Carolina Hospital/Sanford</td>
<td>Approximately 26 miles</td>
</tr>
<tr>
<td>Scotland Memorial Hospital/Laurinburg</td>
<td>Approximately 38 miles</td>
</tr>
<tr>
<td>First Health Surgical Specialties/Rockingham</td>
<td>Approximately 35 miles</td>
</tr>
<tr>
<td>First Health Convenient Care/Hamlet</td>
<td>Approximately 34 miles</td>
</tr>
<tr>
<td>Chatham Hospital Inc./Siler City</td>
<td>Approximately 42 miles</td>
</tr>
</tbody>
</table>

Clinical Competency

The ARRT provides a list of all examinations which must be evaluated for competence in clinical education. Because some examinations may not be available on a routine basis, certain examinations may be simulated or performed on a phantom. Students maintain records of their progress, along with the Clinical Coordinator. The course syllabus gives specific details concerning which competencies must be performed in each semester.

When attempting a competency examination, it is the responsibility of the student to procure the patient and call the clinical instructor. The clinical instructor will determine whether the patient is a good candidate for the student to attempt a competency. The examination is graded on a weighted scale, according to the clinical competency objectives. A predetermined number of satisfactorily completed competencies are required each semester. If the student fails the competency, he or she should review, practice, and attempt the examination again. The evaluator must be satisfied that the student has met all the objectives. In clinical settings not using Trajecsys, a copy of the competency evaluation form should be available for the instructor prior to attempting the examination. A more detailed explanation of the competency procedure will be discussed during clinical orientation and included in each clinical syllabus.

Students are encouraged to continue to gain experience by performing examinations even though they have passed the competency. Any student lacking the clinical competency requirements at the end of the fifth semester does not meet the requirements for passing the course. Satisfactory completion of competency evaluations fulfills one of the requirements for clinical performance.
A list of required competencies for the Radiography Program can be found through this hyperlink:


Clinical Supervision Policy

**Direct Supervision** Students must have direct supervision during the first year of the program. Direct supervision is defined by the following criteria.

1. A registered technologist must review the request to determine if the student can perform the exam with reasonable success. (Dependent upon student’s competency).

2. A registered technologist must also determine whether the condition of the patient contraindicates performance by the student.

3. A registered technologist **must** be present in the radiographic room.

4. A registered technologist **must** approve all radiographs prior to dismissal of the patient.

5. Should a repeat exam be required, a registered technologist **must** be present in the room to check positioning and exposure factors.

6. Bedside and Operating room procedures **must** be performed under direct supervision. A registered technologist must accompany students and be present in the room for these procedures.

7. Venipuncture **must** be performed under direct supervision

8. Patient transportation **must** be performed under direct supervision.

Direct supervision **is required for any procedure for which the student has not demonstrated competency mastery.**

**Indirect Supervision.** Second-year students can be supervised indirectly under most circumstances. Indirect Supervision is defined by the following criteria:

A registered technologist must be near the radiographic area and available for immediate assistance if necessary.

**All** students must **always** be under the Direct Supervision policy while in the operating room, performing portable exams, repeat exams, venipuncture, and while transporting patients.
Clinical Attendance

Due to the importance of clinical education, students are expected to attend all clinical sessions. Specific information concerning clinical absence is detailed in each clinical course syllabus.

Students are expected to notify the instructor when any absence is anticipated or occurs. Extreme cases involving medical emergencies, court appearance, or death in the immediate family will be dealt with on a case-by-case basis. It is the student’s responsibility to contact the clinical coordinator and request a conference.

Early morning, afternoon, weekends and evening hours may be used for clinical education. It is imperative that students be punctual for these assignments. Tardiness is unacceptable. To properly document clinical attendance, each student must sign in and out on an attendance roster located on Trajecsys. After checking in, the student should report to their assigned area and prepare for the day. Each student is responsible for every exam that occurs in his or her room unless properly relieved by the instructor.

The following will invalidate clinical hours:

1. not signing in at correct time, or site.
2. having someone else sign in or out for you.
3. using a cellphone or other mobile device to sign in or out.
4. falsifying attendance record by deliberately providing incorrect times and/or dates.

Tardiness – Tardiness is defined as being absent from clinical after the scheduled time of arrival. A student is counted absent after one hour past the scheduled time of arrival.

Absence – An absence is defined as not reporting to clinical within 1 hour of the scheduled time of arrival.

If the student is absent from clinical, he/she will be responsible for the following:

1. The student must personally notify the clinical faculty of an absence. Notification must occur by the time that attendance is expected. Please speak with the lead technologist if possible, but do not leave a voice mail. FAILURE TO NOTIFY THE APPROPRIATE CLINICAL SITE WILL BE REFLECTED IN THE STUDENT’S GRADE.

2. The student must also notify the Clinical Coordinator in the event of an absence prior to the time attendance is expected. The Clinical Coordinator can be notified by voicemail or email. FAILURE TO NOTIFY THE APPROPRIATE FACULTY WILL BE REFLECTED IN THE STUDENT’S GRADE.

3. When absences due to illness exceed three consecutive days, a note from a physician will be required before the student can return to clinical.
4. Frequent illness may require support by submission of medical evidence such as a physician’s note.

5. One clinical make-up day is listed on either the clinical schedule or the course syllabus. Schedule the make-up time with the Clinical Coordinator.

6. Should a student contract a communicable disease that is potentially dangerous to others, it is the student’s responsibility to notify both the department and the college personnel. Students may be asked to leave a clinical facility if they pose a threat to patients.

**Students are required to remain in their assigned area until the exam in progress is completed. No student can have over 10 contact hours per day or 40 contact hours per week. (Clinical and didactic combined)**

**Clinical Appearance Code**

The faculty or instructors have the prerogative of not allowing a student in the clinical area if the student does not meet the required standard.

1. All students shall wear the designated uniform. All clinical attire shall be clean, neat, and without wrinkles.

2. All students shall wear clean, polished black clinical shoes, or professional all black athletic shoes. Open toe shoes, sandals, or canvas tennis shoes are not permitted. Either all black socks or black hose (with no visible runs or tears) may be worn.

3. Students may wear a crewneck, short, ¾ length, or long sleeve, **black** shirt under their uniform top, as needed. If a short sleeve is worn under uniform top, its sleeves should not be longer than uniform sleeves.

4. Excessive jewelry is not permitted in the clinical setting. Multiple rings, necklaces, and large earrings are not considered professional attire. No more than one necklace will be permitted, and it must be worn within the uniform. No more than one ring per hand (unless wedding rings) is allowed. Bracelets shall not be worn. One pair of earrings (small stud-type) may be worn in the earlobes only. Single earrings worn by either sex is NOT permitted. Visible body-pierced jewelry, other than earrings, is not allowed.

5. Fingernails must be neat and short so as not to injure patients or spread pathogens. Only natural-colored nail polish will be permitted, i.e.; only clear, natural pink, or pink and white French manicure will be allowed. Acrylic or any other type of false nails are not permitted.

6. Make-up should be worn in moderate amounts.

7. Hair shall be kept neat and clean. Hair below shoulder length must be pulled back. Males with mustaches and/or beards must keep them neatly trimmed and clean due to work with sterile fields. Males who are not growing a beard must be clean shaven.
8. Odors can be offensive to sick patients; therefore, perfume, cologne, or aftershave is not permitted during the clinical experience.

9. Students should bathe daily and wash hands between patients.

10. The student must wear identification name badges, where they are visible, and the assigned dosimeter at all times in the clinical setting. The student must also have his/her lead markers at all times while in the clinical setting.

11. No cell phones allowed during clinical. Cell phones should be left in locker. If emergency exists, it is the students responsibility to let the Clinical Instructor know in advance and will be allowed to check phone periodically.

12. Tattoos and other body art must be covered at all times.

13. Students are not permitted to leave their assigned clinical facilities without the express permission of the Clinical Coordinator, with the exception of facilities that do not have a cafeteria on site.

14. Students are allowed only 30 minutes for lunch at facilities that do have a cafeteria on site, and are allowed only 60 minutes for lunch at facilities that do not have a cafeteria on site.

**Inadequate Compliance with Clinical Policies**

**Inadequate compliance with the clinical policies could result in a warning or a reduction in the final course grade.**

Point values are listed and may accumulate as each action occurs. Points will be deducted from the final grade in the same semester following the action:

<table>
<thead>
<tr>
<th>Action</th>
<th>Points for each occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arriving late for clinical assignment:</td>
<td></td>
</tr>
<tr>
<td>(First occurrence)</td>
<td>Verbal reprimand</td>
</tr>
<tr>
<td>(Second occurrence)</td>
<td>1</td>
</tr>
<tr>
<td>(Third occurrence or any thereafter)</td>
<td>2</td>
</tr>
<tr>
<td>Drinking, smoking, eating, or chewing gum in patient care areas</td>
<td>2</td>
</tr>
<tr>
<td>Violating appearance and dress code policies</td>
<td>2</td>
</tr>
<tr>
<td>Failure to have an appropriate writing utensil in clinical</td>
<td>2</td>
</tr>
<tr>
<td>Failure to have lead markers in clinical</td>
<td>2</td>
</tr>
<tr>
<td>Failure to wear dosimeter or leave it in the assigned area</td>
<td>2</td>
</tr>
<tr>
<td>Violating cell phone policy</td>
<td>5</td>
</tr>
</tbody>
</table>
Ignoring instruction by clinical instructor  5
Leaving clinical assignment early without approval 5
Arriving at a clinical assignment late without approval 5
Failure to notify Clinical Instructor and Clinical Coordinator concerning an absence or tardiness of more than 15 minutes 5
Failure to maintain record-keeping 5
Refusing to perform and/or assist in a procedure 5
Failure to follow hospital policies from 5 points up to and including dismissal/F
Demonstrating unprofessional conduct such as: Insubordination, inappropriate language, falsification of records, rudeness, physical abuse, lying, violation of the Code of Ethics, cheating, or endangering the patient in any way.
Student violating Academic Code of Honor dismissal/F
Entering clinical under the influence of alcohol or drugs dismissal/F

**Actions not specifically noted will be handled on an individual basis. Repeat actions and extended absences will be dealt with on a case by case basis with the Clinical Coordinator, Program Coordinator, Department Chair, and the Dean of Instruction.**

**Radiography Program Student Clinical Grievance Procedure**

The purpose of the student appeal procedure is to assure the students of Sandhills Community College Radiography Program that their clinical grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. The appropriate steps when filing a grievance are listed below.

Step 1 – Student files written clinical grievance with Clinical Coordinator (SCC representative) within 3 days of occurrence
Written Resolution – within 10 business days after receiving grievance

Step 2 – Student files written clinical grievance with Program Coordinator (SCC representative) within 3 days of receiving written resolution from the Clinical Coordinator.
Written Resolution – within 10 business days after receiving grievance

Step 3 – Student files written clinical grievance with Health Science Department Chair (SCC representative) within 3 days of receiving written resolution from the Program Coordinator.
Written Resolution – within 10 business days after receiving grievance
Step 4 – Student files written clinical grievance with Dean, Curriculum Programs (SCC representative) within 5 days of receiving written resolution from the Health Science Department chair. Final Written Resolution – within 10 business days

**Academic Progress for Students in the Radiography Program**

To remain in good academic standing, radiography students must maintain an overall grade point average (GPA) of a 2.0 or higher. In addition, **radiography students must maintain a grade of "C" or higher in all their RAD and related courses.** Because of this, "D" grades are not considered as passing and the student must withdraw from the curriculum. If a student withdraws from a prerequisite or co-requisite course, the student will not be allowed to progress in any other radiography program courses; resulting in removal from the program. Each semester the faculty will schedule a mid-semester conference. Also, the faculty strongly suggests that students seek assistance and counseling at the first sign of any problems.

**Students are required to successfully complete their related courses (if not already completed) during, or before the specified semester within the RAD curriculum.** If a student has not completed a related course with a “C” or higher by the end of the specified semester, the student will not be allowed to continue in the radiography program.

If Radiography program faculty feel that a student is not making satisfactory progress in the program after discussions and remedial actions, they may refer the student to a counselor for a change of program.

If a student wishes to change from one instructional program to another, the advisor will refer the student to a counselor. The counselor will then work with the student to secure a program change within guidelines of the program placement policies of the college.

**Radiography Program Readmission**

Students who voluntarily withdrew in good academic standing:

1. The student withdrew during the first semester of radiography classes, the student must complete the Radiography program selective entry criteria, compete with other applicants, as any new incoming applicant. No student will be allowed to re-enter more than one time.

2. The student successfully completes one or more semesters, the student will be allowed to re-enter the next year, in the semester prior to the semester in which they did not complete successfully, if there is an available seat. The student will retake, for a grade, all courses in the semester prior to withdrawal or dismissal. This requires students to enroll in the semester sequenced prior to the one they did not successfully complete. No student will be allowed to re-enter more than one time.

3. Re-entry consideration is not automatic; therefore, the student must provide the Program Coordinator a letter of intent stating that they wish to return to the program. The letter of
intent must say that the student wishes to return to the radiography program. The letter of intent must be received within two weeks (10 business days) of their withdrawal or dismissal.

4. Re-entry after one year will not be accepted. The student must then re-apply, following the Radiography Program selective entry criteria as a new incoming applicant. No student will be allowed to re-enter more than one time.

5. Students must meet the admissions requirements for the year they want to return. If admission requirements differ from when they were originally accepted, they must meet the new requirements.

6. Students who re-enter the program have the same responsibilities and course requirements as matriculating students.

7. Students who re-enter will be responsible for additional costs involving extended time for Trajecsys.

8. Students who re-enter may be responsible for completing and additional costs associated with another background check and drug screening.

Students who are dropped from the program in poor academic standing:

1. The student must follow the procedures for re-entry as stated above and in addition, may be required to complete additional courses necessary to make the student more successful upon re-entry. No student will be allowed to re-enter more than one time.

2. The student may be required to complete any unfinished General Education courses required for the Radiography Program before re-entry.

3. Any student who is dropped from the program will be on probation until graduation.

Students who have been dismissed from the Radiography Program for disciplinary reasons or who have been unsuccessful in one previous academic readmission are ineligible to re-apply to the radiography program.

Students who meet re-entry criteria policies and are eligible to re-enter the Radiography program will be required to complete a re-entry agreement form with both the Program Coordinator and Clinical Coordinator. The student must meet all requirements specified in the form to be considered for re-entry to the Radiography Program.

**Pregnancy Policy**

The Radiography program educates students about the hazards of radiation and the importance of proper radiation protection methods prior to their rotations at the clinical affiliates. This action is taken to minimize the radiation exposure of all students and to comply with the ALARA (As Low As
In accordance with Objective 4.2 of the Joint Review Committee on Education in Radiographic Technology (JRCERT) Standards for an Accredited Educational Program in Radiologic Sciences, and regulations of the Nuclear Regulatory Commission, the following policy exists concerning pregnant Radiography students:

Students are not required to disclose pregnancy during enrollment within the radiography program. It is recommended students voluntarily disclose pregnancies in writing to the Program Coordinator so appropriate fetal monitoring and other recommended safeguards can be provided. Notification should indicate the expected date of confinement (delivery).

Because a fetus is particularly sensitive to radiation, the radiography program has developed the following guidelines regarding pregnancy:

1. ALL students will follow proper radiation safety procedures. The SCC Radiography Program’s Radiation Protection Guidelines will be reviewed with each student during the first semester of the program and they will sign a statement that they have read and understood.

2. The student will be considered a declared pregnant worker (student), after she voluntarily notifies the Program Coordinator in writing. This written declaration requires that the embryo/fetus dose be limited to 0.5 rem during the entire pregnancy. The ordinary annual SCC student dose is well below this limit. A student may also "undeclare" her pregnancy in writing with no reason given. This will remove the dose limit of 0.5 rem during the pregnancy.

3. After giving her written declaration of pregnancy, the student will be informed of the above rationale and potential for harm to the fetus. The student will sign documentation stating that she has received and understands the information she has been given. The pregnant student must strictly adhere to the following guidelines:

   a. The pregnant student must faithfully wear an additional radiation monitor at waist level to monitor fetal radiation dose. This monitor will be provided by the program at no cost to the student.

   b. In accordance with the NCRP Report #116, during the entire gestational period, the effective dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.05 rem a month. Federal regulations also state that the dose to an embryo/fetus should not exceed 0.5 rem for the entire pregnancy.

   c. Pregnant students are expected to actively participate in all program classes, clinical rotations, and activities up until the day of delivery in accordance with current program attendance policies. The student will participate in regular clinical assignments/rotations, including fluoroscopy and portables, since the normal exposure level does not exceed 0.5 rem per year. The student will not be able to attend clinic if physical restrictions prevent her from performing routine clinical duties such as lifting,
wearing lead aprons, etc.

d. All attendance policies of the college and the Radiography Program will remain in effect for the student. The student is responsible for all class work covered during any absences and for obtaining necessary material and assignments from instructors or fellow classmates. Extenuating circumstances may be requested for unforeseen circumstances.

e. No students will be allowed to complete a clinical education course until all required clinical hours from that course have been completed. Missed clinical time must be made up before beginning the next clinical course. Extenuating circumstances will be evaluated on a case-by-case basis. Students who are missing clinical time at the end of the semester will earn a grade of “I” (incomplete) until the previous semester’s time has been completed.

f. No student will be allowed to graduate until all required clinical competencies are complete. Missed clinical time must be made up according to a schedule created by the program faculty.

4. In addition to the written declaration of pregnancy from the student, the student must have a statement signed by a medical doctor containing the following:
   a. Expected date of confinement (delivery)
   b. Physician’s assessment of the student’s general health and the impact of the radiography training, if any, on the health of the student and fetus.

**Note:** A student may revoke a declaration of pregnancy by making that revocation in writing to the Program Coordinator.
Criteria for Student Awards Selections

Awards may be given to acknowledge excellence for members of the graduating class; however, the Program Coordinator may decide that no qualified applicants exist, or that awards are not appropriate for a given class. These awards are generally given out each year during the Sandhills Community College Awards Day Ceremony.

When given, the selection criteria for the awards are:

The Michael Emery Didactic Excellence Award

1. Graduating radiographer(s) with the highest GPA in the Associate in Applied Science Degree in Radiography at Sandhills Community College.

2. This, or these, individual(s) must also have demonstrated a spirit of cooperation and professionalism during didactic training.

3. This, or these, selection(s) is/are made by the Program Coordinator.

Radiography Clinical Excellence Award

1. Graduating radiographer(s) who best exhibits high standards in the areas of professionalism, patient care, practical application of radiography, cooperative attitude, and dependability.

2. Clinical Award recipient must have a 3.0 GPA or better.

3. This, or these, selection(s) are made on the basis of recommendations from the clinical affiliates, the Clinical Coordinator, and the Program Coordinator.
Important Phone Numbers

Sandhills Community College  (910) 692-6185
Central Carolina Hospital  (919) 774-2360 or 1-800-292-2262
Chatham Hospital, Inc.  (919) 799-4000
First Health Convenient Care - Hamlet  (910) 205-8155
First Health/Hoke Campus (Radiology)  (910) 878-6610
First Health Montgomery Memorial Hospital  (910) 571-5240
First Health Moore Regional Hospital (Radiology)  (910) 715-1406
First Health Richmond Memorial Hospital  (910) 417-3370
First Health Surgical Specialties - Rockingham  (910) 417-4090
Pinehurst Orthopedic Group  (910) 295-7070
Pinehurst Radiology Associates  (910) 295-4400
Pinehurst Surgical Clinic - Pinehurst  (910) 295-0867
Scotland Memorial Hospital  (910) 291-7736

Robin Garner  garnerr@sandhills.edu
Program Coordinator  (910) 695-3916 - SCC Office K-158

Janna May  mayj@sandhills.edu
Clinical Coordinator  (910) 695-3841 - SCC Office K-157
Complaints Relating to Non-Compliance with JRCERT STANDARDS

The Radiography program at Sandhills Community College is accredited by The Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182.

Any person who believes the Radiography Program is in non-compliance with any of the JRCERT Standards is requested to take the following actions:

1. Immediately confer with the Program Coordinator to gain information and express the perceived problem. If the complaining party still believes non-compliance exists, ask the Coordinator to establish compliance. Should the problem not be resolved, the complaining party should contact the Department Chair of Health Sciences within three working days.

2. Confer with the Department Chair of Health Sciences. If the Department Chair is unable to solve the problem, the complaining party should contact the Dean of Instruction within three working days.

3. Confer with the Dean of Instruction. Should the Dean be unable to resolve the problem within five working days, the complaining party should contact the JRCERT at:

   or phone: (312) 704-5300

   or FAX: (312) 704-5304

   or E-Mail: mail@jrcert.org

The program takes every complaint of alleged non-compliance seriously. Each complaint will be thoroughly investigated and should the complaint be found valid, the program is dedicated to speedy resolution of the problem. In addition, it is the policy of the program to work closely and professionally with the JRCERT to resolve any non-compliance allegation.

Records of complaints and their resolutions are maintained by the program.
### ATTACHMENT A

**Book List 2017-2018**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Author</th>
<th>Textbook</th>
<th>Edition</th>
<th>ISBN &amp; Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RAD 151</td>
<td>Garner</td>
<td>RAD 151 Clinical Notebook</td>
<td>1st edition</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>RAD 121</td>
<td>Fauber</td>
<td>Radiographic Imaging &amp; Exposure</td>
<td>5th edition</td>
<td>ISBN: 9780323353779 $79.95</td>
</tr>
<tr>
<td>Summer</td>
<td>RAD 122 &amp; 141</td>
<td>Carroll</td>
<td>Radiography in the Digital Age</td>
<td>2nd edition</td>
<td>ISBN 9780398080969 $109.95</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Course</th>
<th>Author</th>
<th>Title</th>
<th>Edition</th>
<th>ISBN</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 211</td>
<td>Nina Kowalczyk</td>
<td>Radiologic Pathology For Technologists</td>
<td>6th</td>
<td>9780323089029</td>
<td>$75.95</td>
</tr>
<tr>
<td>RAD 211 &amp; 231</td>
<td>Carroll</td>
<td>Radiography in the Digital Age</td>
<td>2nd edition</td>
<td>Already purchased</td>
<td></td>
</tr>
<tr>
<td>RAD 231</td>
<td>Bushong</td>
<td>Radiologic Science for Technologists</td>
<td>11th edition</td>
<td>Already purchased</td>
<td></td>
</tr>
<tr>
<td>2nd Spring</td>
<td>RAD 271</td>
<td>SAIA</td>
<td>Radiography: PROG, REV, + Exam Prep</td>
<td>7th</td>
<td>9780071787048</td>
</tr>
<tr>
<td>2nd Spring</td>
<td>RAD 271</td>
<td>SAIA</td>
<td>SAIA RADREVIEWEASY.com Online subscription</td>
<td>Most recent</td>
<td>4 months subscription</td>
</tr>
<tr>
<td>2nd Spring</td>
<td>RAD 271</td>
<td>Correctec</td>
<td>Most recent</td>
<td>Most recent</td>
<td>6-month subscription</td>
</tr>
</tbody>
</table>

Please note that all prices are based on current new textbook prices. We strongly recommend that the student buy only the textbooks necessary for each semester. All prices and editions are approximate, price or edition change may occur with the book publishers that the Radiography Program and the college bookstore cannot anticipate.

Please keep your books throughout the entirety of program.
# Attachment B

## Sandhills Community College

**Associate Degree Radiography Program**

**Estimated Program Costs**

<table>
<thead>
<tr>
<th>Radiography Program Length (5 Semesters)</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees (74 Credit hours)</td>
<td>$6,075.00</td>
</tr>
<tr>
<td>Trajecsys Clinical Tracking Fee (RAD 151 fees)</td>
<td>$150.00</td>
</tr>
<tr>
<td>2 Clinical Uniforms (including 1 jacket) &amp; Name Tag</td>
<td>$160.00</td>
</tr>
<tr>
<td>Clinical Shoes</td>
<td>$120.00</td>
</tr>
<tr>
<td>Background Check/Drug Screen Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Medical Document Manager Fee (RAD 110 fees)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Lead Markers</td>
<td>$24.00</td>
</tr>
<tr>
<td>NCSRT Student Membership</td>
<td>$25.00</td>
</tr>
<tr>
<td>ASRT Student Membership</td>
<td>$35.00</td>
</tr>
<tr>
<td>Calculator (Common &amp; Natural logs, trig, x²)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Graduation (Cap and Gown)</td>
<td>$45.00</td>
</tr>
<tr>
<td>Application for ARRT Examination</td>
<td>$200.00</td>
</tr>
<tr>
<td>Books (estimate)</td>
<td>$1,200.00</td>
</tr>
</tbody>
</table>

Tuition and Fees are based on Fall 2017 costs. All costs listed are estimates and actual amounts may vary. Clinical travel expenses can become significant but are difficult to estimate so they are not included in program cost estimates.
SANDHILLS COMMUNITY COLLEGE
RADIOGRAPHY PROGRAM
Re-entry Agreement Form

Students who voluntarily withdrew in good academic standing:

1. If the student withdrew during the first semester of radiography classes, the student must complete the Radiography program selective entry criteria, compete with other applicants, as any new incoming applicant. No student will be allowed to re-enter more than one time.

2. If the student successfully completes one or more semesters, the student will be allowed to re-enter the next year, in the semester prior to the semester in which they did not complete successfully, if there is an available seat. The student will retake, for a grade, all courses in the semester prior to withdrawal or dismissal. This requires students to enroll in the semester sequenced prior to the one they did not successfully complete. No student will be allowed to re-enter more than one time.

3. Re-entry consideration is not automatic; therefore, the student must provide the Program Coordinator a letter of intent stating that they wish to return to the program. The letter of intent must say that the student wishes to return to the radiography program. The letter of intent must be received within two weeks. (10 business days) of their withdrawal or dismissal.

4. Re-entry after one year will not be accepted. The student must then re-apply, following the Radiography Program selective entry criteria as a new incoming applicant. No student will be allowed to re-enter more than one time.

5. Students must meet the admissions requirements for the year they want to return. If admission requirements differ from when they were originally accepted, they must meet the new requirements.

6. Students who re-enter the program have the same responsibilities and course requirements as matriculating students.

7. Students who re-enter will be responsible for additional costs involving extended time for Trajecsys.

8. Students who re-enter may be responsible for completing and additional costs associated with another background check and drug screening.

Students who are dropped from the program in poor academic standing:

1. The student must follow the procedures for re-entry as stated above and in addition, may be required to complete additional courses necessary to make the student more successful upon re-entry. No student will be allowed to re-enter more than one time.
2. The student may be required to complete any unfinished General Education courses required for the Radiography Program before re-entry.

3. Any student who is dropped from the program will be on probation until graduation.

Students who have been dismissed from the Radiography Program for disciplinary reasons or who have been unsuccessful in one previous academic readmission are ineligible to re-apply to the radiography program.

Students who meet re-entry criteria policies and are eligible to re-enter the Radiography program will be required to complete a re-entry agreement form with both the Program Coordinator and Clinical Coordinator. The student must meet all requirements specified in the form to be considered for re-entry to the Radiography Program.

_________________________________________, in consideration of being allowed to re-enter the Radiography Program, agree to the following:

1. I will be required to complete the following General Education courses before re-entry.
_________________________________________________________________________________
_________________________________________________________________________________

2. Should I fail (below “C”) one or more General Education or RAD course, I will be dropped from the program and I will be ineligible to re-enter.

3. I will be required to take and pass the following appropriate remedial courses, with a “C” or better, before being allowed to resume RAD courses.
_________________________________________________________________________________
_________________________________________________________________________________

4. I will be on probation the remaining time that I am in the program and accordingly could be dropped from the program for any academic or behavioral incident listed in the college handbook and/or clinical handbook regardless of severity.

_________________________________________  _____________
Student              Date

_________________________________________  _____________
Radiography Clinical Coordinator            Date

_________________________________________  _____________
Radiography Program Coordinator            Date
Sandhills Community College Student Governance Statements

This page is a summary for students of various policies and services listed in the Sandhills Community College General Catalog. Revised July 2016 per Vice President of Academic Affairs.

- **Academic Honesty.** The college believes that the pursuit of knowledge requires honesty. Students are expected to act appropriately and deal honestly in all aspects of their interactions with the college and their academic work. The college will not tolerate dishonest acts such as copying the work of another; using unauthorized help, books, or notes on examinations or projects; or intentionally representing the work of another as one's own without proper reference (plagiarism). The consequences of academic dishonesty may vary according to circumstances. Actions that could be taken include, but are not limited to, the following: a failing grade for the work involved, failure in the course, or removal from the course. For additional information, please read "Academic Honesty" in the General Catalog.

- **Accommodations for Students with Disabilities.** The college strives to provide an equal educational opportunity to all. In compliance with college policy and equal access laws, professors are available to discuss appropriate academic accommodations that may be required for a student with disabilities. Students requesting accommodations must contact the college disabilities coordinator in the Kelly Tutoring Center in Logan Hall.

- **Annual Security Report.** To comply with federal laws the college provides information about serious crimes that have occurred on campus during the last three years. Copies of the Campus Crime Statistics Report and Annual Security Report may be obtained by contacting the main campus switchboard (910-692-6185) or the director of the Hoke Center (910-875-8589). The information can also be found on the college's Security & Emergencies website.

- **Attendance.** Because the College realizes that academic success is tied to regular attendance, students are expected to attend all class sessions, laboratories, and clinical experiences. Each course syllabus will describe the attendance requirements for the course, including any permitted absences. Please consult the "Academic Policies and Procedures" section of the General Catalog.

- **Civility.** The College defines “civility” as respect for others, courtesy, civil exchange of ideas, and human interactions that create a positive environment in which to learn. All members of the College community are expected to adhere to the Five Core Values, most notably Integrity and Respect. The College will set the tone for such practice using the following guidelines, and expects students to also follow these guidelines: Respect for the work and ideas of all persons; courteous oral, written, and nonverbal discourse (in personal and electronic forms); honest interactions and exchanges; fair and just treatment; open professional communications; recognition and respect for diversity; social responsibility: tolerance of differing points of view; zero tolerance for any forms of cyber stalking, cyber bullying, or cyber sexual harassment, especially as related to social networking while engaged in college-related activities or in courses online.

- **Classroom Conduct.** Faculty and students at Sandhills Community College — on the main campus or off-campus locations, including online — have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics. Student behavior that threatens
such an environment and disrupts learning and teaching activities — including unauthorized use of technology (e.g., cell phones, computers, hand-held devices) — will not be tolerated and will be subject to disciplinary actions, including removal from a course or program or denial of admission to a course or a program. For additional information, please read "Student Conduct" in the General Catalog.

- **Computer Use.** The college expects and requires ethical and responsible behavior of individuals using information resources, which include computers and the college network and Internet capabilities. Individuals using these resources must abide by the college's Acceptable Use Policy, which requires respecting intellectual property rights, protecting private information, refraining from accessing inappropriate or offensive information, and ensuring open access to available resources.

- **Student Grievance Procedure.** The college assures Sandhills students that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. Any student who feels unfairly treated may follow the "Student Grievance Procedure, described in detail in the General Catalog.

- **Support for Student Learning and Progress.** Academic advising is available to all students in the Advising Center, which will assist in developing an educational plan consistent with life goals and objectives. Academic tutoring is available to all students on an individual or small group basis. Students are encouraged to apply early in the semester for free tutoring service. Boyd Library has a wealth of print and online resources. The Learning Resources Computer Lab in Boyd Library provides computer access as well as staff assistance with online research. Counselors are available to assist students in coping with any concerns or difficulties they may experience while attending college. Career counseling and job placement services are also readily available.

- **Distance Learning Support.** In order to accommodate the needs of distance learning students, Sandhills Community College has implemented policies and procedures to protect student rights and to provide Student and Curriculum Support Services. These procedures are available on our website on the My SCC Student Cyber Connection page. Sandhills Community College Boyd Library provides access and instruction in the effective use of its resources to distance learning students. Through the Boyd library web site students can obtain more information about library resources and services. Students can access our on-line catalog for interlibrary loan, NCLIVE and other databases 24/7 anywhere there is Internet access. At faculty request, fully distance learning courses have an embedded librarian who will respond to your questions in a timely manner.

- **Intellectual Property.** The college provides an environment that supports the academic activities of the faculty, staff and students. The college’s intellectual property policy supports the College’s mission while it encourages and supports the intellectual property rights of the faculty, staff and students of the College. This policy and its supporting procedures are located in the General Catalog.
SANDHILLS COMMUNITY COLLEGE / HEALTH SCIENCES AND NURSING DEPARTMENTS

Drug Screen and Criminal Background Procedure

It is the procedure of Sandhills Community College Health Sciences and Nursing Departments to adhere to all policies of clinical agencies with which the College contractually affiliates for student clinical learning experiences. The majority of clinical agencies require a criminal background check and drug screening as recommended by their accrediting agency, JCAHO (Joint Commission on Accreditation of Healthcare Organizations) and for other reasons as well; therefore, students admitted to programs with a clinical component are also required to complete an official criminal background check and drug screen to meet the requirements of the clinical agencies.

Criminal Background Check: Standards for criminal background screening are those commonly required of employees of hospitals. Criminal background checks must review a person’s criminal history from the date of application. The check must include all cities, counties and states of known residence for a specified period.


College Responsibilities:

The college will direct this process by identifying the company (castlebranch.com.) performing the background check and screening. The Health Sciences and Nursing Departments will not approve the use of any other company. The criminal background check/drug screening company will provide the results to the clinical agencies in accordance with the contractual agreement.

The clinical agencies have the discretionary right to refuse any student having a criminal record and/or positive drug screen from receiving clinical training in their facility. This determination is made by each clinical agency without input from the college. The college will not be informed as to the nature of a student’s ineligibility to participate in clinical training.

Individuals determined to be ineligible by any clinical agency will not be allowed to progress in any program within the Health Science and Nursing departments, since the student will be unable to successfully complete the required clinical objectives; consequently, the student will be unable to complete the required program of study. At this point, the student will be withdrawn from the program and will be directed to SCC Student Services for advisement regarding other programs of study.

Student Responsibilities: All students must sign a release of records in order for the clinical agency to review the documents. All students are responsible for the cost of the check and screenings at the time of the testing. Fees pertaining to the criminal background check and drug screening are subject to change.
By signing this document, you are acknowledging that you understand the Sandhills Community College Drug Screen and Criminal Background Policy; furthermore, you are also authorizing the release of the above information to any contracted affiliate of Sandhills Community College to determine your clinical eligibility:

Student Name: ____________________________________________________ (Please Print)

Student Signature: ________________________________ Date: ________
SANDHILLS COMMUNITY COLLEGE

Radiography Program

By signing below, I acknowledge the following:

1. I have been provided with a copy of the Sandhills Community College Radiography Program Student Policy and Procedure Handbook.

2. Radiography Program Faculty have explained the Sandhills Community College Radiography Program Student Policy and Procedure Handbook to me.

3. I have read and understand that I am responsible for all information listed within the Sandhills Community College Radiography Program Student Policy and Procedure Handbook.

_____________________________________________  __________________
Student’s Printed Name      Date

_____________________________________________  __________________
Student’s Signature       Date