

**St. James Mercy Hospital
School of Radiologic Science
Policies**

This document contains policies for the prospective student that the program believes a prospective student should have prior to making application to the Program. The entire Student Guidebook is presented to the prospective student during the scheduled Observation Day. On the first day of Orientation, enrolled students are given their own copy of the Student Guidebook and the Guidebook is reviewed.

Policy: Academic Standards and Grading

Students who do not maintain at least a C+ (78) grade in all courses and clinical assignments are subject to warnings, probation, mandatory remedial study and/or dismissal if multiple failures (two or more courses) exist. A student will not be able to continue in the program until the prerequisites for the previous class have been successfully completed.

Counseling and individual instruction is available for all students.

A report of grades is given to each student upon completion of each academic semester.

A final transcript is given to each student upon completion of the program.

Grading :

<u>Classroom</u>	<u>Clinical</u>	<u>Letter</u>	<u>Quality Points</u>
100 – 93	300 – 279	A	4.0
92 – 88	278 – 264	B+	3.5
87 – 83	263 – 249	B	3.0
82 – 78	248 – 234	C+	2.5
77 – 0	234 - 0	F	0

Original Policy: 5/85 PJR

Reviewed: 8/89, 5/90, 5/93, 6/97, 3/98, 5/99, Lynne Freeland/Advisory Committee
5/00, 5/01, 7/02, 4/03, 6/04, 6/08, 3/09, 3/10

12/10 BLM

Revised: 5/05, 6/05, 6/06, 9/07

Policy: Students Record Information – Family Educational Rights and Privacy Act of 1974 – Buckley Amendment

Under the "Buckley Amendment", a federal law, the School of Radiologic Science permits the students, upon request to review and make copies of written records (which relate directly to them) and are maintained by the Program.. (i.e.: high school transcripts, post-secondary transcripts, instructor evaluations, performance correspondence etc.) These specific records will be made available to the student. Upon receiving the request, the Program will also inform the student which particular records may be reviewed and of the administrative personnel who have access to them. After examining the records, the student is permitted to request that the Program change any entry in the records which appears to the student to be inaccurate or misleading. If the Program refuses to change the entry the student is entitled to enlist the Grievance Policy. The student may also submit any information in disagreement with the Program to their student record. Under the Buckley Amendment, the Program is not permitted to and will not release student records without advanced written permission. The exceptions to this amendment are:

- Program official testing agencies
- Accreditation organizations
- Financial Aid Application Record

The Program may also release student records in certain emergency situations involving the health and safety of the students and others. An office of the U.S. Department of Health, Education and Welfare has been established under the Buckley Amendment to process complaints about violations of the above requirements.

Original Policy 8/87
Reviewed 6/88, 9/89, 7/90, 7/92, 5/94, 5/95, 6/96, 9/97, 5/98, 5/99, 6/00, 5/01,
7/02, 4/03, 6/04, 5/05, 6/06, 6/07, 6/08, 3/09, 3/10, 12/10 BLM
Revised 5/93, 9/07

Lynne Freeland
Advisory Committee

Policy: **Counseling and Guidance**

Scheduled meetings occur through out each semester. The main focus of the meeting is for discussion of the student's clinical evaluations and academic progress. At this time, the student can express any concerns.

During this session, a review of the strengths and weaknesses of the student and a discussion of areas of concentration and improvement as well as goals will be developed.

Program Officials are available to a student at any time. An "Open Door" policy exists to discuss problems, concerns, and assistance. All discussions are kept strictly confidential.

Original Policy: 6/88

Lynne Freeland/Advisory Committee

Reviewed 5/97, 3/98, 5/99, 6/00, 5/01, 7/02, 4/03, 6/04, 5/05, 6/06, 6/07, 6/08, 3/09, 3/10,
12/10 BLM

Revised 5/93, 9/07

Policy: Grievance Policy

A Grievance Policy and procedure have been established as a means for students to present their unresolved or unsatisfactorily resolved complaints concerning their education in the School of Radiologic Science.

Procedure: **GRIEVANCE PROCEDURE (Due Process Procedure)**

RESPONSIBLE PERSON

ACTION

Stage One:

- | | | |
|-----------------------|----|---|
| Student | 1. | Brings problem to attention of immediate supervisor or faculty. |
| Instructor of Faculty | 2. | Reviews problem and gives answer within five (5) working days. |
| Student | 3. | Reviews response and if not satisfied, brings problem to attention of the Program Director. |
| Program Director | 4. | Reviews problem and gives answer to student within three (3) workdays |
| Student | 5. | Reviews response and if not satisfied makes appointment through Program Director to the Second Stage Due Process Committee. |

Stage Two:

Second State Review Committee:
Medical Director/Advisor
VP of Mission Services
Development Specialist Human Resources

6. The student is allowed to bring any representative they deem necessary to this meeting. The meeting will take place within seven (7) working days from the request for a meeting. The committee will make a decision

and issue a statement within five (5) working days.

Student

7. Reviews the response and if not satisfied can take the appeal to the Third and Final stage Review Committee. The student will notify the Program Director that they wish to petition this committee.

Third Stage:

Third Stage Review Committee
VP Continuing Care and Corporate
Compliance

8. The Third and Final Stage Due Process Committee will meet within seven(7) working days. The decision of this committee will be final. The decision will be made within five (5) working days.

Original Procedure 7/85

Reviewed 5/90,4/92,5/93,6/96, Lynne Freeland
6/97,3/98

Revised 12/98 Advisory Committee

Reviewed 6/00,5/01, 7/02, 4/03, 6/04, 6/07, 6/08, 3/09, 12/10 BLM

Revised 5/05, 1/06, 5/07, 9/09

Policy: **Financial Aid**

Students of the School of Radiologic Science may be eligible for the following student aid:

Grants: PELL
NYS Tuition Assistance Program (TAP)

Loans: Title IV Guaranteed Student Loans

Veterans: Veterans benefits may be secured by any veteran meeting the eligibility requirements set by the Department of Veterans Affairs.

A needs analysis is completed by the student using the online forms at www.fafsa.ed.gov. If eligible, the student will receive the appropriate funds according to established financial aid procedures.

During the Orientation period, students complete the financial aid application, file previous year tax returns for both parent and/or student depending on whether they are a dependent or independent student learner and completing the FA orientation at www.mapping-your-future.org.

Original Policy 5/92 Lynne Freeland/Advisory Committee
Revised 5/93, 9/07, 12/10 BLM
Reviewed 6/96, 6/97, 3/98, 5/99, 6/00, 5/01, 7/02, 5/03, 6/04, 5/05, 6/06, 6/07
6/08, 3/09, 3/10

Policy: Graduation Requirements

Graduation Requirements:

The Mission and Goals of the School of Radiologic Science were developed to provide a framework for successful completion of the Program, using a JRCERT approved curriculum. To be eligible for the School diploma, the prospective graduate must meet the following requirements:

- *Successful completion of a minimum 15 credit hours of General Education post-secondary course work in each of the specific areas below:
 - >Mathematical/Logical reasoning – required
 - >Written/Oral Communication – required
 - >Arts and Humanities
 - >Information Systems
 - >Social/Behavioral Sciences
 - >Natural Sciences
- *Successful completion of all academic courses and required clinical competency according to established criteria
- *Successfully passing at least one simulated registry
- *Candidate has maintained the passing grade (collegiate and program) for the duration of their educational experience.
- *Candidate has met all financial obligations to the Program. (This includes any obligations to colleges and all clinical sites).
- *Candidate is recommended for graduation by the Program Administration.

If a student fails to complete any or all of the graduation requirements prior to or at the time of graduation, he/she will be required to remain after the graduation date until all of the requirements are met.

Original Policy 8/85

Reviewed 8/88, 5/90/6/93, 6/96

Revised 6/97

Reviewed 3/98/5/99, 6/00, 5/01, 7/02, 4/03, 6/04, 5/05, 6/06, 6/08, 3/09, 3/10, 12/10

BLM

Lynne Freeland

Advisory Committee