Medical Imaging Department

RADIOLOGIC TECHNOLOGY

Program Policy Manual

2025-2026

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Welcome to the Prospective/Incoming Student:

Our primary mission as a Catholic and Mercy institution is education excellence with a commitment to teaching and service. As a new student our program provides an inclusive environment where self-discovery and career development cultivate healthcare professionals.

As you embark on your professional journey in the Radiologic Technology program, you will immerse in specialized training focused on academics, professionalism, and hands-on clinical experiences. We encourage students to participate in the Radiologic Technology Club and Radiologic Technology Societies. More involvement surrounding your chosen career in imaging affords more benefits, such as building relationships, developing problem-solving skills, and the freedom to explore other advanced imaging modalities.

The learning experiences you will encounter must be understood and adhered to according to the guidelines. To help you achieve a higher education at Trocaire College, we have created this manual to provide you with some basic guidelines and essential information. You will be asked to sign a "Memorandum of Agreement" verifying that you have read the manual and agree to abide by the policies and procedures presented within.

This instructional guide has been designed to supplement other Trocaire College official documents, not as a replacement. All Radiologic Technology students are subject to the rules and regulations set forth by Trocaire College, the American Registry of Radiologic Technologists (ARRT), and the Joint Review Committee on Education in Radiologic Technology (JRCERT).

We are proud of the Radiologic Technology program because of its extraordinary history and acclaimed reputation. We are especially proud of the students who have chosen to earn their imaging degrees at Trocaire College and who have remained dedicated to serving their community as healthcare professionals. In addition, years of reported program efficacy data reflect the high caliber and commitment to higher education by the students who have come before you. At the end of your two-year achievement, we aim for you to become part of the Trocaire College alumni.

Best Regards,

Jaime L. White, M.Ed., RT(R)(CT)
Medical Imaging Program Director

Adrienne Earsing, MS, RT(R), RDCS
Medical Imaging Clinical Placement Coordinator

Radiologic Technology Policy Manual Statement

Trocaire College Radiologic Technology Program reserves the right to change the policies contained within this handbook Program Policy Manual. Notice is optional for a new policy to take effect; however, the program will notify students promptly of any policy changes through website or email postings, mail distributions, or other methods deemed appropriate by the college administration.

All students will be bound by the policies described in the most recent edition of the Radiologic Technology Program Policy Manual and those described in the Trocaire College Catalog.

All students engaged in school-related activities at off-campus locations, i.e., clinical education, are bound by the policies, agreements, or other stipulations set forth by the affiliate site and the policies set forth herein.

Introduction

If you are excited about becoming a safe, well-rounded, and knowledgeable Radiologic Technologist, this is the program for you! Radiologic Technologists are trained healthcare professionals who perform medical imaging to assist a physician in diagnosing a patient's injury or illness. There are many components to obtaining high quality diagnostic images such as proper use of the equipment, positioning of the patient, selecting adequate technical factors, following radiation safety regulations, etc. Our rigorous program will provide you with hands-on training in various medical facilities throughout the greater Western New York area in addition to what is taught in the classroom.

Program Learning Outcomes

Objective 1: At the end of the program, the student will demonstrate entry-level clinical competence

- The student will produce diagnostic images
- The student will identify radiation safety measures
- The student will utilize appropriate medical terminology

Objective 2: At the end of the program, the student will demonstrate effective communication skills

- The student will utilize appropriate oral communication skills
- The student will exhibit good written communication skills

Objective 3: At the end of the program, the student will employ critical thinking and problem-solving skills necessary to practice within the radiology profession

- The student will analyze images for diagnostic quality and correct for non-diagnostic appearance
- The student will revise procedure protocol for non-routine (trauma) procedures

Objective 4: At the end of the program, the student will demonstrate professional behaviors

- The student will practice the Code of Ethics as set forth by the ARRT
- The student will identify key professional organizations
- The student will understand the need for and create a professional development plan

The program mission and goals are assessed through analysis of didactic (academic) student learning outcomes, clinical competency, and program effectiveness data. Assessment is conducted continuously, and results are shared via the program website, department meetings, and program advisory committee meetings.

Curriculum Framework

Program Goals and Objectives

Radiologic Technology program goals and objectives are based on the JRCERT driven goals of communication, critical thinking, professionalism, and clinical competence.

1) Students will demonstrate proper positioning skills.
2) Students will select appropriate exposure factors.
3) Students will apply appropriate radiation safety practices.
4) Students will provide effective patient care practices.
5) Students will demonstrate oral communication skills.
6) Students will be able to write effectively.
7) Students will demonstrate age-appropriate radiography skills.
8) Students will adapt standard procedures for non-routine patients.
9) Students will have the ability to work as a member of a team.
10) Students will demonstrate professionalism in the clinical setting.

Student Learning Outcomes

1) Students will perform appropriate radiation safety practices.
2) Students will provide appropriate patient care.
3) Students will be able to adequately perform at entry level.
4) Students will position patients to yield diagnostic images.
5) Students will communicate effectively in writing and in speech.
6) Students and graduates will communicate effectively in the clinical setting.
7) Students and graduates will demonstrate professionalism and pursue professional growth.
8) Students will demonstrate acceptable professional behaviors in clinical practice.
9) Graduates will demonstrate acceptable ethical practices in clinical practice.
10) Graduates will demonstrate a commitment to or evidence of continued learning beyond graduation.
11) Students will demonstrate critical thinking skills.
12) Students will be able to perform non-route procedures.
13) Students will apply critical thinking skills to clinical applications.

Program Learning Domains

The Radiologic Technology program utilizes Bloom's Taxonomy when creating learning outcomes. Bloom's Taxonomy comprises three learning domains: the cognitive, affective, and psychomotor, and assigns to each of these domains a hierarchy that corresponds to different levels of learning.

1) Cognitive Domain - The cognitive domain is focused on intellectual skills such as critical thinking, problem solving, and creating a knowledge base. The cognitive hierarchy extends from simple memorization designed to build the knowledge of learners, to creating something new based on previously learned information. In this domain, learners are expected to progress in a linear manner, beginning at "remember" and ending at "create."
2) Affective Domain - The affective domain focuses on the attitudes, values, interests, and appreciation of learners. The hierarchy associated with it begins with receiving and listening to information and extends to characterization or internalizing values and acting upon them. It focuses on helping learners understand what their own values are and how they have developed.
3) Psychomotor Domain - The psychomotor domain encompasses the ability of learners to physically accomplish tasks and perform movement and skills. This hierarchy ranges from reflexes and basic movement to non-discursive communication and meaningfully expressive activity.

Department Mission

Grounded in Mercy and service to the community, the Radiologic Technology Program at Trocaire College provides students with the theoretical foundation, laboratory skills, and clinical experiences that enable them to become compassionate and competent entry-level radiologic technologists. Adhering to the positive characteristics and ethics of the profession, Trocaire College students graduate with a dedication to self and others, delivering quality care to culturally diverse patients while continually striving to improve their knowledge of the field. The program embraces the mission and the operative principles of Trocaire College in presenting a comprehensive education to its students.

Accreditation Information

Accreditation is the process to ensure that school, post-secondary institutions, and other education providers meet, and maintain minimum standards of quality and integrity regarding academics, administration, and related services. The Council of Higher Education Accreditation (CHEA) defines accreditation as "A review of the quality of higher education institutions and programs. In the United States, accreditation is a major way that students, families, government officials, and press know that an institution or program provides a quality education".

Trocaire's Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT accredits educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Joint Review Committee on Education in Radiologic Technology 20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312)704-5300 Fax: (312)704-5304
www.jrcert.org
https://trocaire.edu/student-life/student-clubs-organizations/

Communication

Directory

Name/Title	Office Room/Office Number
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Dana Weatherby Clinical Preceptor, Radiography Program	Email: WeatherbyD@Trocaire.edu
Alicia Wesolowski Clinical Preceptor, Radiography Program	Email: WesolowskiA@Trocaire.edu

Radiologic Technology Channels of Communication

The following process should be followed should a student feel the need to speak to someone in Radiologic Technology. All course level concerns should first be addressed with the assigned faculty member. All clinical level concerns should be addressed with the Clinical Placement Coordinator.

STEP I – Arrange to meet with the Faculty member directly involved (professor, advisor, adjunct, and/or clinical preceptor)

STEP II – If the matter is of clinical nature, arrange to meet with the Clinical Placement Coordinator: Mrs. Adrienne Earsing

STEP III – If the matter is unresolved, arrange to speak to the Program Director: Ms. Jaime White

STEP IV – If the matter remains unresolved, student should move to the formal appeal process via completion and submission of the Appeal of Academic Decision Form.

Delineation of Responsibilities

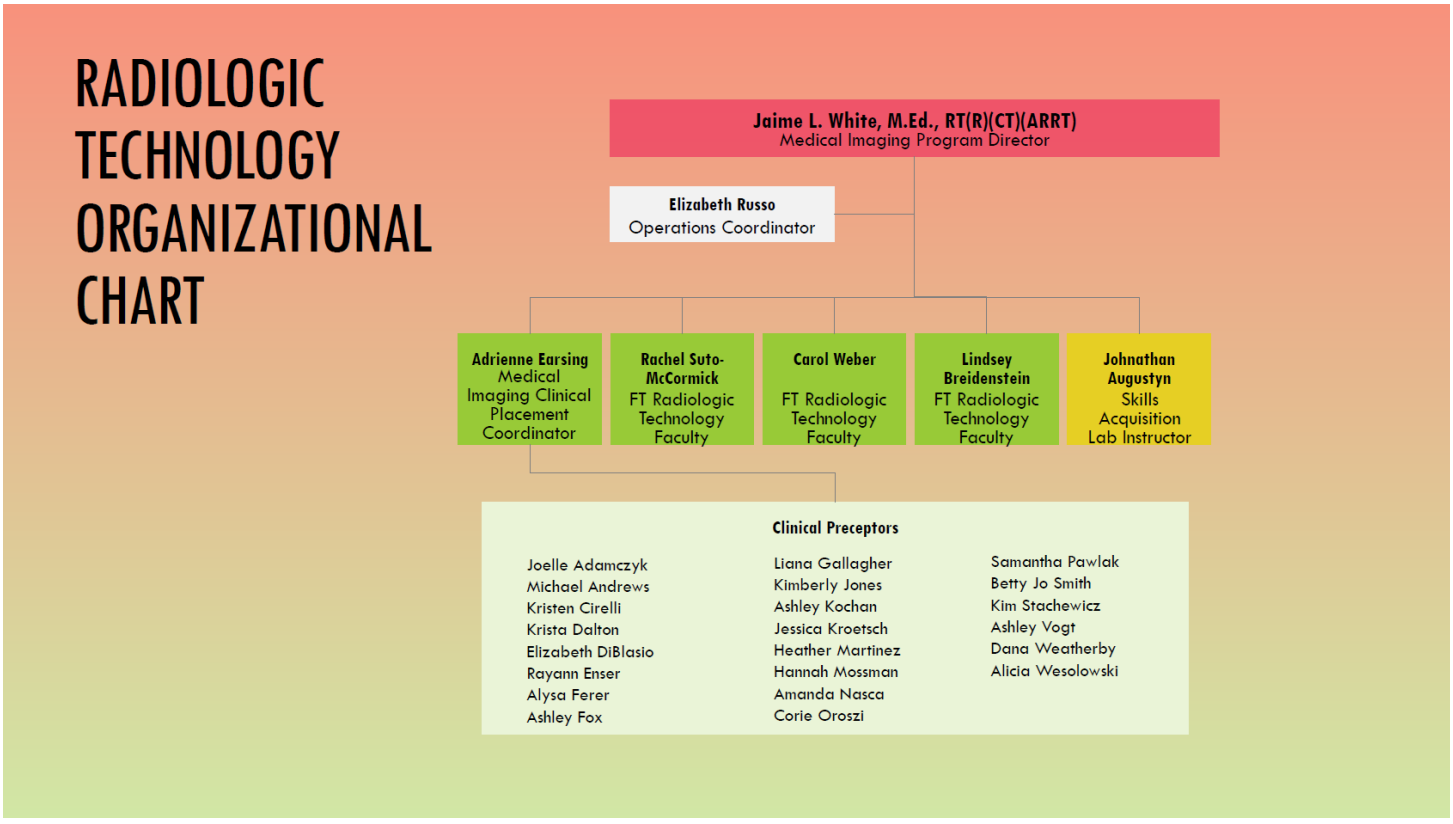
Persons desiring to meet with Faculty, Clinical Placement Coordinator or Program Director are required to schedule an appointment with Elizabeth Russo (Operations Coordinator of Health Sciences and General Studies). Phone: (716)-827-2484. Email: RussoE@Trocaire.edu.

The Program Director is responsible for the management and overall success of the Radiologic Technology Program, including meeting and maintaining accreditation standards set by JRCERT. The duties of the program director consist of curriculum development and evaluation, student recruitment and retention efforts, program and course level outcomes assessment, and student performance and engagement assurance.

The Clinical Placement Coordinator will carry out responsibilities that ensure high quality, well-coordinated student clinical experiences. This individual oversees all clinical operations and activities, works closely with clinical affiliates, and manages all clinical assignments. The Clinical Placement Coordinator is also responsible for the implementation and instruction of the 5-week Intro to Clinic module that occurs during the first semester of the first year.

Didactic faculty are those instructors responsible for classroom and laboratory instruction, including lectures, Blackboard lessons, and hands-on instruction in the RT lab on campus. These instructors plan, develop, and manage courses within the program under the direction of the Program Director. Faculty also act as academic advisors to students in the second year of the program.

Clinical Preceptors, also called Clinical Instructors, oversee the clinical educational experience students engage in at the clinical site. They conduct evaluations of student performance, assist students with examinations, complete procedure competencies, and generally supervise all on-site clinical activities. Clinical Preceptors maintain close communication with the Clinical Placement Coordinator.



General Policies

Student Association Information
Student Clubs and Organizations: The unique size of our college allows students to participate in different clubs and organizations and take on leadership roles if they wish to do so. The benefits of becoming a student leader are tremendous – skills that will last a lifetime. For further information please click on the following link: https://trocaire.edu/student-life/student-clubs-organizations/.

- American Society of Radiologic Technologists (ASRT) membership helps graduating students prepare for the ARRT registry exam. This membership gives the students access to test taking resources as well as several practice exams. Students are encouraged to continue their membership after their graduation due to the CEU resources the ASRT provides. For further information, visit their website at https://www.asrt.org/.
- The New York State Society of Radiologic Sciences (NYSSRS) keeps both students and graduates informed of advocacy efforts the state is involved in and the benefits of getting involved locally by joining the NYSSRS. The mission of the NYSSRS is to promote the elevation of radiologic science and medical imaging professions. NYSSRS strives to promote excellence in education and the highest standards in the delivery of patient care to the communities of interest. The NYSSRS also works diligently to protect the general welfare of radiologic science professionals statewide. For further information, visit their website: https://www.nyssrs.org/.

The Radiologic Technology Club exists expressly for RT students. The club aims to bring together students to promote personal and professional growth, as well as advocate and support the profession. The club also offers RT scholarship money https://trocaire.edu/academics/academic-program/radiologic-technology/.

Lambda Nu – the National Honor Society for the radiologic and imaging sciences. The Trocaire Chapter, New York Beta, recognizes outstanding students who have demonstrated exemplary scholarship and dedication to their chosen profession https://trocaire.edu/academics/academic-program/radiologic-technology/.

Program Committees - Radiologic Technology Program Advisory Council
The role of the Radiologic Technology Program Advisory Committee is to provide feedback and assess the Radiologic Technology Program outcomes. Members on the committee serve in an advisory capacity and do not have administrative authority.

Health Requirement Policy
As a major educator of healthcare professionals in the Buffalo-Niagara region, it is our duty to prioritize the health, safety, and well-being of Trocaire students, employees, and the community at large. Accommodations will be made for medical or religious reasons consistent with applicable federal and state law.

New York State Public Health Law 2165 requires all students attending New York State Colleges and Universities to show proof of immunity against measles, mumps, and rubella. Full-time and part-time students must show proof of immunization. Persons born before January 1, 1957, are exempt from the requirement. In addition, all students must complete and return a Meningitis Response Form.

The Wellness Center at Trocaire has teamed up with CastleBranch, a secure, web-based platform for submission and management of student health and immunization records. The Medical Imaging Program Placement Coordinator manages program specific student health records in CastleBranch. As a Trocaire student, you will have access to CastleBranch's document tracking system, which allows you to upload and manage all required health records. The Wellness Center is located on the main campus, room 137. Phone: 716.827.2579. Email: WellnessCenter@Trocaire.edu.

*S*tudents are required to submit and maintain compliance with the following:

Clinical Requirement:	Required Acceptable Documentation:	Frequency:
Physical Exam	• Must include Medical History Form (completed by student) • Completed by licensed medical provider; must be documented on a Trocaire College from	Annually – within 12 months
Measles/Mumps/Rubella (MMR) – one option must be met	• Two doses after 12 months of age OR • Measles (Rubeola) two immunizations after 12 months OR blood titer documenting immunity AND • Rubella (German Measles) one immunization after 12 months of age OR blood titer documenting immunity	One time
Meningococcal/Meningitis	• Meningococcal immunization OR • Meningococcal declination form (annually)	Every 5 years
TB (PPD) or QuantiFERON	• New test required yearly • A recent copy from your employer is acceptable • If any previous test was positive, list test type, treatment dates and latest x-ray date/result, include copy of x-ray report and TST Annual Symptoms Review form	Annually – within 12 months
Varicella (Chickenpox or Shingles) – one option must be met	• Two doses of immunizations OR • Blood titer documenting immunity	One Time
Hepatitis B – one option must be met	• Vaccine – complete series (2-4 doses depending on vaccine type) OR • Positive Hepatitis B Antibody Test OR • Signed declination for (annually)	One Time
Tetanus Pertussis-Diphtheria (TDAP)	• Vaccine series as a child AND • Tetanus-Diphtheria booster less than 10 years ago	One Time and Every 10 years
Influenza (Flu shot)	• Immunization for current flu season OR • Signed declination form and mask compliance per site protocol	Annually – due by 9/15 of every year
COVID	• Johnson & Johnson OR Pfizer OR Moderna OR • Signed declination form and mask compliance per site protocol	One time
CPR/BLS for the Healthcare Provider Certification	• Certification in Basic Life Support CPR that fulfils ILCOR standards • Any provider level course (AHA, Red Cross, etc.) that meets ILCOR standards • Hybrid (online didactic coursework with hand-on skills competency) OR traditional classroom-based models for the full training • Online only is NOT accepted	Must remain current the entire length of program
HIPAA	• Available on BlackBoard	Annually – within 12 months
Consent to Release Medical Information	• Form found on Trocaire website, use link below	One time

Additional health records information, including forms, can be found at https://my.trocaire.edu/student-services/health-office

CPR Requirement

CPR certification must be submitted prior to the start of clinical in the first fall semester and must be kept current for the duration of the Radiologic Technology Program. Students who are not in compliance will not be allowed to participate in clinical experience until this requirement has been met, and the absence(s) will be counted as unexcused.

Acceptable CPR (2-year) Certifications:
American Heart Association BLS for the Healthcare Provider Level American Red Cross BLS/CPR for Healthcare
*Online only classes are NOT accepted; students must participate in a hands-on practical class

Students must submit proper documentation of all required health information or provide a documented statement of medical/religious exemption prior to the commencement of classes, clinical and/or continuation in the Program. Yearly health physical, TB tests, flu vaccines, and HIPAA are required. Students who do not meet these requirements will not be permitted to participate in classes, clinics, or laboratory experiences. Should a student elect not to be vaccinated against the flu, the student must sign the "Declination of Influenza Vaccination for Health Care Personnel" form and could be expected to wear a surgical mask at all times during clinical rotations. The student is expected to be responsible for remaining compliant with updates of all required immunizations test results, medical clearance forms, and annual health assessments. Failure to do so will result in the suspension of clinical experiences and, in some cases, suspension from class attendance and, possibly, the Program. Be advised that Trocaire College must provide student health information to clinical agencies as required by New York State Department of Health regulations and legal contracts with affiliating agencies. Students are advised that the College and the clinical agencies associated with the Medical Imaging Programs will rely upon the health information supplied by the student. Any student who withholds or knowingly submits incorrect/inaccurate health information shall be subject to disciplinary action. Please click on the following link for further information https://trocaire.edu/student-life/wellness-center/health-records/

General Radiation Statement
It is Trocaire College's policy to provide a radiation safe environment for pregnant students. The program encourages the student to notify the Radiation Safety Officer as soon as possible. Students choosing to declare pregnancy are given the opportunity to do so and will be counseled and assisted by the program faculty to ensure proper radiation safety measures are taken. All radiologic technology students are instructed on x-rays, pregnancy, risks, and relative policies during Intro to Clinic. The benefits of declaring pregnancy and following radiation protection methods early in the pregnancy are emphasized but also designated as voluntary recommendations.

Pregnancy Policy (JRCERT Standard Five, Objective 5.1)
Should any student suspect pregnancy, it is HIGHLY RECOMMENDED that the student meets with the Program Director, Clinical Placement Coordinator, Radiation Safety Officer, and Title IX Coordinator https://trocaire.edu/title-ix/. However, disclosure is VOLUNTARY, and declaration/withdrawal of such declaration must be made in writing.

Pregnant students are encouraged to meet and work with the Title IX Coordinator https://trocaire.edu/title-ix/. Students with pregnancy-related disability, like any student with a short-term or temporary disability, are entitled to reasonable accommodation so that they will not be disadvantaged in their course of study and may seek assistance from the Title IX Coordinator. Pregnant students may voluntarily choose to withdraw from the course or program without penalty. In accordance with Title IX, students are also allowed time to pump breast milk. For information and resources for pumping breastmilk, please contact the Title IX Coordinator.

According to New York State Sanitary Code, Chapter 1 – Part 16.6(h), (4/18/2001) and the US NRC Regulatory Guide 8.13 – Instruction Concerning Pregnant Radiation Exposure (June 99), the pregnant student has the right to decide whether to declare pregnancy or not. This voluntary decision can be withdrawn at any time. (Declared pregnant woman means a woman who has voluntarily informed the department in writing of her pregnancy.) If she chooses to do so, the declaration of pregnancy must be in writing. The student will complete and submit the form titled "Pregnancy Declaration."

Upon declaration of pregnancy by the student, the following procedure will be followed:

The student will submit a statement from her physician verifying pregnancy and expected due date. The statement must include the physician's recommendations as to which of the following options would be advisable:

a. Withdrawal from the program with the possibility to return to the program at a later time and begin at the start of the semester/session that was not completed
b. Continuation at full-time status without restrictions in the classroom, but limited rotation in fluoroscopy and portable/surgical procedures (high radiation areas), following Radiation Safety precautions
c. Continuation at full-time status without restrictions in clinic, classroom, or laboratory
d. The physician's statement (medical clearance) shall be submitted to the RSO, who discusses the situation with the Program Director.
e. Additionally, a pregnant student has the right, at any time, to withdraw/revoke the declaration of pregnancy in writing. Should that occur, the lower dose limit for the embryo/fetus will no longer apply, and the student will return to previous clinical expectations/experiences. (USNRC Regulatory Guide 8.13, appendix item 16, June 1999)

Options for Continuation in the Program

- A student may withdraw for pregnancy with the option to return to the program at a later date
- A student may continue in the program, provided her physician has not placed any physical limitations/restrictions on her medical clearance form (aside from limited exposure to radiation). If the student chooses to continue, she must complete the following steps:
  - Consultation with the program's Radiation Safety Officer prior to continuation in the college laboratory and clinical assignments. At this time, the physician's medical clearance is required
  - The RSO and the declared pregnant student will review the program's radiation safety guidelines and the potential risks involving ionizing radiation to the developing embryo/fetus. This discussion will include:
    - The pregnant student will be counseled regarding the nature and potential radiation injury or risk associated with in-utero exposure, the dose equivalent limits established by the NCRP, and the required preventative measures to be taken throughout the gestational period
- Specifically, the pregnant student will be informed of the specific exposure limits as the dose to the embryo/fetus during the entire pregnancy due to occupational exposure should not exceed .5 rem (500mrem) or 50mrem for the monthly dose equivalent limit. The RSO will review the past exposure history and may adjust working conditions to avoid the monthly dose equivalent limit of 50mrem to the declared pregnant student. (NYS Sanitary Code, Chapter 1, Part 16.6, h. 4/18/01)
- Two personnel radiation monitoring badges will be worn throughout the gestational period. One monitoring badge will be worn at the uniform collar, and the other fetal badge will be worn at the waist level under the lead protective apron to monitor the embryo/fetus. (NYS Sanitary Code, Chapter 1 – Part 16.11, b (2). 4/18/01)
- The fetal badge will be changed monthly. A monthly radiation exposure log will be established throughout the gestational period. Analysis of the monthly exposure totals will be reviewed by the RSO and the pregnant student.

- The RT faculty and clinical preceptor shall make every effort to schedule the declared pregnant student, at least for the first 18 weeks of gestation, in areas that do not involve fluoroscopy and portable/surgical work
- ALARA principles of time/distance/shielding must be utilized by the pregnant student
- If at any time the pregnant student feels (despite clearance from her doctor) that she is working in an unsafe area or under conditions she feels are detrimental to herself or the embryo/fetus, she should report to the clinical preceptor and the RSO immediately
    - Upon completion of the counseling session and receipt of written material, the pregnant student will sign a form attesting to the meeting

Technical Standards

Specific essential abilities or technical standards have been identified by the Medical Imaging Department for the Radiologic Technology applicant/student, in accordance with Section 504 of the Rehabilitation Act of 1973 and the 2009 Americans with Disabilities Act Amendment. These technical standards include all of the non-academic abilities essential for the delivery of safe and effective patient care. These standards are designed to establish performance expectations that will enable students to deliver safe, effective care during clinical practice activities, with or without reasonable accommodation. Qualified applicants and students are expected to meet all admission criteria, as well as these technical standards, with or without accommodation, and to maintain related satisfactory demonstration of these standards for progression through the program. The Medical Imaging Department Radiologic Technology Program is committed to enabling students with identified disabilities by reasonable means or accommodation to complete the academic and experiential learning required for the completion of all degree programs.

Therefore, any applicant or student who seeks accommodation at the time of admission or at any time during progression in the program will be evaluated and receive an assessment of the types of reasonable accommodation needed for the clinical practice component of the program.

The technical standards that have been identified as necessary to meet the Radiologic Technology program requirements include, but are not necessarily limited to the following:

1) Stand and walk continually for up to 10 hours at a time.
2) Frequently participate in team lifting of up to 300 pounds.
3) Lift up to 20 pounds from the floor, carry the load for 10 feet, and place the load on a surface 36 inches from the ground.
4) Safely and successfully lift, move, push, pull, kneel, bend, hold, and grasp during the care of patients and with all professional duties.
5) Move and manipulate exam room equipment such as tables, wheelchairs, and exam room carts.
6) Have correctable vision in one eye to 20/20 and 20/40 in the other eye, with visual acuity, depth perception, and the ability to distinguish shades of grey and gradations in color.
7) Have the olfactory ability to detect smoke, noxious odors, and patient conditions.
8) Hear faint sounds from a distance of 6-10 feet and with a stethoscope (with/without hearing aids).
9) Communicate with faculty members, fellow students, staff, and other healthcare professionals verbally and in a recorded format (writing, electronically, telephone, etc.) in the English language.
10) Demonstrate psychological stability to perform professionally and effectively during stressful, fast paced, high-volume, traumatic, emergent, and fatal situations.
11) Perform resuscitation and emergency procedures.
12) Physical, mental, and emotional stamina and overall well-being are essential to being able to perform the duties of a student Radiologic Technologist in an effective and efficient manner.

A student who is unable to meet program objectives because of medical restrictions will be required to withdraw from the respective program.

If there is any reason a student cannot meet the expectations described above, with or without reasonable accommodations, it is the responsibility of the student to notify the Program Director and/or Clinical Placement Coordinator as soon as possible. Note: A student may be removed from the clinical site for reasons related to the student's physical or emotional safety and well-being and/or for reasons relating to unprofessional conduct, safety, and/or the well-being of patients, students, faculty, or hospital property.

Technology Support
For Radiologic Technology courses with content delivered in the online format, it is the student's responsibility to make sure they have access to a working computer, or mobile device that can uphold the LMS (Blackboard) requirements and WI-FI to complete the course requirements. Please see course syllabi for specific course technology use and requirements.

For account access, password reset, campus-wide technology troubleshooting (e.g. Microsoft 365, Trocaire-owned devices, etc.), contact the Information Technology Help Desk: helpdesk@trocaire.edu. For support with Blackboard or Panopto, contact Blackboard Support: blackboard@trocaire.edu.

Student ID
Each Radiologic Technology Student is required to obtain a Trocaire student ID badge with picture, first and last name, and identifying as a Radiologic Technology student. Students are required to always wear their student ID badge while on campus and while at the clinical site.

College Safety and Security Policy (JRCERT Standard V, Objective 5.5)
Please refer to the current College Catalog https://trocairecollege2025-2026.catalog.prod.coursedog.com/about/student-conduct-policies in addition to the following:

- Campus Safety and Security at Trocaire College works in conjunction with students, faculty, and staff to ensure their security throughout the campus. Trocaire employs uniformed guards through a private security service. The guards work closely with the Buffalo Police Department.
- In order to support emergency services on and around the Trocaire campus, we rely upon a strong working relationship with not only the Buffalo City Police Department but also the Buffalo Fire Department. We also call on the services provided by local first responders.
- For additional information, contact the Coordinator of Safety and Security, Office 120 Safety@Trocaire.edu.

Cleary Act Policy
In keeping with the Cleary Act, the College provides vital information and statistics about incidents on and around the campus community in an annual security report published on the Department of Education website. We believe in a well-informed community; in keeping with this, notices of pertinent security related happenings and incidents are posted on security boards throughout campus.

Radiation Safety and Protection Policy (JRCERT Standard Five, Objective 5.1)
The Radiologic Technology program is governed by and strictly adheres to the rules, regulations, and Codes for Radiation Protection of the Student Radiologic Technologist (SRT) and the patient as written in:

1) New York State Department of Health, Bureau of Environmental Radiation Protection:
    a. Sanitary Code Chapter I – Part 16
    b. Public Health Law – Article 35 – Practice of Radiologic Technology
    c. Chapter II Administrative Rules and Regulations, Subchapter L – Part 89 – Practice of X-Ray Technology
    d. Publications, Newsletters, Articles
2) National Council on Radiation Protection and Measures Reports

All RT students are expected to follow the radiation protection practices put forth by the above agencies and presented, discussed, and applied during radiation protection lectures and labs. Further, during the course of the Radiologic Technology program, students will be exposed to ionizing radiation. All students, when working with ionizing radiation, must adhere to the ALARA concept, which means As Low As Reasonably

Achievable. The main components of the ALARA concept are time, distance, and shielding. All students must make an attempt to minimize the time of exposure, maximize the distance for personnel and others in the exposure area from the primary beam, and shield themselves, the patient, and others when possible. This is a concept the students will be taught and expected to utilize during the process of becoming a radiologic technologist. To ensure compliance, the student will:

1) Take the time to ensure they are properly protected under all circumstances (mobile, fluoroscopy, etc.).
2) Practice the ALARA concepts of time, distance, and shielding.
3) Wear a personnel radiation monitoring badge at the neck level and outside the apron.
4) Not allow the body or any part thereof to be in the primary beam. JRCERT Standard Five, Objective 5.3
5) Not hold patients or image receptor (IR) under any circumstances. JRCERT Standard Five, Objective 5.3
6) Take proper precautions with personnel radiation monitoring badge, do not leave them in radiation areas or use them for personal exposure.

Shielding Policy

Examples of shielding are presented in lecture/lab courses throughout the program and are to be implemented PRIOR to making any exposure or being in the area of exposure to radiation.

1) RT Students: proper lead shielding should be worn at all times. Lead shielding MUST be worn while involved in fluoroscopy, mobile, and surgical radiography.
2) Patients: The student is expected to exercise sound radiation protection practices for the patient's welfare at all times, adhering to ALARA principles
3) Provisions for Radiation Safety Rules require:
    a. Mechanical devices instead of persons must be used whenever possible to immobilize patients
    b. Women of childbearing age and persons under the age of 18 must never be used to hold patients
    c. In adherence with JRCERT regulations, at no time will a student hold a patient during exposure
    d. Any person other than the patient who remains in an x-ray room during exposure must be protected with shielding devices such as lead aprons and gloves
    e. Lead shielding will be provided to a patient whenever radiation sensitive organs lie within or near (2 inches) the primary beam unless shielding would obscure essential diagnostic information

Consistent with JRCERT Position Statement on Gonadal Shielding in the Clinical Setting, the RT program is modifying its policy on shielding. Student radiographers will still be required to wear protective lead shielding during fluoroscopy, mobile, and surgical radiography. The use of protective lead shielding for the patient will no longer be "every patient, every time" but will align with the individual clinical facility policy.

Radiation Monitoring Device Policy

Each student will be issued a radiation-monitoring device (personnel monitors/badge) for use in the clinical education setting. Students cannot participate in any clinical experience or energized laboratory experience without the radiation-monitoring device on their person. The student is responsible for changing personnel monitors/badge at the required time. Badges are distributed by the Radiation Safety Officer (RSO), who will collect the old and provide the new monitor. Failure to meet the RSO's due date may result in adverse consequences.

1) Radiation Monitoring Device – Lost/Damaged
    a. If the badge is lost or damaged beyond usefulness, the student must notify the Clinical Placement Coordinator within 24 hours of the incident.

b. The student will not be allowed into the clinical education or laboratory setting until a replacement device is obtained. The time away is counted as an unexcused absence and is subject to the Medical Imaging Department Non-Compliance Form.
c. Badge $25 deposit return at program completion.

2) Radiation Monitoring Report/Exposure Records
   a. Student/faculty radiation exposure will be monitored during the entirety of the program and will be maintained by the Program as part of the student's file.
   b. The radiation monitoring report will be reviewed by the RSO upon receipt. If a Students' radiation limits are outside of the program's designated limits**, the RSO is to immediately notify the Program Director, verbally and in writing (email). Additionally, the RSO will notify the student verbally and in writing (email). At this time, the student, upon direction from the RSO and the Program Director, may be asked to:
      i. Cease clinical assignment until an investigation into the radiation monitoring report can be completed to ensure accuracy
      ii. Schedule an appointment to meet with the Clinical Placement Coordinator for the necessary course of action and radiation counseling
      iii. Develop a course of action in conjunction with program personnel to ensure the health and safety of the student
   c. A copy of the radiation monitoring report will be filed in the RSO's office for confidentiality. The most current radiation monitoring report will be posted on Trajecsys for student review. Students will be identified by badge number only to ensure confidentiality.
   d. It is the responsibility of the student to review the report and initial, indicating acknowledgment. Failure to review and sign the report within the stated timeframe will result in a Medical Imaging Department Non-Compliance Form.

**The program's threshold for incidents in which dose limits are exceeded is considered to be an average biannual dose of 120mrem or 1.2mSv. The Annual Occupational Dose Limit to the whole body is 5000mrem or 50mSv. All doses are taken from NRC Title 10 of the Code of Federal Regulation, Part 20 (10 CFR 20)

MRI Safety Protocol and Screening Policy (JRCERT Standard Five, Objective 5.3)
Please refer to the link with regard to MRI safety: https://trocaire.edu/academics/academic-program/radiologic-technology/
All Radiologic Technology students must complete the MRI Screening Tool prior to their first clinical rotation. If, during the students' attendance, any changes in status occur that could potentially be an MRI safety issue, the student must notify the Clinical Placement Coordinator immediately.

MRI Safety Rules

1) MRI safety policies and protocols for each clinical setting must be followed.
2) Do not enter MRI safety zones unless cleared and accompanied by the MRI technologist.
3) Assume the magnet is always ON.
4) Magnetic items can become projectiles in the MRI environment and therefore are strictly prohibited in the MRI suite. Equipment designed specifically for use in the MRI suite is available within the department.

Failure to adhere to this policy will result in a Non-Compliance Form Violation and could be justification for immediate dismissal from the clinical site. Any such absence will be considered unexcused, and the time will need to be made up following the stated guidelines with the Medical Imaging Clinical Placement Coordinator.

Student Incidents/Injuries
A student must immediately report incidents to an instructor and the appropriate facility personnel. When an incident occurs at a clinical site (i.e., student injury or patient/client-related mishap), the appropriate facility and College forms must be completed and submitted to the CPC. The CPC
must report all student injuries to the Safety and Security Office for completion of necessary paperwork. This

should be done as soon as possible after the occurrence of the incident.

Latex Sensitivity Statement
If you think you may have an allergy to latex, please see a physician who can administer a blood test to determine your sensitivity. If it is determined that you are sensitive to latex, you should notify your instructors, who can help minimize your exposure to latex products. Additionally, complete the "Latex Sensitivity" form and submit it to the Clinical Placement Coordinator.

Fire Safety
If the alarm sounds, all occupants of the building must evacuate immediately. Close office and classroom doors. Should an alarm sound while an exam is being taken, hand exams and answer sheets to the instructor as you exit the room unless your safety is otherwise jeopardized.

Code of Federal Regulations (Title 29, Part 570.57)
Regarding exposure to radioactive substances and ionizing radiation, students must be at least 18 years old by the first day of classes.

Crime Prevention
The key to a safe and secure environment in any area is crime prevention. Campus Safety and Security utilizes uniformed guards in most cases when classes are in session. The college also utilizes security cameras which are installed in several areas on campus. Crime prevention is a joint effort, however, and cannot be accomplished without the assistance of the entire Trocaire community of students, faculty, and staff. The security committee has composed a list of several crime prevention and safety tips, which are distributed at the beginning of each semester.

In addition to uniformed security officers, there is a campus-wide Security Advisory Committee comprised of faculty, staff, administration, and students.

- Campus Safety and Security Phone Numbers Main Desk Choate Campus: 716-827-2500
  Choate Campus Emergency (only after 6:30 pm, use an outside line): 716-445-2104

Contingency Plan Policy (JRCERT Standard Five, Objective 5.5)
In the event of a catastrophic event that prohibits the normal operation of college business, the Radiologic Technology program will follow the protocol outlined below unless superseded by Trocaire College contingency plan/policy:

Communication: The Program Director will send an email to all students and faculty/staff identifying the nature of the event and instructions for conducting business within reasonable accommodations.

Instruction: If physical presence on campus is not allowable due to health or safety concerns, instruction will be conducted online until a time when a return to campus is possible.

Lab: If permitted by circumstances, students will be allowed on campus for labs in reduced numbers. If conditions bar on-campus labs, alternate solutions will be sought by the Program Director based on the length of time such activities are not allowed. These could include but may not be limited to extension of the program, simulation programs, and make up time once a return is possible.

Clinical: Whenever possible, all efforts will be made to continue to allow students to attend clinical rotations. However, if students are unable to participate in clinical education, alternate solutions will be sought out by the Program Director based on the length of time such activities are not allowed. These could include (but may not be limited to) the following: extension of the program, simulation programs, and make up time once a return is possible.

Critical Support Services: Faculty and staff will be available to the student via college email to address any questions or concerns and to facilitate the continuation of the educational experience. The College will prescribe college wide support services.

Timeframe: The length of time for which these protocols are implemented will be determined by the nature of the event, the College, and possibly external entities. The Program will make all attempts to return to normal operating practice as soon as possible, keeping in mind the safety of the students and the community.

*A catastrophic event is defined as any event that could affect student learning and program operations and will be determined by the College, State, or Federal Government.

General Radiologic Technology Policies

Physical, Mental and Emotional Health
Physical, mental and emotional stamina and overall well-being are essential to being able to perform your duties as a student radiologic technologist in an effective and efficient manner. Working conditions and environments vary on a daily basis; the imaging department, at the bedside of patients, in the operating room, in the emergency department, manipulating mobile and stationary equipment, transfer of patients, etc.

Vision Statement
Visual acuity is necessary for watching patients' vital signs and for accurate image acquisition for all radiographic examinations.

Hearing and Speech Statement
Hearing and speech need to be sufficient to communicate effectively and efficiently with all patients. Communication includes not only speech but also reading and writing. The applicant/radiologic technology student must be able to:

1. Read and comprehend technical and professional materials
2. Follow verbal or written instructions in order to correctly and independently perform procedures
3. Clearly instruct patients prior to, during, and after procedures
4. Communicate with faculty members, fellow students, staff, and other healthcare professionals verbally and in a recorded format (writing, electronically, telephone, etc.)

Manual Dexterity
The applicant/radiologic technology student must have manual dexterity and good physical coordination to position patients and to operate and transport radiographic equipment with a full range of motion, utility of arms, hands, and fingers to perform examinations and operate the equipment. This is also necessary to assist patients on and off examination tables and to assist patients and other radiologic technologists with lifting patients out of wheelchairs and off gurneys and onto examination tables when necessary. The applicant/radiologic technology student in training must be able to push and maneuver mobile equipment, patients in gurneys, and patients in wheelchairs, along with patient equipment in and out of the x-ray rooms, holding areas, hallways, elevators, and patient rooms.

Intellectual
The radiologic technology applicant/student must possess the intellectual skills that promote the ability to properly comprehend various medical and managerial situations. These include but are not limited to acquiring accurate measurements; performing mathematical calculations properly and quickly; solving problems using advanced critical thinking skills; implementing mature decision-making and reasoning; analyzing and critiquing images for density, contrast, anatomical detail, and proper positioning; using self-expression appropriately and accepting constructive criticism. They must be able to exercise sufficient judgment to recognize and correct performance deviations. Radiographers must be prepared to recognize any condition, whether observed in the radiographic image or in patient behavior, which may pose an immediate threat to the health, safety, or life of the patient and/or others and react quickly and appropriately.

Behavioral and Social
The Radiologic Technology applicant/student must be able to manage time to complete didactic and clinical tasks within realistic time constraints. They must possess the emotional health and stability necessary to effectively employ intellect and exercise appropriate judgment during times of stress, surgical and emergency procedures, and with diverse patient populations and conditions. The Radiologic Technologist must be able to provide professional and technical services despite the stresses of heavy workloads. They need to demonstrate the ability to be flexible, creative, and adaptable to clinical and didactic changes. Radiologic Technologists need to be able to recognize potentially hazardous materials, equipment, and situations and be able to proceed safely to reduce the risk of injury to a patient and/or themselves. A Radiologic Technologist supports and promotes the activities of fellow students and health care professionals by displaying honesty, compassion, ethics, and responsibility. Radiologic Technologists always safeguard and preserve the confidentiality of patient information in accordance with policy. Radiological Technologists interact with various people in the course of their duties and must be able to appropriately interact with them to obtain necessary information and to perform examinations.

Drug and Alcohol Policy (JRCERT Standard Five, Objective 5.5)
Substance abuse is a major health problem throughout the United States, and Trocaire College is committed to establishing a drug- and alcohol-free environment. Trocaire College Policy #604 addresses drug and/or alcohol use, explicitly prohibiting such use on campus or at off-campus college events. Clinical site violations are directed to the specific program for regulation. As such, the Radiologic Technology Program has implemented the following Drug Testing Policy:

Trocaire College Medical Imaging Department seeks to assure the physical safety of its students, employees, and those we serve. Therefore, consistent with state and federal laws, including Higher Education Assistance Act and the Drug-Free Workplace Act, and to protect the safety of all students and stakeholders, the Medical Imaging Department adopts the following policy designed to prevent the illicit use of drugs and the abuse of alcohol by students. The Program will conduct reasonable suspicion drug and alcohol testing at the Program's expense.

Reasonable Suspicion Testing
Student drug and alcohol testing will occur whenever the Program has a reasonable suspicion that a student is under the influence of alcohol, illegal drugs, or controlled substances while at clinical or in the laboratory setting. Reasonable suspicion testing must be based on specific observations concerning the appearance, behavior, or speech of a student. When an incident occurs that leads the observer to believe that drugs or alcohol may be involved, including any accident that results in or has the potential to cause injury or property damage, the suspected student's supervisor (Clinical Preceptor, Lab Instructor) and Program Director must immediately be notified to review the circumstances and facts related to the incident in order to ascertain the merits of the observation and to specify further action.

If testing is required, the supervisor is responsible for arranging for the student to be safely transported to and from the testing laboratory. The Program Director will create a written record of the observation leading to a drug or alcohol test by interviewing those people who observed the incident. The written record must be completed within 24 hours of the observed behavior. The Program reserves the right to determine whether reasonable suspicion exists.

Drug testing will generally be conducted by urinalysis for drugs and by breathalyzer for alcohol and will include testing for the following drugs: Marijuana (THC), Cocaine, Opiates, Barbiturates, Amphetamines (including Methamphetamines), and Alcohol. The Program will engage the services of a qualified testing laboratory. The appropriate testing site may vary and will be determined when a test is required.

Consent, Cooperation, and Consequences
Individuals taking a drug and/or alcohol test must sign an appropriate release to allow the laboratory to release the test results to the Program Director or their designee.

Disciplinary Action Policy
Any student who refuses to consent to drug and/or alcohol testing, tampers with a sample, tests positive, or otherwise violates this policy may be subject to disciplinary procedures and sanctions listed in the College Catalog, including probation, suspension, or dismissal

A student may be required to participate in follow-up care as part of a comprehensive drug and/or alcohol treatment program as a condition of continuing their education with the Program or as part of the disciplinary process. Depending on the nature of the conduct that led to the student's required participation in a drug and/or alcohol treatment program, the student may be required to submit to random drug or alcohol screenings for a specific period and to meet performance standards that are imposed as a condition of their continuation in the Program.

Rehabilitation Policy
The Program attempts to provide students with the opportunity to deal appropriately with drug and alcohol-related problems. Any student who voluntarily requests assistance in dealing with a drug and/or alcohol problem is encouraged to seek professional counseling for an assessment with an accredited professional and, if appropriate, enter a treatment program.

Confidentiality Policy
All medical information, including drug or alcohol test results or treatment, will be treated as confidential medical information and will be accessible only to those Program administrators and designated medical and professional persons with a specific need to know.

Disciplinary Action Policy
Disciplinary action will be initiated if an RT student fails to follow program policy guidelines, meet program requirements, and/or threaten the safety of self, patient, or clinical staff. This will include the use of the Non-Compliance Form with progressive consequences potentially leading to Program dismissal should infractions not be rectified accordingly. Students are also expected to follow the Trocaire College Catalog and Student Handbook. Consequences may include probationary measures, grade adjustments, or Program dismissal.

Social Media Policy
The student will respect the policies of confidentiality related to social media. Any statements, pictures, or expressions that could cause harm or injury to an individual or to the College will be considered grounds for dismissal from the program. Recording of the class is prohibited without prior approval. This includes tape recordings, video recordings, mobile/cell phone recordings, etc. Under no circumstance may any item be posted to online services such as YouTube, Facebook, Instagram, Twitter, etc.

Cell Phone Policy
Students are prohibited from using personal electronic devices (i.e. cell phones, smart watches, or wireless devices) in verbal or text mode during classroom, laboratory, or clinical. Cell phones must be silenced or shut off and out of sight during class/laboratory. Cell phones will not be used as a timepiece or calculator. Students are permitted to access electronic devices only for documenting time and completing electronic paperwork. Any use of electronic devices for personal reasons during classroom, laboratory, or clinical areas is a breach of standards of professional behavior. Personal cell phones are not to be worn on a student's person while at the clinical education center. Phones may only be used for necessary personal business with the permission of the faculty and clinical preceptors only. Failure to abide by the cell phone policy is subject to the Medical Imaging Department Non-Compliance Form.

Fraternization Policy
You are entering a field that requires you to conduct yourself professionally, both at the College and your clinical site. Your role is that of a student, and you must conduct yourself accordingly. Fraternization with the faculty, clinical instructors, technologists, or members of the Radiography Program is strictly prohibited while enrolled in the program. This includes but is not limited to personal phone calls, texting, going out to

eat/drink, “hanging out” after clinical hours, dating, or communicating/friending them on social media networks. The faculty, clinical instructors, clinical facilities staff, and Radiography Program members are your professional leaders, not your personal friends.

Please remember your role as a student and treat the faculty, clinical instructors, technologists, and members of the Radiography Program with respect. These individuals are here to be your instructors and professional mentors in the field, and in order to have fairness and equity for all students, they must be treated professionally.

Preparedness

Educational Plan

Your education plan is a roadmap that helps you stay on track to achieve your academic and career goals. It can help you determine what courses to take each semester, and when to take them, so you can graduate as soon as possible. You can develop an ed plan with your advisor, and it may include orientation, assessment, and educational planning. When discussing your educational goals, you can try to be specific and provide concrete examples, such as the degree you want to pursue, skills you want to gain, or a job you want to get after graduation. Please click on the following link for further information and to view the Radiologic Technology Degree Audit: https://trocaire.edu/academics/academic-program/radiologic-technology/.

Student-Faculty Appointments

Students may make appointments to see faculty members during scheduled office hours or at other pre-arranged times. Office hours can be found posted on individual office doors and in the course syllabus. Faculty may also be contacted by leaving a message via voicemail or email.

Ethics and Professional Conduct

Code of Ethics of the American Registry of Radiologic Technologists

“The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational”– ARRT.

Principle 1. The Radiologic Technologist acts 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 the concerns of personal attributes or the nature of the disease or illness and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, Veteran status, age, or any other legally protected basis.

Principle 4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts uses equipment and accessories consistent with the purposes 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 healthcare 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.

Principle 11. The Radiologic Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

The above Code of Ethics and Principles are direct access from the ARRT website. Additional information is available at www.arrt.org.

Standards of Professional Conduct

Radiologic Technology students are expected to uphold a high standard of professional conduct, including acting in a professional manner, respecting patient needs and privacy, and adhering to ethical principles. They should demonstrate integrity, responsibility, and commitment to patient care. Specific standards include respecting confidences, practicing with knowledge and scope, and acting in the best interest of the patient.

Professional conduct is assessed by attendance, appropriate participation as part of a course requirement, and by general comportment during a student's tenure in the Radiologic Technology program. The faculty has an obligation to the students, to the school, and to society to evaluate students and promote and graduate only those who have demonstrated their suitability for the practice of Radiologic Technology both in cognitive and in noncognitive areas such as clinical ability, interpersonal relations, personal conduct and professional characteristics. The policy includes (but is not limited to) the following student expectations:

Patient-Centered Care:
Students must prioritize patient needs and comfort, providing compassionate and sensitive care.

Ethical Behavior:
Adhering to the Code of Ethics, including respecting patient confidentiality, using equipment appropriately, and maintaining professional relationships.

Competence and Responsibility:
Demonstrating a strong understanding of imaging techniques and procedures and taking responsibility for actions.

Respect for Colleagues and the Profession:
Maintaining a positive work environment, affording respect to those around me with actions and words, collaborating with other healthcare professionals, and upholding the standards of the profession.

Professional Appearance and Communication:
Maintaining a clean, neat, and professional appearance and communicating effectively with patients, families, and colleagues.

By adhering to these standards, Radiologic Technology students demonstrate their commitment to the profession and prepare themselves for a successful and ethical career in medical imaging.

As a student in the Radiologic Technology Program:

- I acknowledge and accept the privileges and responsibilities given to me today as a student in training and dedicate myself to providing care to those in need.
- I will approach all aspects of my education with honesty and integrity, embracing opportunities to learn from patients, instructors and colleagues.
- I will always maintain the highest standards of professional conduct.
- I will certify only that which I have personally verified, and I will neither receive nor give unauthorized assistance on examinations.
- I will value the knowledge and wisdom of the graduates who have preceded me.
- I will recognize my weaknesses and strengths and strive to develop those qualities that will earn the respect of my patients, my colleagues, my family, and myself.
- I will respect the humanity, rights and decisions of all patients and will attend to them with compassion and without bias.
- I will maintain patient confidentiality and be tactful in my words and actions.
- I will value the diversity of patients' experiences, cultures and beliefs because it enhances my ability to care for them and enriches my education.
- I will not forget that there is an art affiliated to the field of radiology as well as a science and that warmth, sympathy and understanding are integral to patient care.
- I will strive to earn the trust my patients place in me and the respect that society places upon my profession.
- I recognize the privileges afforded me as a student-in-training and promise not to abuse them.
- As I accept these new responsibilities, I will not forget the importance of my own health and well-being. I will continue to value my relations with those who have supported me in the past and those who will share in my future.

Confidentiality/Privacy
The FERPA regulations, including recent amendments, require a school to include specific information in its annual notice (catalog). This information includes the rights of parents or eligible students: to inspect and review the student's education records; to seek amendment of the student's education records which they believe to be inaccurate, misleading or otherwise in violation of their privacy rights; to consent to disclosures of personally identifiable information contained in the student's education records (except to the extent that the law authorizes disclosure without consent) and to file complaints concerning alleged failures by the school to comply with the FERPA requirements. Further information can be found at: https://trocaire.edu/privacy-of-student-records/.

Health Insurance Portability and Accountability Act (HIPAA) is a federal law established in 1996 that protects the privacy of individuals' health information. It applies to patients' medical records, healthcare information, and healthcare providers. All Radiologic Technology students are required to abide by HIPAA guidelines and do their part to protect patients' privacy. Violating HIPAA is a serious offense and is subject to the Medical Imaging Non-Compliance Form.

Academic Integrity
Trocaire College recognizes the fundamental principle of academic integrity. Honest participation in Academic endeavors fosters an environment in which optimal learning can take place and is consistent with the mission of Trocaire College. Dishonest behavior compromises the validity of Trocaire College's ethical practices, which threatens the standing of all who graduate from and/or affiliate with the college.

Trocaire College expects its student body and affiliates to understand the various forms of Academic Dishonesty, to actively avoid these behaviors, and instead choose actions that uphold Academic Integrity. Further information can be found at: https://trocairecollege2025-2026.catalog.prod.coursedog.com/academic-policies/academic-integrity .

Student's Own Academic Work Policy
Collaboration on course assignments is prohibited unless explicitly permitted by the instructor. When collaboration is permitted, students must acknowledge all collaboration and its extent in all submitted work. Collaboration includes the use of professional or expert editing or writing services, as well as statistical, coding, or other outside assistance.

Because it is assumed that work submitted in a course is the student's own unless otherwise permitted, students should be very clear about how they are working with others and what types of assistance, if any, they are receiving. In cases where assistance is approved, the student is expected to specify, upon submission of the assignment, the type and extent of assistance that was received and from whom.

The goal of this oversight is to preserve the status of the work as the student's own intellectual product. Students should remember that the Palisano Learning Center is available to assist them with assessing and editing their own work.

Student Success

Skills Acquisition Laboratory Offerings
Skills Acquisition Laboratory sessions allow Radiologic Technology students the opportunity to take or repeat a competency as needed. These competencies are evaluated and graded by a Radiologic Technology Instructor and recorded as such. Offerings of these sessions are posted on the Radiologic Technology Laboratory door and are disclosed to students at the start of each semester.

Palisano Learning Center (PLC)
In support of the mission of Trocaire College, the Palisano Learning Center (PLC) offers the following resources free of charge to enrolled students:

- Peer and Professional Tutoring
- Online and in-person Tutoring
- Academic Coaching
- Group Study/Reviews
- Academic Success Skills Workshop

The PLC is equipped with anatomy and physiology models and health science-related resources for student use. The PLC also offers a laptop loan program for enrolled students. For further information can be found at: https://my.trocaire.edu/academics/palisano-learning-center/.

Tutoring Services
Free academic support is available for Trocaire courses upon request to enrolled Trocaire students. Please click on the following link for further information https://my.trocaire.edu/request-a-tutor/.

Time Management
Learning to manage your time is an important part of being a productive student. Effective time management allows you to maximize study time and the work you will be required to complete more efficiently. It helps you prepare for any upcoming projects and meet deadlines on time or even early. In turn, this makes you a happier and more focused student. Please see below 4 effective ways to improve time management skills:

- Creating and maintaining schedules of upcoming tasks and events.
- Planning out your day to make sure you dedicate the right amount of time to each activity.
- Communicating with your manager or supervisor to make sure you are aware of your deadlines.
- Prioritizing high-importance tasks over low-importance ones.

Time management skills must be patiently learned and regularly practiced in order to be effective. Regardless of your current level of time management proficiency, improving your skills is a worthwhile goal for anyone

looking to grow personally or professionally.

How to improve time management skills
Improving your time management skills will likely involve adopting some new habits. Here are some steps you can take to manage your time more efficiently:

- Keep a planner.
- Set a timer.
- Schedule your hours.
- Set short-term and long-term goals.
- Use your energy wisely.

Student Services

Trocaire College asserts "Student Success" as the highest-level desired outcome of the Strategic Plan. Student success not only points to desired graduation, continuing education and career acquisition goals; it also means perfecting ways we meet students' academic, personal and professional needs throughout their education. For additional information, please click on the following: https://trocaire.edu/student-life/student-support-services/.

The mission of **Learning Support Services** is to provide student supports and programming from a caring, inclusive, and student-centered perspective that supports and enhances holistic learning within the tradition of the Sisters of Mercy. The division's goal is to empower students to strive to reach their full potential in development of the whole person while supporting their academic and occupational success. Additional information can be found at https://trocairecollege2025-2026.catalog.prod.coursedog.com/student-services/academic-support-center .

Academic Expectations

RT Program Courses
For a complete listing of Radiologic Technology courses with descriptions, please follow link below: https://trocaire.edu/academics/academic-program/radiologic-technology/.

Classroom Policies:

Dress Code
During the lecture part of classes, students may wear comfortable, appropriate, and presentable clothing. It is expected that outfits will be clean and will not contain any offensive language or pictures.

Repeat Policy
Students in the Radiologic Technology Program will have the opportunity to repeat any core Radiologic Technology courses (any RT designated course or in BIO130, BIO130L, BIO131, or BIO131L) ONE TIME. This includes failing the course (grade below a "C") and/or exceeding the number of allowable attempts for the course (which currently resides at two – please note that withdrawals count as attempts). Students failing multiple RT core courses during a semester (or failing a core course that they have been given the opportunity to repeat), will be dismissed from the Radiologic Technology Program but most likely not the College (unless otherwise warranted). Example: a student can withdraw from one course and fail another and still be granted ability to continue progression in the program one time. A subsequent failure would be dismissal from the program. If a student fails two courses, they are dismissed from the program. If a student withdraws from all courses during the semester, they will be granted the ability to continue progression in the program one time.

Student Complaint/Concerns
Any student who feels they have been aggrieved in any manner relating to admissions, academic status, financial aid, or any College level policy should refer to the College Catalog for procedures to seek remedy. https://trocaire.edu/resolution-of-student-complaints-concerns/.

Appeal Policy
The Radiologic Technology Program follows the student appeal process as outlined in the College Catalog per Trocaire College Policy #663 Appeal of Academic Decisions. The complete Student Appeal process is published in the College Catalog and can be reviewed under Academic Policies at: https://trocairecollege2025-2026.catalog.prod.coursedog.com/academic-policies/appeal-of-academic-decisions .

Following the completion of the Student Appeal process, a student may contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) in writing to pursue a timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT Standards:

Joint Review Committee on Education in Radiologic Technology 20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312)704-5300 Fax: (312)704-5304
www.jrcert.org

Clinical/Lab Policies:

Dress Code
The personal appearance of Radiologic Technology students at Trocaire College reflects both the College and Program standards. Students are expected to be professionally groomed at all times. Professional grooming includes meticulous personal hygiene and adherence to the required dress code. Further, the following will be implemented:

1) During clinical and lab sessions, students will be expected to dress in the scrub uniform
2) Mandatory black scrub uniform shirts (with Trocaire patch sewn onto the left shoulder – no tape, pins, Velcro, or glue) and black scrub pants.
3) Solid white, black, or gray tee shirt (long or short sleeve). No visible print.
4) Optional white, black, or gray warm-up or scrub jacket (with Trocaire patch sewn onto the left shoulder – no tape, pins, Velcro, or glue). Absolutely no sweatshirts.
5) Undergarments are to be discreet and not visible at the sleeves or hem.
6) White, black, or gray shoes (i.e., slip-proof Crocs, Danskos, sneakers) without open backs or toes. Slip-proof clogs with heel straps may be worn as long as the strap is utilized to secure the foot in the shoe.
7) Leave jewelry (necklaces, bracelets, rings) at home. Wedding bands, religious pendants, and watches (Not Smartwatch) may be worn.
8) Small post-style earrings may be worn in each ear. No dangling earrings or hoops. Ear gauges must be clear and no larger than a dime.
9) Facial piercings must be small/unnoticed and are not allowed in the surgical setting.
10) Post-style small nose rings are allowed unless in the surgical setting.
11) Be prepared to remove jewelry per individual clinical affiliates policy.
12) For infection control purposes, no eye-lash extensions are allowed.
13) Hair will be clean and neat at all times. Hair longer than shoulder length must be pulled back. While in the surgical setting, head wraps must be contained by surgical attire. Facial hair (beards, mustache, sideburns) must be neat and well-trimmed and covered while in the surgical setting.
14) For infection control purposes, nails must not be longer than ¼ inch above the fingertips. Artificial nails are not permitted – acrylic, gel, dipped, silk, etc. Colored nail polish is acceptable on natural nail – not chipped.
15) Appropriate colored make-up in a simple and professional manner is acceptable.
16) No strong scents (perfumes, colognes, lotions, etc.) should be applied prior to or while in the clinical setting.
17) Tattoos deemed offensive in nature must be covered at all times. Be prepared to cover tattoos per individual clinical affiliate policy.
18) Personal monitoring device (badge).
19) Trocaire photo ID badge.
20) Initialed lead markers – complete set (L and R).
21) Hijab/head scarf: must be of a solid white, black, or gray color. It should be styled away from your

chest so that it does not fall forward toward the patient. For Operating Room Rotations, either style your hijab so that it is not covering your neck; or wear the "beard, head/neck cover" from the operating room. This cover will fit over your head like a hood with ties that wrap around the front to cover your hijab at your neck. If you must cover your arms with long sleeves, wear an operating room "coat/gown" over your uniform. Another option is to wear a turtleneck and style your hijab off your neck. Please be aware that protocols for covering hijabs/head scarves may vary at sites.

22) No student is to leave any site wearing or carrying out scrub attire owned by that facility.
23) Arriving at clinic without having a Trocaire photo ID badge, radiation badge, and/or complete set of initialed lead markers or inadequate personal appearance will result in a Non-Compliance Form violation. The student will be dismissed from clinic for the day/or until the student is in possession of missing items. Any absence(s) incurred will be counted as unexcused, and guidelines for making up missed clinic time will be followed.

Laboratory Policy (JRCERT Standard Five, Objective 5.3)

The RT Laboratory should be considered an extension of clinical. Therefore, the clinical dress code should be upheld, and all policies and procedures. Student utilization of the lab must be under the supervision of a qualified radiographer who is available should students need assistance. If a qualified radiographer is not available, the radiation exposure mechanism will be disabled. Students will still be able to practice positioning and will have availability of equipment movement and collimation light, without being able to take an exposure.

Work Policy

The clinical component of the program shall be educational in nature, and the student shall not be substituted for paid staff personnel during the clinical component of the program.

Clinical Assignments

1) Students will be assigned a particular Clinical Education Center (CEC) for each semester. Requests by students for specific CEC's will NOT be entertained. Assignment is solely determined by the program in a nondiscriminatory and equitable manner.
2) The program shall not mandate from students more than forty (40) clinical hours per week. This includes formal classes on campus and clinical assignments.
3) It is the responsibility of the student to provide/arrange transportation to/from clinical sites.
4) Scheduling accommodations are not made for work conflicts, daycare conflicts, etc. Students must make arrangements to be in attendance and on time for clinical assignments during the semester.
5) Students are not permitted to refuse a clinical site for attendance. The Clinical Placement Coordinator will work to ensure that students are being placed at sites that are conducive to their educational learning.

Remediation

When an RT student exhibits difficulty in the clinical setting, the student will be referred for remediation by the assigned Clinical Preceptor. Remediation is mandatory if referred. The student is responsible for arranging an appointment with the Clinical Placement Coordinator to arrange for remediation time. If the student does not contact the Clinical Placement Coordinator within 48 hours of written referral, the student will incur a Medical Imaging Non-Compliance Form violation. Whenever possible, remediation will occur within the college RT laboratory. Failure to attend and participate in remediation is subject to the Medical Imaging Department Non-Compliance Form.

The remediation facilitator will document progress and performance in remediation. These progress notes may be shared with the Clinical Preceptor and Clinical Placement Coordinator in order to facilitate improvement within the clinical setting and to address behaviors/actions that led to the remediation referral. An action plan with measurable goals will be developed during the first remediation session. Failure to make satisfactory progress will result in remediation being deemed unsuccessful. Unsuccessful remediation could negatively impact the student's success in the clinical course.

Supervision – Direct Supervision, Indirect Supervision, Image Repeat Policy (JRCERT Standard Five, Objective 5.4)

Students must be directly supervised during surgical and all mobile sites, including mobile fluoroscopy procedures, regardless of the level of competency.

Freshman Level Supervision/Direct Supervision

Direct Supervision is defined as a licensed radiographer/clinical preceptor actually physically present for all radiographic procedures at the specific exposure site. Until students achieve the program's required competency in a given procedure, all clinical assignments are carried out under the direct supervision of qualified radiographers.

The following are the parameters of direct supervision:

1) The qualified radiographer is present during the procedure.
2) The qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3) The qualified radiographer is physically present during the conduct of the procedure.
4) The qualified radiographer reviews and approves the procedure.

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographic images shall only be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy procedures, regardless of the level of competency.

Sophomore Level Supervision/Indirect Supervision

Indirect Supervision is defined as that supervision provided by a qualified radiographer/clinical preceptor immediately available to assist students regardless of the level of student achievement. Students, once they have tested and demonstrated competency on a specific exam, may now receive indirect supervision on that particular exam. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. The following are the parameters of indirect supervision:

1) The qualified radiographer is present to review the request for examinations
2) The qualified radiographer evaluates the patient's condition and assigns patients to students
3) The qualified radiographer assists students as needed
4) The qualified radiographer evaluates and approves the procedure

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographic images shall only be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.

Radiographic Image Repeat Policy

In accordance with JRCERT Standards, students are not permitted to repeat any radiographic image without a qualified radiographer present, regardless of the level of progression or supervision. The technologist will be the one to determine if the radiograph needs to be repeated as well as supervise the student in the repeat of the radiograph.

Mobile Radiography, Fluoroscopy, and Surgical Radiography

Direct supervision is required at all times, regardless of competency, for all mobile (portable), fluoroscopic, and surgical radiography (C-arm) examinations.

Failure to adhere to the Supervision and Radiographic Image Repeat Policy is subject to the Medical Imaging Non-Compliance Form and possible dismissal from the program.

Structure of Clinical Education for Radiologic Technology Program

Clinical Education for Radiologic Technology at Trocaire College is divided into five semesters. Each course where clinical is performed will be termed Clinical Education. The five semesters include the following:

RT104 Clinical Education I – Fall Semester, Year 1 RT108 Clinical Education II – Spring Semester, Year 1 RT109 Clinical Education III – Summer Session RT205 Clinical Education IV – Fall Semester, Year 2 RT210 Clinical Education V – Spring Semester, Year 2

The syllabus for each Radiologic Technology Clinical course will include (but not be limited to) the following:

Course Description and Prerequisites Type of Supervision
Course Objectives, Student Learning Outcomes and Trocaire's Grading System Competency requirements

Clinical Education documents will include (but not be limited to) the following:

ARRT Radiography Clinical Competency Requirements Checklist for Competency Testing
Clinical Competency evaluation forms Daily log sheet
Repeat/Reject log sheet
Clinical Education course evaluation – Midterm and Final Clinical Education weekly evaluation
Non-Compliance Form
Clinical orientation to policies and procedures Incident Report form

References for Clinical Education Courses

Curriculum Guide for Program in Radiologic Technology – The American Society of Radiologic Technologists (ASRT)

Standards for an Accredited Educational Program in Radiography – The Joint Review Committee on Education in Radiologic Technology (JRCERT)

Content Specifications for the Examination in Radiography – The American Registry of Radiologic Technologists (ARRT)

Scope of Practice

According to the American Society of Radiologic Technologists (ASRT) the scope of practice of the Radiologic Technologist includes the following:

- Applying principles of ALARA to minimize exposure to patient, self and others.
- Applying principles of patient safety during all aspects of patient care.
- Assisting in maintaining medical records, respecting confidentiality and established policy.
- Corroborating a patient's clinical history with procedure and ensuring information is documented and available for use by a licensed practitioner.
- Educating and monitoring students and other health care providers.*
- Evaluating images for proper positioning and determining if additional images will improve the procedure or treatment outcome.
- Evaluating images for technical quality and ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.*†
- Performing ongoing quality assurance activities.
- Performing venipuncture as prescribed by a licensed practitioner.*†
- Postprocessing data.
- Preparing patients for procedures.
- Providing education.
- Providing optimal patient care.
- Receiving, relaying and documenting verbal, written and electronic orders in the patient's
- medical record.*
- Selecting the appropriate protocol and optimizing technical factors while maximizing patient safety.
- Verifying archival storage of data.
- Verifying informed consent for applicable procedures.*
- Assisting the licensed practitioner with fluoroscopic and specialized radiologic procedures.
- Assisting with diagnostic radiographic and noninterpretive fluoroscopic procedures as prescribed by a licensed practitioner.

* Excludes limited x-ray machine operator
† Excludes medical dosimetry

Student/Faculty Program Expectations

Faculty members are here to assist the student in acquiring radiologic knowledge and techniques to meet our combined goals. However, it is expected that students will make the decision to learn, as well as to have a strong motivation to succeed. In order to work together successfully, students and faculty need mutual expectations.

- Students may expect the following from the faculty:
    1) Classroom instruction and activities designed to emphasize important information
    2) Faculty to function as role models and mentors
    3) Clinical experiences allow the application of theoretical knowledge to practice with appropriate supervision
    4) Assignments that are designed to meet classroom objectives and clinical competencies
    5) Assignments that are returned at an agreed upon time
    6) Classes and laboratories that begin and end on time
    7) Office hours observed as stated
- Students are expected to:
    1) Be informed of and adhere to College-wide and Program specific policies and procedures
    2) Report to classes and laboratories on time and be prepared to learn
    3) Read assignments and objectives prior to classes and laboratories
    4) Submit assignments on time
    5) Report to the clinical education center on time, in proper attire according to the dress code, and be prepared to provide safe and effective care
    6) Treat each patient with dignity and respect
    7) Adhere to the clinical preceptor's directives in all aspects of patient care
    8) Maintain confidentiality regarding patient information, which includes strict adherence to HIPAA guidelines
    9) Seek appropriate guidance by contacting instructors for an appointment to be held during the instructor's scheduled office hours
    10) Make and keep scheduled appointments
    11) Complete clinical competencies within the required period of time
    12) Check the appropriate bulletin board(s) and Trajecsys for current information
    13) Read and initial the personnel monitor report(s)
    14) Email is considered the College's official means of communication. Therefore, students are expected to check their email messages on a consistent basis. Any difficulties or issues that you may experience with Trocaire email should be immediately addressed by contacting the Trocaire IT Department at 716-827-4332.

Course and Instructional Evaluation

At the end of every semester, students are asked to constructively evaluate the instructor(s) and courses they have completed. The purpose of the evaluation is to appraise the course in an objective manner and to offer constructive suggestions. This is done online via the Trocaire website and includes a rating scale and an opportunity to write comments. Evaluation forms are reviewed by the individual faculty member and the Program Director. Students are also asked to rate clinical instructors. These evaluations are used for individual growth and improvement in teaching responsibilities, as well as overall program improvement. In addition to students, faculty members undergo annual evaluations by peers, supervisors, and themselves. The process of evaluation is intended to facilitate growth and/or modifications that would be beneficial to students and the Program. Exit interviews will be conducted independently with each graduate upon completion of the Radiography Program. As needed, students may meet with the Program Director and/or the Medical Imaging Clinical Coordinator to determine if all student/program/college requirements have been met and further will be asked to complete an Exit Survey and share plans for their professional future. If not all student/program/college requirements have been met, arrangements will be made with the Clinical Placement Coordinator and Program Director for the student to complete all outstanding requirements, and then an exit interview will be conducted.

Academic Progression

Progression Policy
If a student is unsuccessful in any of the RT core courses in the major sequence (grade below a "C" in any RT designated course or in BIO130, BIO130L, BIO131, or BIO131L) or if the Objectives for Clinical Education are not met, the student cannot advance to the next level of the RT Program. Each case will be reviewed by the Program Director and course instructor to determine eligibility for program progression. A student wishing to continue in the Radiologic Technology program after one unsuccessful course must notify the Program Director of intent to progress within 30 days of final semester grades.
However, should a student be unsuccessful in any two or more RT core courses (grade below a "C" in any RT designated course or in BIO130, BIO130L, BIO131, or BIO131L), the student will be dismissed from the Program for a period of two years. After a period of two years, the student may reapply to the Program. Failure to meet program requirements contained within this handbook will also prevent progression within the RT Program.

Withdrawal Policy
The withdrawal policy can be found by clicking on the following link: https://trocairecollege2025-2026.catalog.prod.coursedog.com/academic-policies/alerts .

Preparation for the Registry Exam
The American Registry of Radiologic Technologists (ARRT) offers certification and registration in a wide range of radiologic disciplines, helping people who work in medical imaging and radiation therapy to develop their careers. The purpose of ARRT certification and registration is to recognize individuals qualified to perform a specific role. For example, the purpose of our Radiography certification and registration is to recognize individuals who are qualified to perform the role of a radiographer. Certification and registration require satisfaction with certain professional standards in medical imaging, interventional procedures, or radiation therapy. Employers, state licensing agencies, and federal regulators all consider an ARRT credential to be verification that you've met rigorous professional standards.

To be eligible for ARRT certification and registration, you must meet their education, ethics, and examination requirements. For further information and eligibility, please go to https://www.arrt.org/pages/about-the-profession/arrt-certification-and-registration.

Exam Preparation

1) **Understand the Exam Format**
   ARRT exams are computer-based. A tutorial at the start of each exam allows you to answer several practice questions, enabling you to become familiar with the process and question formats.
2) **Know the Number of Questions and Amount of time allowed for the Exam**
   ARRT's Practice Analysis Advisory Committees determine the length of each exam. They consider factors including the skills needed for each discipline and the number of categories in the content specifications.
   a. The time allowed to complete an exam is based on the number of exam questions.
   b. Your schedule also allots time to complete the tutorial and nondisclosure agreement before the exam and take a survey afterward.
   c. View the exam length and duration chart.
3) **Review the Exam Content Specifications for your Discipline**
   a. Although ARRT does not endorse any specific exam study materials, many program directors and students use our Content Specifications (often referred to as content outlines) as a guide to help prepare for exam day. The content outline for your discipline includes all of the content areas that will be covered on your exam.
   b. **Kettering Review**
      Kettering Review provides each student/participant with a comprehensive review of the art and science of diagnostic Radiologic Technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists (ARRT®) Registry Examination.

c. **Program Materials**

The comprehensive Study Guide and Practice Workbook contain the following features: Study Guide

Practice Registry Exam Pre-Test : Determine your starting level of comprehension
Answer key & Test Score Analysis
Complete review outlines which follow the lectures Up-To-Date information on the current ARRT® exam

Workbook

Review Questions, Exercises and Practice Problems to reinforce your learning "Test your knowledge" sample questions & answers to build your test-taking skills

Full-Length Practice Examination

Full-length 200-question Online Practice Test: Ensure you understand the examination content and you're ready for the real exam
Answer Key & Test Score Analysis Online Exam Practice
Select the practice you want from our growing bank of multiple-choice Question Modules. Detailed audio explanations are provided with every question.

4) **Make Advanced Arrangements if you need ADA Accommodations**

If you have a disability that falls under the Americans with Disabilities Act (ADA), and you require accommodations at the test center, submit a formal request at the same time you submit your application for certification and registration. After assignment of your exam window, you will not be allowed to submit a request for testing accommodations.
Registration - understand how to apply for the exam, application fees, application handbooks via accessing this ARRT site: https://www.arrt.org/pages/earn-arrt-credentials/how-to- apply/application-fees

Services for Students with Disabilities
Please refer to the current College Catalog https://trocairecollege2025-2026.catalog.prod.coursedog.com/student-services/wellness-center .

Attendance Expectations

This policy is meant to establish an agreement between the Department of Medical Imaging and the Radiologic Technology students regarding professional conduct, absenteeism, tardiness, as well as leaving lecture/lab/clinical early. Attendance is mandatory, with excessive unexcused absences resulting in a grade of WA (administrative withdrawal). Excused absences include only valid medical and legal obligations with proper documentation.

All medical notes and/or legal documentation must be submitted to the faculty **within 48 hours** of the date of the absence. Medical notes must indicate the student illness or injury. Regularly scheduled medical/dental appointments are not acceptable reasons for excused absences. Penalties for absence/tardiness are in accordance with the Medical Imaging Department non-compliance form.

Tardiness
Professionalism and punctuality are essential expectations in the Radiologic Technology Program. Students are expected to arrive on time for all scheduled classes, labs, and clinical activities. Tardiness disrupts learning and reflects poor professional habits; therefore, repeated lateness will affect the course grade.

Definition of Tardiness:
A student is considered tardy if they arrive 5 minutes or more after the scheduled start of class.

Consequences for Tardiness:
· 2–3 tardies: Results in one mini-step grade decrease (Example: B+ → B)
· 4–5 tardies: Results in two mini-step grade decreases (Example: B+ → B-)
· More than 5 tardies: Results in a full letter-grade decrease AND will result in an unexcused absence (Example: B+ → C+)

Additional Notes:

- Tardiness will be tracked throughout the semester.
- Students are responsible for any material missed due to late arrival.
- Exceptions may be considered only with appropriate documentation and the instructor's discretion

Lecture/Laboratory Attendance

1) Trocaire College recognizes the relationship between student attendance and student retention, achievement, and success. The College is an attendance-taking institution that requires student attendance in order for students to remain enrolled in a course. Students are expected to attend, be on time for all scheduled courses (lectures, clinical experiences, and laboratories), and to attend all courses in their entirety regardless of the course modality. Instructors are required to maintain attendance records and to report absences. Attendance is considered more than logging into an online course or physically attending a seated course. Please refer to the current College Catalog for more information https://trocairecollege2025-2026.catalog.prod.coursedog.com/academic-policies/attendance-time-on-task .
2) Students are allowed to accrue **no more than 2 (two)** absences per course per semester. Any student missing more than 2 days from a lecture or lab will receive a (WA) for the course. Approval/non-approval of missed day(s) will be determined by the Program Director on an individual basis.
3) College Closing/Cancellation of Classes
    a. Cancellation of classes will be posted
    b. Closures will be announced via Buffalo radio and TV stations and the Trocaire Emergency Notification System
    c. Attendance will be taken at the start of each lecture and lab. Should there be an emergent reason for not being able to attend class, an email from your Trocaire account, recognized as the official means of communication, to the instructor must be made as soon as possible
        i. A student who is absent, regardless of the reason, is responsible for all work which was due on that date, quizzes/tests administered, and information disseminated
        ii. It is the responsibility of the student to contact the instructor for any missed work

Clinical Attendance

Clinical Attendance is critical and necessary in order for students to be successful and progress in the program. Attending the Radiologic Technology Orientation Day is mandatory and will count as an unexcused clinical absence if not attended. Students are allowed to accrue no more than 2 (two) absences per semester. Students exceeding this will be awarded a WF grade and not be eligible to return to clinic. Missed clinical time must be made up in consultation with the Clinical Preceptor and the Clinical Placement Coordinator. Failure to attend the scheduled make up days will result in an incomplete grade until the days are made up. If after 30 days of the incomplete being issued the days are not satisfactorily completed, a grade of F will be entered for the clinical course. Exigent circumstances will be reviewed by the Program Director with the appropriate documentation.

All students will need to purchase and subscribe to the program's time and attendance system called Trajecsys. Trajecsys is a cloud-based system that houses and tracks clinical attendance clinical evaluations and other documents pertinent to your clinical experience.

Holidays

All holidays observed by the College will be honored for clinical and didactic education. Holidays are printed in the Trocaire College Planner and on College Website. Observance of religious holidays should be brought to the attention of the Clinical Placement Coordinator and Program Director for discussion, and circumstances will be considered on an individual basis. Approved time off will be in accordance with holiday observance, and the student must contact the Clinical Placement Coordinator via email in advance of the holiday for approval of the specified date(s).

Bereavement
In the event of the death of a spouse, life partner, parent, sibling, child, mother or father-in-law, grandparent, or grandchild, a leave not to exceed three (3) consecutive days within the week of death will be granted. Any time that exceeds the 3 days must be made up. Students must be able to show proof of death in the immediate family.

Course Exams

The Radiologic Technology Program's Exam Policy includes (but is not limited to) the following:

Unit Exams

- Examination dates will be noted on class syllabi.
- If an absence occurs on a test date, the student must present documentation within 48 hours of the scheduled class time, explaining that the absence was unavoidable. Acceptable documentation provided to the faculty member includes:
  - A medical or legal excuse on official letterhead.
  - Proof of death of an immediate family member.
  - Written request for observance of religious obligation.
  - Written notification prior to test date of extenuating circumstance.
- If proper documentation is submitted within 48 hours, the student will be afforded the opportunity to be provided with an equivalent test, project, or paper. Without proper documentation, a permanent grade of zero will be recorded. The Program Director, in consultation with the faculty member, may make exceptions for extenuating circumstances not listed above.
- The examinations will be handed back to the students during a class period for a review of each question. Following the review, exams will be returned to the instructor and maintained in individual student files.
- If a student receives an examination grade below 75%, it is highly recommended that the student make an appointment with the professor to review the exam/grade.

Final Examinations
Final examinations in the Radiologic Technology courses occur during the last two weeks of the College academic semester. Students are EXPECTED TO BE IN ATTENDANCE at the assigned time. Final exams will not be rearranged for any reason (i.e. vacations, weddings) except in extenuating circumstances (i.e. illness, death of immediate family member). Members of the military who must be absent at the time of a scheduled final exam due to service-related responsibilities should speak with the Program Director and the course instructor to make optional testing arrangements. Failure to take the final exam at the assigned time, except for the above extenuating circumstances, will result in a grade of zero for that exam.

*Student grades are based on criteria explained on course syllabi. At no time is extra credit given to boost grades in a course. "Rounding" of grades will not occur.

Grading Policy
At the beginning of every course, the instructor distributes a written course syllabus and a link to the program policy manual to all students taking the course. The course outline describes the objectives and content for the course and the method by which students' work will be evaluated for grades. Students should refer to this on a regular basis during the semester.

The Radiologic Technology Program adheres to the grading policy of the college. Please refer to the Trocaire College Catalog for the College Grading System: https://trocairecollege2025-2026.catalog.prod.coursedog.com/academic-policies/grading-info

Grading Scale

Quality Points	Letter Grade	Letter # Range
4.00/4.00	A+	97–100%

4.00/4.00	A	93–96%
3.67/4.00	A–	90–92%
3.33/4.00	B+	87–89%
3.00/4.00	B	83–86%
2.67/4.00	B–	80–82%
2.33/4.00	C+	77–79%
2.00/4.00	C	73–76%
1.67/4.00	C-	70–72%
1.33/4.00	D+	67–69%
1.00/4.00	D	63–66%
0.67/4.00	D-	60–62%
0.00/4.00	F	< 60%
0.00/4.00	WA	Withdrawal Unsatisfactory Attendance
0.00/4.00	WF	Withdrawal, Failing
0.00/4.00	W	Withdrawal (without academic penalty)
0.00/4.00	I	Incomplete
0.00/4.00	IP	In Progress
0.00/4.00	S	Satisfactory
0.00/4.00	U	Unsatisfactory
0.00/4.00	AU	Audit
0.00/4.00	Z	Academic Amnesty

*A student cannot progress to the next level in the Radiologic Technology Program if they receive any grade below "C" in ANY of the Radiologic Technology core courses/clinic/lab, as well as Anatomy & Physiology I and II or Anatomy & Physiology I and II Labs.

Reasonable Accommodations

Trocaire College offers students with documented disabilities reasonable accommodation and services to enable them to participate in the mainstream of the educational process fully. For further information please click on the link provided below.

- https://trocaire.edu/student-life/student-support-services/accessibility-services/.

Title IX and Non-Discrimination

For further information with regard to Title IX and/or Non-Discrimination, please click in the following link: https://trocaire.edu/title-ix/

Student Policies

Student Conferences/Meetings

Students may make appointments to see faculty members during scheduled office hours or at other pre-arranged times. Office hours are posted on individual office doors, in course syllabi, and/or on Blackboard. Instructors may be contacted by leaving a message on instructors' voice mail or by email.

Students should contact the Health Sciences and General Studies Operations Coordinator (RussoE@Trocaire.edu or 716-827-2484) to make an appointment with the Program Director.

Transfer/Advanced Placement Policy

The Radiologic Technology Program at Trocaire College has instituted a policy to accept transferring and advanced placement students.

Purpose:

To establish guidelines for accepting students outside of the normal application process.

Procedure:

1) There must be a vacancy before any discussion takes place with prospective students.
2) The transferring student must be attending or have attended a program within the past 3 years that the ARRT/JRCERT deems accredited.
3) The prospective student must complete a college application form.
4) The Program Director and at least one other faculty member of the Radiologic Technology Program will interview the prospective student. After the interview, the Program Director will initiate contact with the Program Director of the school the student attended or is attending. The student is responsible for furnishing all pertinent records from the school that they previously attended.
5) Since transfer candidates will vary in their achievements and competencies, step-by-step testing criteria will be developed for each individual. These criteria must be documented before any testing begins, and both the Program Director and the candidate must sign this document. The candidate will be furnished with course objectives and be provided with access to school resources to prepare for testing.
6) The testing criteria to be developed will be based on the didactic and clinical competencies of the Radiologic Technology Program at Trocaire College. The transferring student must take all final examinations for courses that the Program Director deems necessary. The appropriate instructor will grade the final examinations. If the student does not score 75% or better on the final examinations, the Program Director will decide if the course must be repeated. A student may be provided with one opportunity to retest on a final exam only if the student goes through a remediation process.
7) It will be made clear to the candidate how clinical competency is tested and achieved. The

transfer student must document clinical competence according to the College policy before graduating.

8) The student that transfers in must pay the College's tuition fees upon being granted approval for admission, regardless of when in the program cycle the student transfers in. The student will also be responsible for any book purchases necessary for the remaining didactic courses.
9) Based upon the results of the examinations, the applicant's previous transcripts, and academic experience, the Program Director will determine whether the academic standing warrants admission.

Methods of Evaluation

Program Learning Outcomes
The Expected Program Learning Outcomes can be found on the Radiologic Technology web page https://trocaire.edu/academics/academic-program/radiologic-technology/.

Course Level Outcomes and Course Assessment
See individual course syllabi for Radiologic Technology Course Level Outcomes and Assessment, including exam topics and dates.

Laboratory Evaluation
All clinical lab learning experiences will be evaluated weekly with the administration of required imaging competencies and assignments decided upon by the instructor(s).

Clinical Evaluation

1) There will be designated dates for student/instructor consultation and evaluation throughout the semester. The student is expected to demonstrate a satisfactory level of performance in the clinical setting which indicates an integration of classroom theory and technical manual skills needed in the operating room.
2) Agreements with clinical affiliates prohibit any compensation to student or faculty, or use of student for service while functioning as a student in the Radiologic Technology Program.
3) Criteria for Satisfactory clinical performance is based on:
    a. Successful completion of all clinical objectives and competencies.
    b. Adherence to Code for Professional Conduct.
    c. Adherence to policies of the Radiologic Technology Program.
    d. Arrival to clinical setting/clinical site fully prepared.
4) Criteria for Unsatisfactory Clinical Performance is based on:
    a. Failure to complete all clinical objectives and competencies.
    b. Failure to comply with attendance and punctuality policies. This includes repeated failure to notify clinical instructor regarding tardiness or absenteeism on scheduled clinical day.
    c. Failure to comply with the policies and procedures re: the Radiologic Technology Program, and those enforced in the Clinical setting by the Institution.
    d. Inability to make adult decisions and demonstrate emotional maturity.
    e. Need for frequent and continuous direct guidance and detailed instructions to prevent mishap or error in carrying out duties of a Radiologic Technology student described in the imaging competencies.
    f. Failure to complete and submit all written work on the assigned dates.
    g. Failure to demonstrate safe practice in the Imaging environment.
    h. The student's performance indicates continued lack of required preparation.
    i. Failure to demonstrate improvement to a satisfactory level in identified areas of clinical performance commensurate with level of preparation and performance.
5) Eligibility to continue in the Radiologic Technology Program will be evaluated/determined at **ALL** offence levels and will be acted upon according to the severity of the incident.

Student Files, Communicable Diseases & Medical Release

Student Files

Student files/portfolios will be kept, maintained, and tracked in Trajecsys (online reporting and tracking system for students in health-related programs that allows for (but is not limited to) the following:

1) Time and Location Monitoring
2) Supervise and review Clinical activity logs
3) Create/Track/Analyze Competency Assessments
4) Keep Student Evaluations for future reference

Communicable Disease Policy (JRCERT Standard Five, Objective 5.5)

Trocaire College recognizes the serious implications that the spread of communicable disease, as defined by the Centers for Disease Control and Prevention (CDC), with regard to health, safety, and welfare students, faculty, staff, and general public. Therefore, the College is committed to ensuring that each employee and student be provided with a safe and healthy working/learning environment. This communicable disease policy is consistent with guidelines issued by the CDC, OSHA standards, other national/state health-related organizations' recommendations, and is compatible with the policies of all clinical affiliates. Since infectious information is prone to frequent change, the Medical Imaging Department will review this policy annually, or as necessary, as new information on infectious diseases becomes available.

Any student who knows, or has a reasonable basis for believing, that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat has an obligation to report that information to the Medical Imaging Clinical Coordinator and refer to the respiratory illness protocol on the Trocaire website at https://trocaire.edu/respiratory-ilnesses-resources/. Any employee who knows or has a reasonable basis for believing that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat should refer to the above respiratory illness protocol. A serious public health threat is one that has been declared by the State Public Health Director or the Governor. In the event of a reported occurrence of a communicable disease on campus, the College will seek guidance and direction from the appropriate public health authorities.

Persons who are seropositive for HIV/HBV/HCV or other infectious diseases will not be excluded from admission into the Radiologic Technology program or restricted in their access to the institution's services or facilities because of their health status. They will be provided with all reasonable accommodations unless an individualized, medically based evaluation determines that exclusion or restriction is necessary for the welfare of the individual or other members of the institution, patients, or its affiliates (patient care community). Any student or employee who knows or has reasonable basis for believing that he or she is infected with HIV/HBV/HCV, or other infectious disease which may pose a threat to others, and whose curriculum requires performance of patient care procedures which may be exposure prone, has an obligation to share that information with the College.

If a student or patient is accidentally exposed to blood or body fluids, the person will:

1) Immediately report the incident to his/her instructor
2) Report the incident to the Medical Imaging Clinical Coordinator
3) Medical Imaging Clinical Coordinator completes an incident report with Security
4) Follow the healthcare institutions policy with regard to infection control and/or disease transmission
5) Obtain and submit a written physician's release to return to classes and/or clinical without restriction(s)

Medical Release Policy

1) A student missing (2) consecutive days of classroom/clinical/laboratory education due to medical reasons **will be required to produce medical clearance from a physician indicating there are no restrictions for** the student to return to the program.
2) Any student with a seizure disorder must present medical certification, from the attending physician, of being seizure free for one year and confirms that the student does not pose a risk to patients or personnel and the medical condition will not interfere with the student's duties.
3) Any student who has been treated, hospitalized or absent due to pregnancy, surgery, injury, serious

physical and mental illness or emotional disorders must present medical documentation of:
    a. Ability to participate with or without restriction in classroom, college laboratories and clinical areas.
4) Any student who, because of medical restriction that cannot be reasonably accommodated, is unable to meet program objectives and/or technical standards will be required to withdraw from the respective program due to student safety issues.
5) The Program Director will make the final determination as to whether a student's medical restriction can be reasonably accommodated.

Clinical Affiliate Rights

The clinical internship is a balanced model utilizing competency and performance evaluations which are designed to measure the student's cognitive skills, critical thinking and problem-solving skills, as well as the ability to present an appropriate and professional affect to patients and staff. These evaluation tools are structured to reflect an increasingly higher level of difficulty for all clinical experiences as the students move through the program.

Students accepted to the program are assigned to a clinical site affiliate by the Medical Imaging Clinical Coordinator. The Medical Imaging Clinical Coordinator makes the assignment after considering the semester that the student is currently in and after reviewing the geographic of the class as a whole.
The clinical objectives for each clinical course will determine rotation schedules within a clinical affiliate site. Further, in order to meet the educational needs of all students the clinical assignments may be changed at any time as determined by the Medical Imaging Clinical Coordinator. A student's clinical assignment(s) may be some distance from a student's home. Each student is responsible for providing his/her own transportation to and from these clinical sites.

The Radiologic Technology program at Trocaire has 37 clinical affiliations that cover the greater Buffalo, Niagara and Rochester areas. The Radiologic Technology program at Trocaire College is proud to have affiliations agreements with these exceptional area hospitals that students greatly benefit from their clinical experiences.

Academic Policies

All academic policies/procedures can be found in the College Catalog and/or by clicking on the following link: https://trocairecollege2025-2026.catalog.prod.coursedog.com/academic-policies/catalog-academic-definitions-and-catalog-disclaimer

Program Completion

Program Completion Requirements can be found in the Collage Catalog and also by clicking on the following link: https://trocaire.edu/academics/academic-program/radiologic-technology/

Mercy Action Project can be found in the College Catalog and also by clicking on the following link: https://trocaire.edu/student-life/mission-office/mercy-action-project-map/

Graduation Requirements can be found in the Collage Catalog and also by clicking on the following link: https://trocaire.edu/academics/academic-program/radiologic-technology/

Graduate Placement can be found in the College Catalog and also by clicking on the following link: https://trocaire.edu/academics/academic-program/radiologic-technology/

TROCAIRE COLLEGE

Medical Imaging Department

Non-Compliance Form

Student Name: _____ Date: _____

Faculty Member/Clinical Preceptor: _____ Session/Course: _____

Category 1	Action to be Taken
Clinical Absence Date:_____ Student Initials:_____	1st absence – see below 2nd absence – see below 3rd absence = WF (administratively withdrawn) 2 allowable sick days throughout the semester used in 8-hour increments. All used sick time must be made up during make-up week at the end of the semester.
Lecture/Lab Tardiness/Leave early (tardiness/departure in excess of 15 mins is considered an absence) Date: _____ Student Initials: _____	1st infraction = written warning 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction
Clinical Tardiness/Leave early (tardiness/departure in excess of 1 hour is considered an absence) Date: _____ Student Initials: _____	1st infraction = written warning 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction
Missed Punches on Trajecsys Date: _____ Student Initials: _____	1st infraction = written warning 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction
Incorrect/inaccurate geolocation on Trajecsys Date: _____ Student Initials: _____	1st infraction = written warning 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction
Inappropriate personal appearance and/or personal grooming and/or violation of Dress Code per the Program Policy and Clinical Education Manual. Date: _____ Student Initials: _____	1st infraction = 2 points deducted from final grade 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction Student may be sent home to correct appearance/grooming. Any absence or time missed will be made up.
Cell Phone Infraction – unapproved use of cell phone during clinical or class. Date: _____ Student Initials: _____	1st infraction = 2 points deducted from final grade 2nd infraction = 2 points deducted from final grade 3rd infraction = 2 points deducted from final grade 4th infraction = elevation to category II – 1st infraction
Absence/Tardiness to any mandatory Medical Imaging Meeting Date: _____ Student Initials: _____	1st infraction = written warning 2nd infraction = elevation to category II – 1st infraction 3rd infraction = elevation to category III

✓	Category II Action to be Taken: 1st infraction = 5 points off final grade 2nd infraction = 10 points off final grade 3rd infraction = dismissal from program	✓	Category III Action to be Taken: Dismissal from the program and/or college – in accordance with the Program Policies and Procedures Manual and/or the Trocaire College Handbook
	Failure to notify Clinical Placement Coordinator, Clinical Preceptor **and** Clinical Site of an absence at least 30 minutes prior to start of clinical shift.		Dismissal from a clinical site.
	Unprofessional/disorderly/disruptive behavior Describe:		Unprofessional/unethical conduct and/or non-compliance with Code of Ethics of ARDMS or ARRT
	Leaving assigned clinical area without permission/notification		Disclosure of confidential information or HIPAA violation
	Failure to be alert/sleeping		Falsification/tampering with clinical documents
	Hindering clinical or instructor flow		Tampering with official Trocaire College documents
	Insubordination, to include, but not limited to repeated negative attitudes, actions and/or responses; refusal to perform ordered exams at expected competency levels; refusal to complete didactic and/or clinical assignments as requested and/or required		Academic Dishonesty to include, but not limited to cheating, plagiarism, furnishing false information, or concealing pertinent information to any college/clinical official or office
	Violation of safety rules/regulations on campus or at a clinical site		Causing dissension between or among other program students, program faculty, clinical officials, and/or clinical staff
	Failure to comply with supervision policy (i.e. direct or indirect supervision)		Assault, harassment, abuse or negligence with respect to any person
	Unauthorized or intentional misuse of hospital or college equipment/supplies		Theft of hospital or college property/equipment/documents
	Poor quality patient care and/or comfort, abandonment of patient		Narcotic and/or other drug infractions
	Improper exam protocol/procedure		Possession of weapon(s)
	Elevation from Category 1 - Describe:		

***Numerous infractions within the length of the program may result in dismissal from the Medical Imaging Program. (To be determined by Medical Imaging Department Faculty and Staff)**

Student: _____ Date: _____

Faculty/MICPC/Program Director: _____ Date: _____

***Student signature does not imply agreement. Notification and access to this document will be through Trajecsys.**

Radiologic Technology Program Policy Manual

Student Acknowledgement

2025-2026

This signature validates that I have read and fully understand the Policy Manual of the Radiologic Technology Department at Trocaire College and will abide by its guidelines (and/or modifications as warranted) for the duration of time that I am in the Radiologic Technology Program. Additionally, I acknowledge, understand, and agree to adhere to the Technical Standards and Standards of Professional Conduct.

Student Signature: _____

Student Name (printed): _____

Date: _____

Instructor Signature: _____

Instructor Name (printed): _____

Date: _____

Student Signature Page (copy to be kept in Student Portfolio)