

POLICY I: ACADEMIC STANDARDS/GRADING PROCEDURES/RECORDS SYSTEM

I. GRADES and DISHONESTY:

- A.** Students must complete all program courses with at least a “C” (75%) or better.
- B.** Students must progress adequately and timely through the CBE (Competency Based Evaluation) system.
- C.** Students must maintain competence in previously passed CBE procedures and use CBE’s to guide the student through program progression expectations. These expectations include performing clinical patient skills and procedures with confidence and accuracy by the of the 4th semester in the program under indirect supervision.
- D.** A failure of any course will result in program dismissal.
- E.** Students will earn a grade of “F” if clinical staff have documented on more than one occasion, that the student is failing to progress adequately in performing patient and clinical skills.
- F.** Cheating in any form (to include plagiarism/clinical paperwork/clinical competencies/practices/using past or present program student’s assignments/tests/projects/taking notes and/or recording in any manner test review sessions).
- G.** Students will be dismissed from the program in cases of academic/ethical dishonesty. The student will receive a letter of “F” in the course the dishonesty occurred. All other courses the student is currently enrolled will be given a “W” if before the published college mid-term date and a WF if after the mid-term date.
- H.** Each radiologic technology instructor reserves the right to announce in his/her class expectations of when and how graded assignments will be turned in and returned, how review sessions for upcoming tests will be organized and managed, and what is considered cheating.
- I.** Student may **NOT** have laptops/mobile phones/Fitbits/wrist trackers in class or on clinical assignments.
- J.** Students who have been dismissed based on academic/ethical dishonesty are not eligible for program re-entry.
- K.** Should a student fail any two rad tech courses while in the program, the student is dismissed from the program and is not eligible to re-apply to the program.
- L.** Final exam grades will not be rounded up.
- M.** CBE/Clinical Grading:
 - 1. 100% Completed CBE’s: the calculation for the CBE portion of the clinical semester grade will be an average of the all of the semester CBE grades.
 - 2. < 100% Completed CBE’s: the student will receive an incomplete “I” for the semester clinical grade if the CBE’s are not completed by the first day of the published college Final Exam Week. (See below for more details of an “I”.)

II. GRADING SCALE:	A	93-100	Above Average
	B	84-92	Average
	C	75-83	Below Average
	F	74 or less	Unacceptable

III. INCOMPLETES:

Incomplete “I” in clinical grade due to Excused Extended Illness:

An incomplete “I” is assigned in the clinical course when the student has not completed the required number of semester clinical procedural competencies due to an excused extended illness approved by the Program Director. The student must resolve this form of a clinical “I” by the mid-term date of the subsequent semester. In this case, a maximum of two “I’s” will be allowed for program enrollment and

cannot be in subsequent semesters (back-to-back semesters). Back-to-back incompletes will result in dismissal from the program due to lack of satisfactory student progress.

Incomplete “I” in clinical grades due to inadequate number of completed competencies:

If the required minimum number of clinical competencies (completed 100% of expected competencies for that semester) are not satisfactorily completed by the beginning of the semester Final Exam week, the student will earn an incomplete “I” for that clinical grade. The “I” must be resolved by the published mid-term of the subsequent semester to remain enrolled in the program. In this case, a maximum of two “I”s will be allowed for program enrollment and cannot be in subsequent semesters (back-to-back semesters). Back-to-back incompletes will result in dismissal from the program and a recorded grade of “F” for the current clinical course due to lack of satisfactory student progress. If the student has achieved all of the required first year competencies, the faculty reserves the right to withhold sophomore rotations in the adjunct imaging modalities in order to re-schedule the student in routine diagnostic and fluoroscopic procedures. Such re-scheduling is provided to increase the clinical assignment in the areas where the delinquent competencies can be completed. All required competencies must be completed by the end of the second year in order to meet graduation eligibility.

Incomplete “I” in didactic course:

An incomplete will not be issued to didactic (classroom) courses without due cause of circumstances. Such a ruling will be made by the program director.

PROGRAM INCOMPLETE: Program extension (one calendar year beyond the original graduation date) is available for students who have not completed the required clinical competencies during the last semester of the program. The student will not meet graduation or certification examination eligibility until all program competencies have been successfully completed.

IV. TEXTBOOKS/COMPUTER ACCESS CODES: All textbooks/codes are considered mandatory and are to be purchased by each student by no later than the second day of a course.

V. TESTING PROCEDURES: All tests are to be taken as scheduled. Students should miss a test **only** if completely necessary. The student is required to personally notify the course instructor of all course absences/tardies. Students will be allowed 1 make-up test (original test) per course if the student could not avoid an absence on a test day. Subsequent absences on test days will result in no make-up test and a grade of “0” to be recorded as the test grade, and/or any assignment due. Make-up tests should be taken within one week back from the absence (even it is a clinical day). It is the student’s responsibility to contact the course instructor to schedule the make-up test. The instructor has the right to deduct points from the make-up test grade, give an alternate test as the student’s make-up test, and/or request a sick-note from the student’s personal physician. Doctor notes from Radiologists or ER physicians will not be accepted (ER physician may be accepted if student was formerly admitted to the ER where the physician works and was attended to by the physician). Students are not permitted to keep graded tests and/or final exams. Class sessions will be scheduled to review graded tests and final exams. Should online assignments and/or testing be assigned, each student is required to have a personal desktop/laptop/IPad with WORD/EXCEL capabilities.

VI. FAILED TESTS:

- A. Due to the cumulative-knowledge-based design of the program’s curriculum, students are expected to pass each test and final exam with at least a grade of “C” (75%). Students must pass both sections (with at least a 75%) of a test that has both a written and performance section (see Procedures Courses below).

- B. Students who do not pass a test are required to either: produce test corrections, take an alternate test, or complete a designated assignment; with a maximum of two tests allowed per course. The course of action assigned to the student is the decision of the course instructor. These mechanisms serve to reinforce the material that the student answered incorrectly. Test corrections are to follow the program's established "Test Corrections Guidelines" and are included in the Program Handbook. Test Corrections Forms are also located in the Rad Tech classroom. The corrections/alternate assignment will be graded by the course instructor, and zero-to-five (0-5) points will be added to the original test score for test corrections. Test corrections/alternate assignments are to be completed on the students "off" time and in the radiologic technology program area with a faculty member present. Tests/exams must be requested from the course instructor and not allowed to be taken out of the rad tech program area. Time granted from clinic for re-tests must be made-up in the week it occurred if a re-test is not scheduled on class day. Test corrections and/or alternate assignments are due one week (7 days) to the day the original graded test was reviewed by the student within time restraints of the end of the semester.
- C. Students who are assigned an alternate test (re-test) will receive a test score that is an average of the original test score and the alternate test score. Should a student be absent on the re-test day, the original test is recorded and the re-test opportunity is lost. Students will be allowed one re-test for each failed test (max two per course) and the original + re-test average will be the recorded grade. A student has a maximum of 2 tests per course that can be either be corrected and/or re-tested. corrected and/or re-tested. **Please see below for explanation of failed test for any Procedure course.**
- D. Occasionally, students who have passed an original test with a low score may be offered a re-test over the same material. In such incidences, the highest score of the two tests will be recorded.
- F. FAILED FINAL EXAM Information and Low Final Exam Grades:
1. Final exam grades will not be rounded up.
 2. Should a student fail a FINAL exam (scores below 75% in any course except Procedures), but still has a passing grade in the course, the student is required to produce test corrections within the first four weeks of the next semester. Test corrections will be graded, but points will not be added to the final exam grade or previous course.
 3. Should a student fail three or more final exams (in any rad tech courses) while enrolled in the program, the student is not progressing adequately and will be dismissed from the program. Continuation of an accumulation of on-going knowledge is paramount to passing the program exit exam and the ARRT examination.
 4. Failed Procedures' Final Exam information is listed below.

SPECIFIC INFORMATION FOR PROCEDURES COURSES AND LAB EVALUATIONS:

- A. PROCEDURES COURSES: This course is a lock-step course with a didactic component and a lab component. The students' written test on a particular topic and final exam must be a 75 or higher to proceed to the lab evaluation. If a student fails the first test (<75%) the student will be counseled by the course instructor on a remediation plan to increase comprehensive knowledge of subject content, then a second test will be given the next class day. If the **two-test average** grade remains below a score of 75, the student cannot proceed to the lab evaluation and the student will receive an "F" in the both the procedures course and in the semester clinical course due to a failure to progress to clinical skills achievement IF the withdrawal date has passed. Such grades of "F" will dismiss the student from the program. If the failing grade is before the class drop/withdrawal date, a "WF" will be given for the procedures class and a "WF" for the clinical course grade. However, the student may remain enrolled in the other program courses in progress in the semester but will not be allowed to continue in the program after the semester is completed. If the student wishes to not remain enrolled in the other courses, and this occurs

before the semester drop/withdrawal date, the student will be allowed a “W” in all other rad tech courses; if this occurs after the semester drop date, the student will receive “WF” in all other rad tech courses.

- B. **FAILED PROCEDURES FINAL EXAM:** If a student fails a written Procedures course final exam, he/she cannot proceed to the comprehensive lab competency evaluation. The student will be re-tested the following program day and an average of the two exam grades will be the recorded grade. If the averaged grade is below 75%, then the student will not be allowed to proceed to the competency lab evaluation and the student will receive a failing grade (F) in the course and is required to withdraw from the program. The student will receive an “F” for the clinical grade. Only two attempts on a written final procedures’ exam will be allowed. The curriculum is a lock-step model where a student cannot proceed with subsequent courses if a grade of at least 75% was not earned in the previous semester and/or courses.
- C. **FAILED LAB EVALUATIONS/FINAL LAB EVALUATION:** Lab evaluations demonstrate the ability to carry cognitive knowledge to psychomotor (hands-on) skills necessary to perform the functions of a radiologic technologist. Lab evaluations must be passed with a minimum of 75% on each procedure evaluated. Should a failed evaluation occur, a re-attempt lab evaluation will be scheduled immediately after the failed lab evaluation. The student will be assigned re-mediation study and additional practice. The recorded grade will be an average of the first two lab evaluations. If the student’s average grade is not at least a 75%, the student will fail the procedures course with a grade of “F” and be dismissed from the program.

Students are reminded that progression through the program goes in the following order:

- classroom presentation
- written test with a passing benchmark of 75%
- lab presentation
- lab practice
- lab procedure evaluation with a passing benchmark of 75%
- practice in the clinical setting under direct supervision of a qualified radiologic technologist (R.T.)
- perform procedures competency with image critique in the clinical setting with a passing benchmark of 75%
- perform completed competency procedures in the clinical setting under indirect supervision
- maintain competence in all previously passed procedures

VI. **EXTRA CREDIT:** The faculty of each course may allow each student the opportunity to earn extra credit points for the course if the course test average is above an 80. Examples of extra credit assignments are test corrections, attendance at professional society meetings, or an alternate assignment. For test corrections, students may produce test corrections on one test per course for extra credit points providing the student has a test average of at least an 80. The original test score must be within 75-92. Students must follow the program’s established “Test Corrections Guidelines”. The corrections or alternate assignment will be graded and 0-5 points will be added to the original test score. Extra credit corrections are due before the final exam.

VIII. **MOCK REGISTRIES:** Students are expected to make at least a 75% score on 50% of the mock registries given in RADT 2106 in the last semester of the program. Failure to achieve a 75% on the majority of mock registries may result in a failure of the course, an incomplete in the course, dismissal from the program, and ineligibility to take the ARRT exam.

IX. PROGRAM EXIT EXAM: Students must pass the comprehensive exit exam with a minimum of 75% given two attempts in the RADT 2106 course. Failure to achieve at least 75% will result in a failure or incomplete of the course, dismissal from the program, and ineligibility to take the ARRT exam.

Students may be granted program time “off” if he/she passed the Exit Exam, have 100% completion of all CBE’s (including grad comps and all film critiques), and if he/she do not owe any make-up time.

X. FAILING CLINICAL EVALUATIONS: Students who do not pass clinical evaluations with at least a “C” (75%) are required to do one of the following as decided by the program director: 1) rotate through the clinical area again and be graded a second time and/or 2) produce a two-page type written report which involves interview the technologist of the area. The report will be single-spaced, 11/2” margins and size 12 font. The topics to be included are:

- * How the student performed compared to the technologist’s expectations of the student
- * A brief description of the types of examinations performed on this rotation
- * A brief description of the student’s role in the procedures
- * How the student can improve his/her ability to be more self-motivated and how to get along with others

Should a student fail two clinical evaluations while a student and/or have a subsequent clinical evaluation failed grade on the next clinical rotation after failing the first clinical evaluation, he/she will be dismissed from the program with a grade of “F” in the current clinical course. The failed clinical grade will be as a result of the student not progressing successfully through direct and indirect clinical student supervision parameters as documented from clinical personnel, clinical instructors, and program faculty.

XI. REMEDIATION: Students who fail a clinical competency after three attempts or who is not retaining previously passed competencies, are required to follow an individualized remediation plan devised by the program faculty for the student. After completion of the remediation plan, any further failure on that specific competency will result in a failure of the clinical course and program dismissal. Only two remediation plans for the entire program are permitted per student. Remediation plans may include, but are not limited to any or all of the following: watching an audio visual presentation of the procedure using either the slide-tape or CD-rom method, completing review exercises and quizzes, and obtaining more practices on the procedure in either a simulated or actual lab setting.

XII. GRADE DOCUMENTATION: All student grades are maintained in the faculty offices. All course grades are forwarded to the Dalton State College Registrar’s office and grade reports are issued from that office. Posting of grades will not be allowed in the radiologic technology program.

XIII. STUDENT PROGRAM PROGRESS: Student progress while enrolled in the radiologic technology program is an ongoing process which utilizes a variety of indicators for assessing program effectiveness. Students receive grades from tests, course assignments, and clinical evaluations in a timely manner. Students’ signatures are required on all clinical evaluations and competency check-off forms once the final grade has been tallied. The tools used to assess student progress are:

- Scores on course tests, final exams, and mock registries
- Scores on clinical evaluations and competency check-offs
- Mid-term and final grade average for all courses each semester
- Mid-term grade report and advisement session
- End-of-term grade report

XIV. PROGRAM EXTENSION: The program allows the extension of program enrollment for up to one calendar year beyond the original expected graduation date for students who have not completed the required clinical procedural competencies in the last semester of the program. The student must be enrolled in clinical practicum courses to complete the competencies. The student will be eligible for program

<https://daltonstatecollege.sharepoint.com/sites/alliedhealth/Rad Tech Shared/Handbook/Handbook 2022-2024/E1 Policy I Academic Standards and Grading 2022 revised 5.10.22.doc>

graduation when the competencies have been successfully completed. If the student has been finished with the program academic courses for more than three months when the clinical competencies have been completed, the student must successfully complete an “Action Plan” to review all program course work prior to sitting before the national ARRT exam.

XV. STUDENT ADVISEMENT AND COUNSELING: Students are assigned to a faculty member for advisement and counseling during the two-year enrollment. Students meet formally at the beginning of the program and the mid-term of each semester with their advisor to view the student’s record and discuss his/her current program progress. Additional meetings between student and advisor are arranged as the need arises. The program adheres to the Buckley Amendment (Family Educational Rights and Privacy Act of 1974) which provides for the availability and security of student records. At no time may students view records other than their own or take records from the faculty’s office. If the student’s personal or emotional problems are effecting program performance, the faculty may recommend outside counseling for the student. The student will be responsible for the counseling expense.

XVI. STUDENT RECORD SYSTEM: All student records are maintained in a secure and confidential manner. A student may view his/her record in the presence of the Program Director. A “Release of Information” form is required to be completed by all students who request that program grades, transcripts, or general references be sent to future educational programs or employment. The following list depicts the record keeping system for the program:

<u>Status</u>	<u>Documents</u>	<u>Maintenance Time</u>
Currently enrolled	Application information Course grades Clinical/CBE evaluations Release Form Radiation Monitoring Reports	During current enrollment
Graduates	Application Release Form Transcript Radiation Monitoring Report CBE Summary Report Procedures Distribution ARRT Score (if released)	Indefinitely
Applicants	Application Forms (Incomplete & Rejected)	One Year

XVII. ACADEMIC REGULATIONS:

1. All written work submitted by students enrolled in any radiologic technology program course to fulfill course requirements shall be evaluated for SPELLING and GRAMMATICAL ERRORS, as well as essential content.
2. All written assignments submitted shall represent the student’s own work. PLAGERISM IS PROHIBITED. This includes violation of copyright regulations.
3. A student submitting another student’s work (currently enrolled, past student and/or program graduate), classroom and/or clinical assignments, as his/her own or cheating on a test/exam/test review session shall be dismissed from the program.
4. Tape recorders are **not** permitted during lectures/labs/review sessions. Test review sessions are mandatory, as well as the completion of any assigned test review questions by the announced due date. The student must be present himself/herself if a copy of correct review questions/exercises are presented at the review. Tape recording and/or note taking is not allowed during test review. During test review sessions, students are not allowed to record information in any form this includes using a smart watch or phone to record or take pictures; and/or writing down review questions/quizzes/answers.

5. Students will be dismissed from the program in cases of academic/ethical dishonesty. The student will receive a letter of “F” in the course the dishonesty occurred. All other courses the student is currently enrolled will be given a “W”.

XVIII. PROGRAM SECURITY: PROGRAM POLICIES, STUDENT RECORDS AND

EQUIPMENT: All permanent students records, which include transcripts, grades, clinical evaluations, written communication, etc., are maintained in the faculty offices in a locked file cabinet. Only the Program Director and Clinical Coordinator have access to the file cabinet.

All students may view their individual files on an appointment basis. The files are reviewed behind closed doors with only the Program Director and the student present to maintain privacy. No individual may review another individual’s record/file under any circumstance. Any content’s of the student’s record can be released, but only by written consent of that student (Privacy Act, Buckley Amendment).

The security of the following documents and equipment are maintained in the locked offices of the faculty and storage closet; only the Program Director and Clinical Coordinator have access to these rooms:

- All program policies and procedures (i.e., Program Master Plan)
- Instructor course grade books/sheets
- Course material, tests, final exams, and mock registries
- Computer Lab Equipment and Programs
- Anatomical Models
- Student Records
- Reference Library

XIX. PROGRAM PROGRESSION REQUIREMENTS:

1. Pass all courses with a course average of at least a 75% (C). A student who earns a grade of less than a “C” in any radiologic technology course may not progress in the radiologic technology sequence until that course has been satisfactorily repeated. See Program Reinstatement Policy for guidelines concerning program re-entry.
2. Students who have failed any two rad tech courses while in the program will be dismissed from the program and will not be eligible for re-entry.
3. Pass all course tests with at least a grade of 75% (C). Students who fail a course test (below 75%) must demonstrate proficiency by a remediation plan which includes re-testing and/or producing test corrections and/or alternate assignment which follow establish program guidelines.
4. Pass all performance Lab evaluations prior to obtaining clinical CBE practices.
5. Pass all final course exams with at least a grade of 75% (C). Students who fail a final course exam (below 75% in any course except Procedures) are required to produce either test corrections or complete an alternate assignment to re-mediate the information missed on the exam. Such remediation exercises will be graded, but will not add points to the final exam.
6. Pass all procedures’ written exams with at least a 75% (maximum two attempts for each procedures’ course) to proceed to final lab competency evaluation.
7. Successful completion of the required number of clinical performance competencies scheduled for each semester and the program as a whole.
8. Successful demonstration and retention of the technical skills necessary in the day-to-day work environment of a radiologic technologist. Failure to demonstrate retention of clinical skills and previously passed competencies will result in the student’s failure of the clinical education course and program dismissal.
9. Successful clinical performance in all clinical courses. Students who fail any radiologic technology program course as a result of clinical performance may not be permitted to repeat that course at Dalton State College.

10. Students will be dismissed from the program in cases of academic/ethical dishonesty. The student will receive a letter of “F” in the course the dishonesty occurred.
11. Successful passing of the program’s Exit Exam. Failure to achieve a score of 75% after two attempts on the exit exam in RADT 2106 (Radiologic Technology Review) will result in a grade of F or “I” (Incomplete) in the course. The program director will decide whether the student earned an F or “I” based on scores on course mock registries.
 - Grade of F: Earned if the student has failed 50% or more of the mock registries in the RADT 2106 course with a grade of 77 or below. A student who earns an F, must repeat the course (RADT 2106) when it is offered again. Re-taking the course is allowed only once with the same grading as before. The student is responsible for paying the tuition for the course.
 - Grade of “I”: Earned if the student mock registries average is between 70-76 in the RADT 2106 course. A student who earns an I must complete a Personalized Review Seminar designed for the student by the program faculty. The Personalized Review Seminar will begin at the start of the summer semester following the RADT 2106 course and will end the day the summer semester final grades are due. The student must follow the personalized plan and attend all sessions and testing dates. Failure to meet seminar sessions and testing dates will result in a grade of F for the review class.
 - Grade of F or I: In such incidences of an F or I in RADT 2106, the student must pass (score of 78%) on a minimum of 50% of the mock registries given in either of the courses: the re-attempted RADT 2106 or the Personalized Review Seminar. Failure to pass 50% of the mock registries will result in the student earning another F for the RADT 2106 course or the “I” will be changed to an F. The student will not be allowed any further attempts to change the grade for RADT 2106. The student may not take the ARRT certification examination unless the student successfully passes all courses and the exit exam in the program.
12. Performed and passed the required number of graduate competencies; unassisted (with indirect supervision) in the last two semesters of the program. The list of procedures will be distributed to the students prior to the start of this period. Students may not attempt/obtain these procedures until all of the routine procedures in the CBE system have been successfully completed. Graduate competencies must be passed with no more than 3 second attempts on either the performance, film critique, or combination of both. A failed grad comp will lead to a recorded grade of “F” in RADT 2256 (Advanced Clinical II).