



RADIOLOGIC TECHNOLOGY PROGRAM



CAMERON
UNIVERSITY

AT

GREAT PLAINS

Technology Center

RADIOLOGIC TECHNOLOGY PROGRAM

ADMISSION PROCESS

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www.cameron.edu/rad



CAMERON UNIVERSITY

2800 W. GORE BLVD. | LAWTON, OK 73505 | 580.581.2200 | WWW.CAMERON.EDU

MISSION STATEMENT

Cameron University provides a diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning; prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

CORE VALUES

We Value

- Student learning as our top priority
- Excellence in teaching, scholarship, service, and mentoring:
 - Investing in people: The growth and development of our students, faculty and staff in a learning environment based on integrity, respect, and ethical behavior that encourages and provides opportunities for professional improvement
- Leadership in our community and region that emphasizes:
 - Stimulating economic development
 - Forming partnerships and collaborative relationships
 - Providing cultural and social development
 - Serving the community and region by sharing our expertise
- Shared governance that includes:
 - Emphasizing teamwork
 - Facilitating open and effective communication
 - Providing opportunities for active participation by all constituencies
- Diversity among our students, faculty, and staff as demonstrated by:
 - Providing access to educational and teaching opportunities for all constituents
 - Promoting tolerance through a free and open exchange of ideas
- Responsible stewardship of public and private resources, the public trust, and Cameron's future that includes:
 - Focusing resources to achieve optimal student learning
 - Increasing student access to quality higher education
 - Establishing a reliable stream of public and private revenue
 - Holding administrative costs to a minimum
 - Enhancing alumni involvement
 - Providing accountability in key areas such as student learning and management of resources

RADIOLOGIC TECHNOLOGY APPLICATION PROCESS

DEADLINE DATE: Wednesday, May 26, 2021, by 4pm

HOW TO APPLY FOR THE RADIOLOGIC TECHNOLOGY PROGRAM

STEP 1 ADMISSION PROCESS: Read the admission process booklet thoroughly located at www.cameron.edu/rad. If you have questions, please call: Carrie Baxter, Program Director at 580.250.5577 or email cbaxter@cameron.edu. Cody Flood, Advisement Specialist at 580.581.6745 or email cgardner@cameron.edu.

STEP 2 CAMERON UNIVERSITY ADMISSION: If you are not currently a student, please apply for admission to Cameron University online at www.cameron.edu/admissions and click the APPLY link to the right. Contact Info. Office of Admission – Shepler Center, 2nd Floor Rm 227. 2800 West Gore Blvd., Lawton, OK 73505 or call 580.581.2289 or Toll Free Number 1.888.454.7600. Email: admissions@cameron.edu (Make sure that you have requested all your previous college transcripts from other institutions to be sent to Cameron University in a timely manner at least 2 – 4 weeks prior to the program's deadline date, so that the general education prerequisites may be properly evaluated by Cameron University's registrar for equivalency).

STEP 3 APPLICATION: Download and print the application form from the program's website located at www.cameron.edu/rad. Submit filled out application with the four other documents listed for the application to be complete and considered for entrance into the Radiologic Technology Program.

STEP 4 ASSESSMENT TEST: The program will use your ACT Composite Score for the assessment portion of your application. If you would like to improve your ACT Composite Score you may sit for the ACT exam again or take the ACT Residual Exam scheduled at Cameron University Testing Center by calling 580.581.2502 and located in North Shepler 532.

STEP 5 PHYSICAL ABILITY STANDARDS FORM: Download and print the physical ability standards form from the program's website located at www.cameron.edu/rad. Submit filled out physical ability form with the four other documents listed.

STEP 6 HEALTHCARE PROVIDER BLS CPR: Submit a copy of your CPR certification with your application. The program will require that this is complete to turn in with your application and can be taken at Cameron University, Great Plains Technology Center, various local hospitals by contacting the education departments, or the American Heart Association.

STEP 7 JOB SHADOWING EXPERIENCE: Download and print the job shadowing form with recommended hospitals to contact. Schedule job shadowing experience and complete a minimum of 20 hours of observation. Submit the completed Job Shadowing Experience Form with your application.

STEP 8 DEGREE WORKS: Print a current Degree Works from your AggieAccess account located on the Cameron University website. Make sure you have Radiologic Technology as your Major and if needed, please conduct a What IF that has this program major selected.

Submit the current Degree Works with your application. (You may need to submit an updated Degree Works at the end of the spring semester and prior to the deadline date, if you will be taking or completing prerequisites for the radiologic technology program).

STEP 9 REQUIRED DOCUMENTATION CHECKLIST: Submit the following documents to Cameron University's additional location at Great Plains Technology Center campus
– 4500 SW Lee Blvd., Lawton, OK 73505 in Building 700, Office 710. Open M –F, 8:00am – 4:00pm.
(ALL DOCUMENTS MUST BE SUBMITTED AT THE SAME TIME TO APPLY FOR THE RADIOLOGIC TECHNOLOGY PROGRAM)

_____ **APPLICATION**

_____ **PHYSICAL ABILITY STANDARDS FORM**

_____ **BLS CPR**

_____ **JOB SHADOWING EXPERIENCE FORM**

_____ **DEGREE WORKS**

HOW AM I SLOTTED FOR THE RADIOLOGIC TECHNOLOGY PROGRAM?

Applicants are scored using the point system explained on Explanation of Application Points. Those who have completed the required prerequisites and score the highest points will be offered a slot first.

- In the event of a tie on points, the earliest date received on the application will be the determining factor

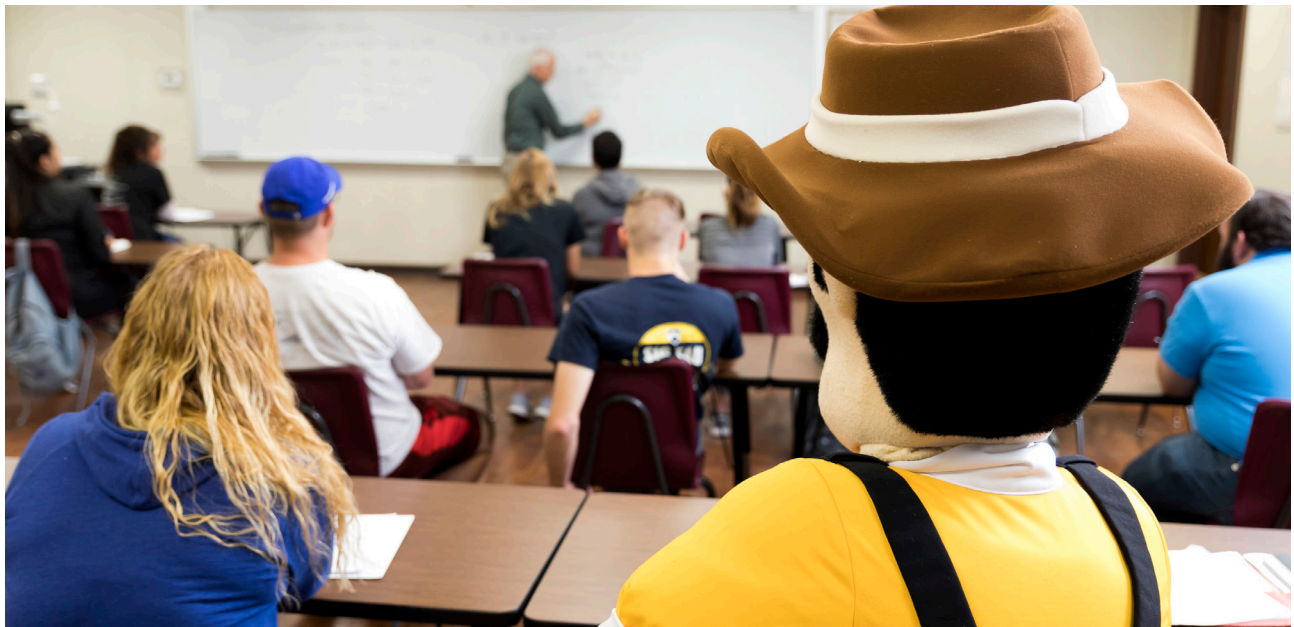
HOW AM I NOTIFIED?

All applications will be processed after the deadline each year. You will be notified within 30 days of the processing deadline by one of the following methods: phone call, phone text, voice mail, email or US Postal Service.

- **All contact information (address, phone,) and email address is required to receive notification and should be accurate and current.** In the event of a change of address, phone number or email address, it is your responsibility to update your records at GPTC by stopping by the Health Careers Office in building 700 Room 710 or calling 580.250.5670 or 580.250.5570.

UPON ACCEPTANCE

Once you have been notified of acceptance and signed your letter of acceptance, your enrollment and admittance into the program will be contingent upon all the criteria explained in this booklet. (You will be required to pay for a drug screen and background check upon acceptance. The approximate cost for both is \$190.00).



EXPLANATION OF APPLICATION POINTS

AREAS LISTED ON POINT FORM WILL BE EVALUATED BASED ON DOCUMENTATION RECEIVED TO DETERMINE ADMISSION POINTS

ALL DOCUMENTS MUST BE RECEIVED BY: 4pm, Wednesday, May 26, 2021.

POINTS

- Qualified applicants who have completed all the required college prerequisites and score the highest points will be slotted first.
- In the event of a tie, the earliest application date received will be considered.
- As an additional part of the application process, you must first apply for admission into Cameron University for the Associate of Applied Science Degree in Radiologic Technology.

FOR FURTHER INFORMATION CONTACT:

Cameron University, Carrie Baxter at 580.250.5577 or Cody Flood 580.581.6745

- To be eligible for enrollment in the Radiologic Technology Program, you must also have a:
 - Degree Works in the Radiologic Technology Program
 - Cameron overall grade point average of 2.0 or better
- You must successfully complete all Cameron University courses, or courses from an approved accredited college, prior to admission to the Radiologic Technology Program.
- You must have your Associate Degree to be able to sit for the ARRT National Certification Exam in Radiography.

APPLICANT RESPONSIBILITY

- It is applicant's responsibility to ensure that Cameron University's Radiologic Technology Program at the additional location on GPTC Campus, Building 700, Office 710, has received all documentation.
- This is to include any change of address, email, or phone numbers.
- All documentation must be turned in by: 4:00 pm, Wednesday, May 26, 2021.
- Only documents received by that time can be evaluated.
- Documents received after processing deadline date will not be evaluated for points
- Below are the course requirements for the Associate of Applied Science in Radiologic Technology degree.

- ENGL 1113 English Composition I
- COMM 1113 Principles of Communication
- HIST 1483 U.S. History to 1865 OR HIST 1493 U.S. History Since 1865
- POLS 1113 American Federal Government
- MATH 1413 Survey of Math OR Higher OR STAT 1513
- BIOL 1214 Human Biology
- BIOL 2034 Human Anatomy
- BIOL 2013 Medical Terminology
- CIS 1013 Introduction to Computer Information Systems OR MIS 2113 Fundamental MIS Tools and Skills

UNIV 1001 Introduction to University Life or UNIV 1113 Study Strategies for College Success (UNIV 1113 is required if students enter with developmental course needs)

- **Technical-Occupational Specialty Courses (54 hours)** Radiologic Technology courses taken within the program
- A minimum grade of C in BIOL 2034/2034L and BIOL 2013 is required for admission to the Radiologic Technology Program

COURSE EQUIVALENCY

The evaluation of the equivalency of general education courses will be aligned with the Oklahoma State Regents for Higher Education found at www.okhighered.org/transfer-students and determined by CU registrar.

Lecture 1 CH = 16 hours (1 hour/week/CH for 16 weeks) (1 faculty load hour)
Lab 1 CH = 40 hours (2.5 hours/week/CH for 15 weeks) (1.875 faculty load hours)
Clinical 1 CH = 82.5 hours (5.5 hours/week/CH for 15 weeks) (2.75 faculty load hours)

RADIOLOGIC TECHNOLOGY APPLICATION POINT FORM

FACTORS	POINTS AVAILABLE	POINTS RECEIVED	
APPLICATION RECEIVED DATE	NO POINTS ASSESSED	0	
PHYSICAL ABILITY STANDARDS FORM	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
HEALTHCARE PROVIDER BLS CPR	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
JOB SHADOWING EXPERIENCE	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
DEGREE WORKS RECEIVED FROM CAMERON UNIVERSITY	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
<p style="text-align: center;">CURRENT DEGREE WORKS AND OFFICIAL CAMERON UNIVERSITY TRANSCRIPT MUST BE RECEIVED BY: <i>Wednesday, May 27, 2020 by 4pm</i></p> <p>• OTHER COLLEGE TRANSCRIPT(S) Transfer credits (official transcripts) from other institutions must be sent to Cameron University for evaluation and recorded on a Cameron University OFFICIAL transcript before deadline date. This process may take up to two (2) weeks.</p> <p>REQUIRED COLLEGE COURSES</p> <p>• Required Prerequisite: Technical-Occupational Support: Must be completed prior to beginning the Radiologic Technology Program with a C or higher.</p> <p>General Education Courses: Must be completed prior to beginning the Rad. Tech. Program.</p> <ul style="list-style-type: none"> • By using Individual grades and ACT Composite scores, students who are not satisfied with their final slotting score have the option to retake the ACT (Residual ACT can be taken once a calendar year from November 1st – October 31 at CU for \$50), or retake individual courses to obtain higher pts. • Students at any step of the application process can calculate their own final slotting score and determine if they are satisfied with it or want to improve it. 	<p style="text-align: center;">TECHNICAL OCCUPATION SUPPORT (GRADES)</p> <p>REQUIRED BIOL 2034/2034L Human Anatomy</p> <p>REQUIRED BIOL 2013 Medical Terminology</p>		
	GENERAL EDUCATION COURSES		
	REQUIRED ENGL 1113 English Comp I		
	REQUIRED COMM 1113 Princ. of Comm.		
	REQUIRED HIST 1483 US HISTORY to 1865 or HIST 1493 US HISTORY Since 1865		
	REQUIRED PS 1113 American Fed Gov		
	REQUIRED MATH 1413 Survey of Math or Higher or STAT 1513		
	REQUIRED BIOL 1214/1214L Human Biology (Prerequisite to) BIOL 2034		
	REQUIRED CIS 1013 Introduction to Computer Info. Systems or MIS 2113 Fundamental MIS Tools and Skills		
	<p>LETTER GRADE</p> <p>A - 4 points</p> <p>B - 3 points</p> <p>C - 2 points</p> <p>D - 0 points</p>	<p>GRADE TOTAL</p>	
	Cameron University Courses - (1 point for every course completed @ CU - up to 5 points.)		
	ACT COMPOSITE OR RESIDUAL ACT		
	TOTAL OVERALL POINTS (from GRADE TOTAL and ACT)		

CAMERON UNIVERSITY - STUDENT SUPPORT SERVICES

The Student Services mission is to promote student growth and success by assuring a dynamic and fulfilling college experience. Student Services provides programs, activities, and services that complement, enhance, and support the educational process while building a lifetime bond to the university.

In Student Services, our goal is to provide you with an exceptional CU experience. Our staff is here to provide the services, programs and experiences that will support your success at Cameron University. From tutoring and career counseling to extracurricular activities and residential housing, we want to ensure that your academic and personal development needs are met.

I encourage you to get involved in clubs and organizations, take the opportunity to live on campus among your peers, participate in a wide variety of university programs, and, when in need, use the support and resources that are available to you. The university experience should be well rounded, as learning goes much beyond the classroom, regardless of where it takes place - whether in a research lab, at a study group in your apartment or at a club meeting.

Don't hesitate to ask for our assistance. Please stop into our offices or call at any time to speak to someone about your interests, concerns, suggestions or questions. We want to help you make the most of your college experience, and to do that we need to hear from you.

CU ON CAMPUS,

Zeak Naifeh

Dean of Students

Contact Student Services

North Shepler, Room 324,
2800 W. Gore Blvd.
Lawton, OK 73505
(580) 581-2244 voice
(580) 581-2299 fax
studentservices@cameron.edu

CU Student Services found at www.cameron.edu/studentservices

- Career Services
 - Disability Services
 - Inclusion and Student Success
 - Housing
 - Public Safety
 - Campus Life
 - Student Development
 - Student Wellness Center
 - Resources
 - o CU Succeed Workshops
 - o Sexual Violence/Title IX
 - o It's On Us Campaign
 - o Paint the Town
- Other Resources
 - o Aggie Rec Center
 - o Athletics
 - o Carpool Information
 - o Clubs & Organizations
 - o Family Educational Rights and Privacy Act (FERPA)
 - o Financial Assistance
 - o Office of Public Safety
 - o Registrar
 - o Student Government Association
 - o Testing Center
 - o Veteran Affairs

GREAT PLAINS TECHNOLOGY CENTER – STUDENT SERVICES

Building 100, Room 107
580.250.5535

We offer counseling services which prepare our students for success in their technical programs. A counselor will help you with student orientation, placement counseling, career counseling, academic counseling, motivation, decision making, goal setting, crisis counseling and referrals to other counseling services.

ACADEMIC CENTER

Building 100, Room 148
580.250.5529

THE ACADEMIC CENTER COORDINATOR CAN HELP YOU WITH THE FOLLOWING:

- Learning/Working Style Assessment
- Improve study, test taking, and time management skills
- Develop a basic skills improvement plan for Math & Reading
- Administer the online KeyTrain Test
- Provide a quiet setting for homework or studying

WHAT IS AVAILABLE IN THE ACADEMIC CENTER:

- Computer Lab – 12 computers with internet and laser printer access
- Keytrain-Online learning system for basic workplace skills specific to Career Clusters based on WorkKeys Employment System
- Kurzweil Educational System

GREAT PLAINS TECHNOLOGY CENTER
4500 SW. Lee Blvd.
Lawton, OK 73505

RADIOLOGIC TECHNOLOGY

PROGRAM INFORMATION

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PROGRAM INFORMATION

START DATES BEGINS AUGUST OF EACH YEAR

- Length of program 22 months / 5 semesters
- Classroom Instruction scheduled between 8:00 am to 3:00 pm
- Classroom is open Monday thru Friday
- Clinical Experience (8.5 hour shift) (1 hour lunch with shifts any time from) 7:00 am to 10:00 pm

TUITION & FEES

Financial Aid information is located on Cameron University website (www.cameron.edu) are due the first day of class and fees that are due to GPTC **prior** to the first day of class, paid directly to GPTC

TUITION	\$ -
Students will pay the current Cameron University tuition of \$199.00 per credit hour this includes mandatory fees. (Subject to change)	
TEXTBOOKS (APPROXIMATE COST AND SUBJECT TO CHANGE)	\$975.00
Students are required to purchase textbooks and/or supplemental reference materials. This is a separate cost, not covered by your tuition or students' needs fee. Textbooks can be from either the CU Bookstore or a different vendor of your choice.	
TRAJCSYS	\$150.00
This product is required for the Radiologic Technology Program. This is a separate cost and is not covered by your tuition, textbooks cost, or student needs fees. (This is for the 5 semesters)	
CLINICAL UNIFORMS	\$176.20
Students are required to purchase uniforms. This is a separate cost, not covered by your tuition or students' needs fee. Uniforms can be from any vendor of your choice.	
Student Needs Fees Total . . (PAID DIRECTLY TO GPTC BUSINESS OFFICE)	\$1006.80
1st Year, 1st Semester	\$379.50
Education Leadership Conference-Registration Fees	
*Attendance to Educational Leadership Meetings and Conferences is mandatory. Cost of meals and or transportation is at the students' own expense.	\$100.00
Dosimeters.....	\$123.00
Curriculum	\$75.00
Radiographic Markers 2 sets	\$42.00
myClinicalExchange.....	\$39.50
2nd Year, 1st Semester	\$627.30
Drug Screen	\$35.00
Background Check.....	\$54.80
Education Leadership Conference-Registration Fees	
*Attendance to Educational Leadership Meetings and Conferences is mandatory. Cost of meals and or transportation is at the students' own expense	\$100.00
Dosimeters.....	\$123.00
Curriculum	\$75.00
National Certification Exam	\$200.00
myClinicalExchange.....	\$39.50
TOTAL ADDITIONAL COST FOR PROGRAM	\$2,303.00

FEES PAID TO GPTC WILL NOT CHANGE WHILE A STUDENT IS ENROLLED IN THE PROGRAM

REQUIREMENTS FOR ADMISSION POLICIES & CLINICAL OBLIGATIONS

NOTE: Once applicants have been notified of initial acceptance into the Radiologic Technology program you will have a conditional admittance into the program pending successful completion of the requirements listed below:

Failure to abide to the following Policies and Procedures may result in the recommendation for dismissal from the Radiologic Technology Program

1. EDUCATION REQUIREMENT

You must be a high school graduate or have obtained a GED or admitted at Cameron University and completed (or in process of completing) all of the Cameron University prerequisites prior program start date in August.

2. AGE REQUIREMENT

You must be 18 years of age to attend Clinicals.

3. CPR CERTIFICATION

- Only Healthcare Provider CPR BLS from the American Heart Association will be accepted.
- No other CPR will be accepted, to include internet CPR.

4. NEGATIVE DRUG SCREEN

Drug Screen Due prior to Mandatory Orientation once slotted for program. Applicants will submit authorization allowing a facility designated by the program to test body fluids for the presence of illicit drugs. This is the financial responsibility of the student. Failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into the Radiologic Technology program. A diluted result will require a retest, at the school's expense. An applicant with a positive drug screen will be denied admittance. Students may be subject to drug testing prior to and during the clinical experience.

5. MANDATORY ORIENTATION

Applicants must attend the mandatory orientation to acquire additional information about admission and receive additional program information and requirements.

6. CLEAR BACKGROUND CHECK

Background Check is due prior to Mandatory Orientation, once slotted for program. Information from an applicant's background check will be submitted to clinical facilities for approval to attend clinical practice. Clinical facilities may deny students access to clinical rotations upon the finding of the background check with regard to sex offenders, felonies and/or misdemeanors prior to clinical rotations and throughout the program. *(You will be notified when and where to have this done. The cost is approximately \$160.00).*

- **The background check conducted includes sex offender status, felonies, and misdemeanors. This will be done prior to the start of your first year and during your second year.**

NOTE: *Clinical education settings may deny students access to clinical rotations upon the findings of the background check with regard to sex offenders, felonies and/or misdemeanors prior to clinical rotations and throughout the program. Students will have a background check completed prior to entry placement and during the second year within the program. (You will be notified when and where to have this done).*

**Please see additional specifics regarding Criminal Background Checks. The cost is approximately \$160.00.*

Additional information will be provided to you once you have been admitted into the program.

7. SUITABLE PHYSICAL / EXAM DOCUMENTATION

Applicants must submit a physical exam form, provided by the program, which must include laboratory results, immunizations records, titers, and physical clearance by a physician. The cost of the physical, labs and immunizations are the responsibility of the student. Any health related problems must be corrected and evidence of correction must be submitted. Students are not allowed to participate in clinical activities without documentation of being in good health as evidenced by the physical exam. Required Immunizations are listed and must be documented on a shot record.

- 1 Negative TB skin test
- Hepatitis B series (series of 3 injections) Documented 3 shot series done on schedule or total 6 documented shots or positive Titer
- MMR (measles, mumps, rubella - series of 2 injections) 2 documented shots or a positive Titer for all 3 components
- Varicella (chicken pox - series of 2 injections) 2 documented shots or positive Titer
- Tetanus – Tdap onlywithin the last 10 years
- Seasonal Flu Shot.....You will be notified when to do this

8. PHYSICAL ABILITY STANDARDS

In the interest of your own personal safety, the safety of patients, the potential liability to the university and clinical education setting, there are significant requirements that must be met before your admission to the program is finalized. The attendance requirements and stamina demands on the radiologic technology student require student technologists to be in good physical and mental health. Please read this form carefully and initial each technical issue standard if you can comply with the standard. This form should be completed and witnessed when submitting your application. This form must be submitted with your application. The form is located on program website at www.cameron.edu/rad.

9. CLINICAL EDUCATION SETTING PRIVILEGES

An applicant may be denied clinical privileges at a facility due to an unfavorable record with any health care facility from previous employment or an unclear background check, or previous student denial due to unfavorable behavior probation or dismissal

UNCLEAR BACKGROUND CHECK NOTE: *Without participation in the clinical rotation component of the Radiologic Technology program curriculum, the student will be unable to fulfill the requirements for graduation from the program and therefore will not be eligible to take the National Certification in Radiography, conducted by the ARRT.*

- a. Please be aware that the clinical education setting reserves the right to refuse placement of any student. If a particular clinical education setting refuses placement of a student, the program will try to make reasonable accommodations to provide alternative clinical education settings that meet program objectives, but may not be able to, especially if that clinical education setting provides hard to obtain competencies which would prevent the student from passing the clinical practice course. If more than one clinical site denies a student access, the program will not be able to accommodate the student as they would not be able to pass the clinical practice course. A student who is unable to meet the clinical requirements will result in not being able to pass the course and policies for dismissal may apply. To receive a clinical placement in educational settings, you must comply with all the requirements and all findings must be satisfactory.

UNFAVORABLE RECORD NOTE: *If you have an unfavorable record with any health care facility from previous employment, the facility may refuse to allow you to participate in clinical rotation. If this applies to you, please see your clinical coordinator immediately.*

- b. The university and clinical education setting reserves the right to review any other information prior to or during the course of the program, that may have a bearing on the student’s ability to function safely. The ARRT reviews convicted misdemeanors and convicted felonies which may prevent individuals to take the national certification exam. The following page is an example of the application questions.

ARRT APPLICATION FOR EXAMINATION RESPONSE

Clinical site privileges

If an applicant is denied clinical privileges at a facility, and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the program and unable to take the certification exam.

The National American Registry of Radiologic Technologist requires a response to the following questions to their Application for Examination:

Have you ever been convicted in court of a misdemeanor, felony (including conviction of a similar offense in a military court martial)?

Yes No

You are required to report:

- charges or convictions that were stayed, withheld/deferred, set aside, or suspended;
- any plea of guilty, Alford plea, or plea of not contest (nolo contendere);
- court supervision, probation or pre-trial diversion.
- DO NOT report juvenile convictions processed in juvenile court.
- DO NOT report traffic citations unless they involved alcohol or drugs.
 - o If you answer “Yes,” provide an explanation of the events and all documentation relevant to the matter.
 - o Offenses previously reported and formally cleared by the AART should be indicated as “NO.”

Have you had any professional license, permit, registration or certification denied, revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT)? Yes No

- DO NOT report continuing education (CE) probation.
- If you answer “YES” provide an explanation of the events and all documentation relevant to the matter.
- Offenses previously reported and formally cleared by the ARRT should be indicated as “NO.”

• Have you ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements? Yes No

- If you answer “Yes” provide all necessary documentation relevant to the matter, along with a detailed explanation of the events that occurred.
- All applicants must read and sign the “Written Consent under FERPA”
- Indicate as “No” if previously reported and formally cleared by the ARRT.

PLEASE NOTE:

The Radiologic Technology program will require accepted students to submit a pre-application to ARRT if the student has answered YES to any of the above questions prior to or by the end of the 1st Fall semester in program.

The pertinent documents will need to be submitted to the program to be kept in student files and also submitted to the ARRT with the certification application for Radiography prior to graduation, or if feasible to submit an ARRT pre-application with sufficient time, and if warranted within the first semester, to avoid delays of student being able to take the national certification upon completion of the Radiologic Technology program.

ARRT findings upon their review received from student will also need to be submitted to the program to be kept in the student’s files, so the program is able to document the findings for future accreditation and follow the ARRT procedures for program director to verify completion graduation endorsement.

Student is advised that this submission of additional documentation for review by the Ethics Committee will delay the student in scheduling a test date to take the national certification in radiography and the Ethics Committee may deny an applicant from taking the national certification in radiography if so deemed that the ethical conduct was too severe to warrant permission to sit for the national certification in radiography.

The individual may submit a pre-application form at any time either before or after entry into an approved educational program. This review may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation. The pre-application must be requested directly from the ARRT. Submission of a pre-application request form does not waive the application for examination, the examination fee, or any of the other application procedures. Confirmation from ARRT may take up to 4 months.

To request a pre-application, write:

*ARRT – American Registry of Radiologic Technologists
1255 Northland Drive, St. Paul, MN 55120-1155 or refer calls to Examination Services at (651) 687-0048. www.arrt.org

*JRCERT -
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850, Chicago, IL 60606-2901
Phone (312) 704-5300 - www.jrcert.org

Further information regarding reporting requirements may be assessed on the ARRT website under “Ethics FAQs”, or by phoning ARRT at (651) 687-0048, ext. 8580.

10. CLINICAL ROTATIONS

Clinical rotations will follow hospital/clinic various shift rotations (8.5 hours with 1 hour lunch) during 7:00am - 10:00pm to include evening and possible weekend rotations. Please refer to academic calendar.

- Semester I 2 days per week, (7:00 am – 7:00 pm)
- Semester II – IV..... 3 days per week, (7:00 am – 10:00 pm)
- Semester V 2 days per week, (7:00 am – 10:00 pm)

- a. Each facility has its own unique Radiology Department. The experience gained at these facilities will essentially result in highly qualified graduates who can function well in any Radiology Department.
- b. Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students.
- c. Clinical rotations will be up to 1 month in duration and provides equitable learning opportunities for all students regarding learning activities and clinical assignments.



- d. Students will rotate through all clinical education settings listed, and other education settings may be added to include out of town rotations with evening and possible weekend rotations.
- e. Program limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- f. Mammography Rotations Position Statement Policy

The radiography program sponsored by Cameron University has revised its policy, effective July 5, 2016, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included below to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Position Statement on Mammography Clinical Rotations Adopted by the JRCERT Board of Directors (April 2016)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Standard One - Objective 1.2 of the JRCERT Standards requires a program to document that it “provides equitable learning opportunities for all students.”

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in mammography clinical rotations. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in mammography rotations. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to mammography, the JRCERT has determined programs must make every effort to place a male student in a mammography clinical rotation if requested; however, programs will not be expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students should be advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely. To deny mammography educational experience to female students, however, would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted that the same clinical site policies that are in place during the mammography educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in mammography.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place male students in a mammography rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

11. CLINICAL EDUCATION SETTINGS

The list below is subject to change depending upon technologist or exam number availability at Clinical Education Settings

Comanche County Memorial Hospital.....	Lawton, OK
Duncan Regional Hospital.....	Duncan, OK
Duncan Regional Orthopedic Associates, Inc.	Duncan, OK
Grady Memorial Hospital.....	Chickasha, OK
Reynolds Army Health Clinic.....	Fort Sill, OK
Southwestern Medical Center	Lawton, OK
The Imaging Center of Southwestern Medical Center.....	Lawton, OK
The Physicians Hospital in Anadarko.....	Anadarko, OK
United States Public Health Service Indian Hospital,	Lawton, OK
Urgent Med	Duncan, OK

12. CLINICAL TRAVEL EXPENSE

The travel vehicle and cost of transportation to geographically-dispersed clinical education settings is the sole financial responsibility of students

13. ATTENDANCE POLICY

Employers want dependable and punctual employees; therefore, the program has a strict attendance policy. There will be no makeup of seat time allowed that counts towards the 5 days of absences allowed during fall and spring semesters, or 3 days of absences allowed in the summer semester. Attendance = 40% of clinical grades.

14. COMPLETED FINANCIAL ARRANGEMENTS

- Applicants must pay tuition and fees prior to the first day of class or semester to Cameron University.
- Applicants must pay some fees at Great Plains Technology Center prior to the first day of class.



ACADEMIC CALENDAR

Students who are successful in the program need to have a flexible schedule, completed financial arrangements, a supportive family to allow studying curriculum at home, reliable transportation, and reliable backup childcare. Combined clinical and didactic academic hours will not exceed forty (40) hours per week or 10 hours per day.

CAMERON UNIVERSITY ACADEMIC CALENDAR

The CU Board approved university academic calendar is found at www.cameron.edu, under the Academics link.

- The program orientates students and institutions as to the responsibilities of faculty and clinical staff during the mandatory orientation regarding the academic calendar. During the summer term(s) when students are enrolled in didactic and/or clinical components, the program director and/or clinical coordinator, and/or program faculty responsibilities are fulfilled respectively when those personnel are on annual, professional, sick, or personal leave.
- Students are not assigned to clinical education settings during holidays that are observed by the sponsoring institution.
- Specific Rad Tech Semester Schedule Calendars are on the LMS for enrolled students.

SEMESTER I: 8/17/20 – 12/16/20

In the beginning of Fall Semester I there will be classroom / labs Monday through Friday. Clinical Rotations will start in October.

Clinicals: Tuesday - Thursday (Scheduled between)..... 7:00am – 7:00 pm
(Clinical rotations will follow hospital/clinic shift rotations (8.5 hours), but will not include evening or possible weekend rotations this semester.)

Class/Lab: Monday-Friday (scheduled between)8:00am – 3:00pm

Lunch break: 1 hour in length

On GPTC campus is scheduled from 11:00am – 12:00pm

Clinical education settings is determined by patient workload, but is usually scheduled between 11:00am – 1:00pm.

The travel vehicle and cost of transportation to geographically dispersed clinical education settings is the sole financial responsibility of students. Clinical Times and rotations are subject to change

SEMESTER II – IV Sem II 1/4/21 – 5/7/21 ♦ Sem. III 6/1/21 – 7/29/20 ♦ Sem. IV 8/16/21 – 12/17/21

Clinicals are full time beginning in Semester II

Clinicals: Monday, Wednesday, and Friday (scheduled between)..... 7:00am – 10:00 pm.
(Clinical rotations will follow hospital/clinic shift rotations (8.5 hours) to include evening rotations. Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students)

- During Semester II-IV, clinical rotations will be up to 1 month in length at each clinical education setting.

- Students will rotate through each clinical education setting and should be prepared to spend approximately 12 to 16 weeks per year at out-of-town hospitals.

Class/Lab: Tuesday and Thursday (scheduled between) 8:00am – 3:00pm

Lunch break: 1 hour in length

On GPTC campus is scheduled from 11:00am-12:00pm

Clinical education settings is determined by patient workload, but is usually scheduled between 11:00am-1:00pm.

The travel vehicle and cost of transportation to geographically dispersed clinical education settings is the sole financial responsibility of students. Clinical Times and rotations are subject to change

SEMESTER V 1/3/22 – 5/6/22

Clinicals change in Semester V. On the first school day in January the clinical schedule will be as follows:

Clinicals: Tuesday and Thursday (sheduled between)..... 7:00am – 10:00 pm
(Clinical rotations will follow hospital/clinic shift rotations (8.5 hours) to include evening rotations. Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students)

- During Semester V, the clinical rotations will be several weeks in length at each clinical education setting and will include advanced modality experiences.

Class/Lab: Monday - Wednesday - Friday (scheduled between)..... 8:00am – 3:00pm

Lunch break: 1 hour in length

On GPTC campus is scheduled from 11:00am -12:00pm

Clinical education settings is determined by patient workload, but is usually scheduled between 11:00am-1:00pm.

The travel vehicle and cost of transportation to geographically dispersed clinical education settings is the sole financial responsibility of students. Clinical Times and rotations are subject to change.

CRIMINAL BACKGROUND CHECK

In order to protect patients and the general public, obtaining a cleared background check on each student (18 years of age and older) and instructor participating in clinical rotations is required by our clinical education settings / clinical sites. Each clinical education setting has their own requirements for processing background checks, which may include fingerprinting. These requirements are found in the individual contracts with the clinical education setting and Cameron University. The program and clinical education settings reserve the right to review any information that could impact the student's ability to function safely in the clinical education setting.

Each student's background check will be processed by the same background check facility designated by CU and/or by the clinical education setting. NO other background check will be accepted. The following (including, but not limited to) will be verified and must comply with the requirement. All findings must be satisfactory according to the clinical rotation agreement for each clinical education setting.

- Social Security Number Verification
- Criminal Search last 7 years
- Violent Sexual Offender and Predator Registry Search
- U.S. Treasury Office of Foreign Assets Control (OFAC)
- List of Specially Designated Nationals (SDN)
- Fingerprint Verification

Additionally, students must not have an unfavorable record with any of the clinical education settings from a previous employment, another clinical rotation, or any other reason.

The clinical education setting may refuse any student from participating in the clinical experience who has a criminal background check record that relates to a felony, or for any nature concerning the safety and security of patients, or any other reason. Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

A conviction/criminal history record does not necessarily disqualify an individual for admission in a program. However, if a conviction/criminal history record is not approved by a clinical education setting and the student is unable to receive the required clinical components, then the student may not be able to continue in the program in which he/she has applied.

The dissemination of self-disclosure information, background check results, and conviction records, whether in or outside the state of Oklahoma as deemed necessary by the program, may be provided to the clinical education settings to meet requirements of the clinical education settings without disclosing the student's identity.

If the student leaves the program and is later readmitted, another check will be completed only if it has been longer than 30 days.

Criminal Background Checks are conducted prior to the start of the first year and during the second year on all students see page 8 for costs.

GRADUATION REQUIREMENTS

Complete all Department Requirements
Minimum 81 Total Credit Hours
Minimum 15 Credit Hours in Residence at Cameron
Retention GPA 2.0
Cameron GPA 2.0

Graduation/Completion Requirements: (To be completed prior to graduation.)

- All course work completed with a minimum of 80% GPA in Clinical & Comprehensive Program Review for Radiography courses and 78% GPA in all other courses.
- In compliance with JRCERT and ARRT standards, all competencies required to sit for national certification completed.
- Passing of 3 National ARRT Mock Certification Exams with 80%.
- Cleared and cleaned locker as verified by instructor.
- CU Evaluations completed online for semester courses.
- GPTC School Evaluation completed online.
- ID Badges and Dosimeter turned in to Instructor.
- **LIBRARY:** All books, CDs and computer disks have been returned to the Health Librarian in satisfactory condition. (Once completed, books, CDs and computer disks cannot be checked out.)
- **MEDICAL OFFICE:** Update all student information records, to include permanent address with phone number and place of employment address with immediate supervisor, if available, upon graduation.

- **MEDICAL OFFICE:** Cleared outstanding debts or financial obligations with Cameron University, GPTC, or Radiologic Technology Program and with the medical building secretary.
- **MEDICAL OFFICE:** Removed and turned in GPTC parking sticker to medical building secretary.
- **MEDICAL OFFICE:** Program Exit Surveys turned in to medical building secretary.

In the event that all requirements are not met, the student will be granted a variable completion date, until all requirements are completed.

The guidelines to sit for the ARRT national certificate in Radiography are located at www.artt.org.

RADIOLOGIC TECHNOLOGY

PROGRAM DESCRIPTION

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PROGRAM DESCRIPTION

DESCRIPTION

Radiologic Technologists (Radiographer) work under the supervision of physicians, who are primarily Radiologists, operating radiologic equipment to produce radiographs of the body for diagnostic purposes. Various duties of students will include moving the radiology equipment into the specified positions and with proper training, adjusting the equipment control to set exposure techniques and factors based on cognitive and psychomotor skill obtained. Students will also gain limited knowledge in computed tomography. This degree prepares students to sit for the American Registry of Radiologic Technologist (ARRT) National Certification in Radiography.

MISSION

Cameron University's Radiologic Technology Program's mission is to prepare a wide-ranging and vibrant student population; access to exemplary educational opportunities, for professional success in the radiologic sciences; by fostering resourceful classroom teaching with realistic learning, developing competitive workforce knowledge, effective leadership, and life-long learning; that will lead to a meaningful contribution in the rapidly changing health care environment.

The mission of Cameron University's department of Agriculture, Biology and Health Sciences is to provide high quality instruction of students at the undergraduate level using a multi-disciplinary approach that emphasizes active learning, problem solving and critical thinking.

GOALS & STUDENT LEARNING OUTCOMES

The goals of the Cameron University Radiologic Technology are:

GOAL #1

Students will demonstrate critical thinking skills.

STUDENT LEARNING OUTCOMES

1. Students will demonstrate critical thinking through problem-solving skills by identifying situations in which non-routine procedures are necessary.
2. Students will demonstrate clinical performance by evaluating radiographs for diagnostic quality.

GOAL #2

Students will demonstrate clinical competence in their knowledge and technical skills.

STUDENT LEARNING OUTCOMES

1. Students will perform routine procedures.
2. Students will demonstrate clinical competence by evaluating technical needs in radiographic examinations.

GOAL #3

Students will demonstrate communication skills necessary to effectively interact with patients and healthcare professionals.

STUDENT LEARNING OUTCOMES

1. Students will communicate effectively with patients.
2. Students will communicate effectively with health care professionals.

GOAL #4

The program will demonstrate effectiveness.

STUDENT LEARNING OUTCOMES

1. Graduates will pass national certification exam.
2. Graduates will demonstrate preparedness by securing employment.
3. Students will complete the program by graduating.
4. Graduates will indicate that they were adequately prepared to perform as entry-level practitioners.
5. Graduates will be adequately prepared to perform as entry-level practitioners.

The Program Effectiveness Data (PED) is found in the following two areas on the program websites www.cameron.edu/rad or www.greatplains.edu/rad. Under the Program Effectiveness Data link and within the JRCERT link, www.jrcert.org, under JRCERT's Program Effectiveness Data link.

ADVANCED STANDING AND TRANSFER STUDENT POLICY

Cameron University Transfer Admission

Transfer applicants must submit official transcripts from ALL colleges attended. An undergraduate student with more than six attempted semester hours, excluding zero-level courses or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students is considered a transfer student.

Transfer From Other Oklahoma State System Institutions.

A student may transfer to Cameron from another State System institution under the following conditions:

- The student originally met both the high school curricular requirements and academic performance standards for admission to Cameron and has a grade point average high enough to meet Cameron's retention standards, or
- The student originally met the high school curricular requirements but not the academic performance standards for admission to Cameron and has a grade point average high enough to meet Cameron's retention standards based on at least 24 attempted semester hours of regularly graded (A, B, C, D, F) college work, or
- The student originally met the performance but not the curricular requirements for admission to Cameron and has removed curricular deficiencies, or
- The student originally met neither the curricular nor the academic performance requirements for admission to Cameron, but has a grade point average high enough to meet Cameron's retention standards based on at least 24 attempted semester hours of regularly graded (A, B, C, D, F) college work and has removed curricular deficiencies.

Transfer From an Out-of-State Institution.

In addition to meeting Cameron's entrance requirements, out-of-state transfers must meet the following:

- Be in good standing in the institution from which s/he plans to transfer.
- Have made satisfactory progress (an average grade of "C" or better or met Cameron's retention standards, whichever is higher) in the institution from which s/he plans to transfer.
- Students transferring from institutions not accredited by a regional association may have credits transferred by meeting the Oklahoma State Regents for Higher Education requirements.

Admission of Students Suspended From Other Institutions.

A student suspended for academic reasons from other institutions may appeal for admission to Cameron. Information regarding this policy and appeal procedures may be obtained from the [Admissions Office](#).

Transfer Probation

Students who do not meet the academic criteria including curricular requirements as stated above under the transfer categories, but who have not been formally suspended, may be admitted as "transfer probation" students. If grade point average (GPA) is less than 2.0, student will be admitted as a "transfer probation" student. Students seeking admission in this category must meet with an Admissions Officer regarding procedures and enrollment conditions.

Admission of Oklahoma State System Associate of Arts and Associate of Science Graduates. Students who have completed the requirements for an Associate in Arts or Associate in Science degree at an Oklahoma State System institution will be accepted as having fulfilled the general education requirements for bachelor of arts or bachelor of science degrees. Additional requirements will be required when (1) prerequisites for upper division courses are lacking, (2) grade levels required by Cameron have not been attained, or (3) professional licensing or certifying agencies requirements exceed the junior college general education requirements.

ADDITIONAL TRANSFER/ADVANCED STANDING CRITERIA FOR RADIOLOGIC TECHNOLOGY PROGRAM:

1. A new student can be considered :
 - a. If all of the current authorized student positions are not occupied;
 - b. If the applicant is transferring from or has graduated from an approved JRCERT Radiologic Technology Program, in radiography, radiation therapy, medical dosimetry or magnetic resonance imaging;
 - c. Is currently not certified; and
 - d. Enrolls in an educational program to supplement previous education in order to become eligible to attain certification.
2. Along with the applicant's transcript, the previous program will specify the credit/achievement of the student including; courses taken, clinical experience, beginning and termination dates, attendance records and grades. A determination will be made at this time as to whether the applicant's completed course work is compatible with the Cameron University Radiologic Technology curriculum. The applicant will then be advised if he/she should complete the transfer procedure. Any student whose transferred courses and/or grades do not fulfill the requirements of this program may apply for acceptance into the next class of students.
3. The combined length of training in both the previous and accepting programs, including all transferred credit, must equal no less than 22 months or 5 semesters.
4. Must meet all required college courses, assessments, certifications, official transcripts, and pre-admission processes, admission policies' criteria and clinical obligations to the university's standards.
5. According to the ARRT Application for Certification in Radiography to authenticate endorsements of ARRT requirements, students will be required during the school year to validate those ARRT requirements for graduation, by redoing all prior achieved clinical

competencies obtained in addition to mandatory clinical competencies identified within the current Radiologic Technology Clinical Handbook. Mandatory demonstration of competency requirements as identified in the Radiography Didactic and Clinical Competency Requirements document in place by the program will be mandatory for all advanced standing, transfer, or readmitted students at the time of program completion. This will establish foundational radiologic science principles on the ARRT's national certification in radiography and assure educational success

6. For individuals who have completed a JRCERT accredited program and are seeking to re-qualify for the radiography certification, because of three unsuccessful attempts to pass the exam or three years have expired and are no longer eligible may enter the program under the same pre-admission processes, admission policies' criteria and clinical obligations as a transfer student. The student must re-demonstrate, to the satisfaction of the program, mastery of the current professional components of the education program required for graduation that includes the didactic and clinical competencies, plus students must meet the same ARRT Standards of Ethics and ARRT Rules and Regulations that apply to all certification candidates.
7. If student has been out of a program longer than one year or has graduated more than one year ago, the student will start at the beginning of the program to establish foundational radiologic science principles on the ARRT's national certification in radiography and assure educational success.

ACADEMIC POLICIES

EVALUATION POLICY:

DIDACTIC EVALUATION POLICY:

TEST GRADES (75% OF FINAL GRADE)

- Cognitive exams
- Performance exams (hands-on)
- Project Assignments

FINAL EXAM GRADE (25%)

- Cognitive exam that covers material presented over the semester

Clinical component of semester I is incorporated within the RAD 2123 Radiation Physics course reflected as a didactic grade outlined below:

TEST GRADE (75% OF FINAL GRADE)

- Mandatory Clinical Competencies - (ROUTINE CHEST*-Standing (PA& LT Lat) & ABD.- KUB* (Supine-AP))
- * Radiographic Equipment Manipulation & Computer Application Competencies (Must be completed prior to obtaining an exam competency.)

CLINICAL EVALUATION POLICY: SEMESTERS II-V

EMPLOYABILITY GRADE (40% OF FINAL GRADE)

- Daily points for each clinical day attended equals 20 points.
- Weekly grades will consist of the total 5 consecutive clinical days in session to equal 100 points.
- Student absence results in a "0" for that day's employability grade. -4 points will be deducted for each hour the student is tardy or absent, not to exceed 20 points per class.

PERFORMANCE GRADES (20% OF FINAL GRADE)

- Mandatory Clinical Competencies (Radiographic Procedure Exams outlined in Clinical Handbook)
- Radiographic Equipment Manipulation & Computer Application Competencies (Must be completed prior to obtaining an exam competency.)
 - o Semester II – V All remaining diagnostic, mobile radiographic equipment & radiographic computer applications as student rotates to each clinical educational setting
- Clinical Experience Log

CLINICAL GRADES (40% OF FINAL GRADE)

- Clinical proficiency evaluations

- Simulated Lab Radiographic Procedure Exam Semester V
- Clinical performance evaluations

GRADING SCALE:

The didactic grading scale as adopted by the Board of Education is as follows: A = 93 – 100

B = 85 – 92

C = 78 – 84

D = 70 – 77

F = 69 and below

The clinical grading scale as adopted by the Board of Education is as follows: A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

NOTE: Students must receive a minimum of a C or a 78% average to pass the Radiologic Technology didactic courses with the exception of the Radiologic Technology Seminar course, which must be a minimum of 80%. Students must also pass clinical courses with a minimum of a B or 80% average on a ten-point grading scale.

- Students are required to maintain a 78% average in each didactic course taught, with the exception of Radiologic Technology Seminar course, which must be a minimum of 80% to pass levels in each Semester and 80%, for each clinical course for each semester during their 22-month training period.
- If at any time during the courses, the student's grade falls below 78% for didactic or 80% for clinical, the student will be notified of this and placed on Academic Probation. If a final exam brings GPA below the 78% in didactic courses or 80% in clinical courses, then the student will be dismissed from the program, regardless of prior probationary status. Students will be notified of their GPA prior to taking a final exam. (For probation specifics refer to Radiologic Technology Program Student Handbook, Academic Policies.)
- Assignments turned in by students 1 day late results in 10 points loss per day up to 1 week of that assignment grade. Late assignments in excess of 1 week (7 consecutive days to include the weekend) will result in a "0" for that assignment grade.
- If student is absent the day that assignments are made, it is the student's responsibility to contact instructor to review material covered during class or clinical and receive assignment, exams, or worksheets given.
- Exams should be made up immediately upon return to campus class, unless advanced arrangements have been made with instructor with justifiable documentation, to take exam within one week of missed examination. Any student missing an exam or assignment must provide justifiable written documentation prior to making up the exam or assignment or a letter grade (i.e.: 7 points) will be deducted from the makeup exam. If student fails to make up the exam during the specified time frame, it will result in a "0" for that exam grade. (It is the student's responsibility to make arrangements with the instructor for examination makeups.)
- If at any time during a course, the student's didactic GPA falls below 78% or the student's clinical course GPA falls below 80%; the student will be notified of this and placed on academic probation.
- Academic probation is used to provide the student with extra credit work, (20 points maximum) one time per semester per each course, in order to gain knowledge and experience necessary in deficient radiology concepts to raise his/her grade up to the required academic standard of the 78% didactic GPA, or 80% clinical GPA, but not to exceed the 78% or 80% respectively.
- Specific requirements, during a counseling session, of the academic probation, will be given to the student in writing. The student will be solely responsible for contacting instructors and getting extra credit work, scheduling of tutoring, individual instruction and verifying the time period for improving his/her grade. The academic probation is in place to encourage students to seek extra help from instructor to continue improving future exam or assignment grades.
- Extra credit work must be turned in within two weeks after the written academic probation counsel, or student will forfeit points.
- If the final exam brings a student's final academic didactic GPA below the 78% in a didactic course, or 80% in the clinical courses, then the student will be recommended for dismissal from the Radiologic Technology Program, regardless of prior probationary status.

- Clinical competencies established must be maintained at 100% to pass levels in each semester. The specific mandatory and elective clinical competencies established by the ARRT, clinical education settings and the program can be found in the Student Clinical Handbook.
- If a student does not maintain competencies for the established semester the student will be put on clinical probation until competencies are reached in the next following semester. Failure to meet the competency requirements at the end of the following semester will result in student dismissal from the program.
- Students will be notified of their academic didactic and clinical GPA throughout courses taken posted online, midterm counseling and a counseling session one week prior to taking the final exam in a course or towards the last quarter of a semester in reference to clinical grades, plus competencies and is available to students through the program director's or clinical coordinator's office at the request of the students.
- Disciplinary advisement is conducted through the program faculty offices, depending upon where the unacceptable behavior took place. Certain behaviors are considered unacceptable and detrimental to the overall objectives of the program and are included within the Radiologic Program handbook and student may first be given a verbal counseling and upon second committal of a second offense will be given a written counseling and may be considered for dismissal should the student commit a third offense or if warranted may be immediately dismissed upon the first offense, depending on the severity of unacceptable conduct or behavior.
- The Radiologic Program and Clinical Handbooks are available for public viewing at www.greatplains.edu/rad & www.cameron.edu/rad.
- At the end of the academic didactic, clinical, or disciplinary probation period, students not meeting the minimum standards established in the written counseling may be recommended for dismissal from the program.
- In the untimely event that the Program Director would die, have emergency sickness, leaves, or is fired from the institution the program maintains a Master Plan of Education that would allow for continuity among and documentation of all aspects of the program. The Master Plan provides information needed to understand the program and its operations for new faculty and/or leadership to the program and includes course syllabi and program policies and procedures.

The 22-month program of study is divided into three semesters per year. The courses which are taken each semester are shown below: The courses below are in the undergraduate catalog at www.cameron.edu , along with program effectiveness data, credentialing, exam pass rate, job placement rate and program completion rate can be located at www.cameron.edu/rad or www.greatplains.edu/rad and the JRCERT Link for program effectiveness at www.jrcert.org.

CAMERON UNIVERSITY RADIOLOGIC TECHNOLOGY DEGREE PLAN

Radiologic Technology – Associate in Applied Science

FIRST YEAR

FALL SEMESTER	14-16 Hours
UNIV 1001 or 1113 – 1-3 hours	(1/3)
COMM 1113 Principles of Communication	(3)
ENGL 1113 English Composition I	(3)
BIOL 1214/1214L Human Biology/Lab	(3)
PS 1113 American Federal Government	(3)
SPRING SEMESTER	16 Hours
MATH 1413 Survey of Math (or higher)	(3)
CIS 1013/MIS 2113 Intro to Comp Info Sys/Fundamental MIS Tools/Skills	(3)
HIST 1483/1493 U.S. History to/since 1865	(3)
BIOL 2013 Medical Terminology (FA, SP)	(3)
BIOL 2034/2034L Human Anatomy/Lab (FA, SP)	(4)

THIRD YEAR*

FALL SEMESTER	12 Hours
RAD 2402 Radiographic Pathology (!) (FA)	(3)
RAD 2414 Clinical Practice III (!) (FA)	(3)
RAD 2423 Digital Image Acquisition and Display (!) (FA)	(3)
RAD 2433 Radiographic Procedures & Image Analysis IV (!) (FA)	(3)
SPRING SEMESTER	12 Hours
RAD 2503 Clinical Practice IV (!) (SP)	(3)
RAD 2513 Radiation Biology and Protection (!) (SP)	(3)
RAD 2523 Pharmacology and Venipuncture (!) (SP)	(3)
RAD 2533 Radiologic Technology Seminar (SP)	(3)

^M Denotes Minimum Grade Needed for Course

*Enrollment in RAD courses requires Admission to the Professional Program.

! Denotes Critical Course

Bolded courses indicate guaranteed course rotation for major core: (FA=Fall; SP=Spring; SU=Summer; O=Odd Year; E=Even Year).

This is a recommended semester-by-semester plan of study for this major for a hypothetical student and will not substitute for meeting with an advisor to discuss individual student needs. Course offerings are subject to change based on enrollment. However, courses or requirements designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

GRADUATION REQUIREMENTS SUMMARY

Minimum Total Hours for Graduation	80
Minimum Upper-Division Hours	N/A
Minimum Gen Ed Hours	19
Minimum Liberal Arts Hours	N/A
Minimum Major GPA	2,000
Minimum Overall GPA	2,000

SECOND YEAR*

FALL SEMESTER	12 Hours
RAD 2013 Intro to Radiologic Sciences and Health Care (!) (FA)	(3)
RAD 2113 Patient Care in Radiologic Sciences (!) (FA)	(3)
RAD 2123 Radiation Physics (!) (FA)	(3)
RAD 2133 Radiographic Procedures & Image Analysis I (!) (FA)	(3)
SPRING SEMESTER	12 Hours
RAD 2204 Clinical Practice I (!) (SP)	(4)
RAD 2214 Principles of Exposure (!) (SP)	(4)
RAD 2224 Radiographic Procedures & Image Analysis II (!) (SP)	(4)
SUMMER SEMESTER	16 Hours
RAD 2302 Clinical Practice II (!) (SU)	(4)
RAD 2311 Basic Principles of Computed Tomography (!) (SU)	(4)
RAD 2323 Radiographic Procedures & Image Analysis III (!) (SU)	(4)

General Electives – to Complete 81 hours Graduation Requirements
Complete all Department Requirements Minimum 81 Total Credit Hours
Minimum 15 Credit Hours in Residence at Cameron Retention GPA 2.0
Cameron GPA 2.0

COURSE EQUIVALENCY

The evaluation of the equivalency of general education courses will be aligned with the Oklahoma State Regents for Higher Education found at www.okhighered.org/transfer-students and determined by CU registrar.

Lecture 1 CH = 16 hours (1 hour/week/CH for 16 weeks) (1 faculty load hour)
Lab 1 CH = 40 hours (2.5 hours/week/CH for 15 weeks) (1.875 faculty load hours)
Clinical 1 CH = 82.5 hours (5.5 hours/week/CH for 15 weeks) (2.75 faculty load hours)

RADIOLOGIC TECHNOLOGY COURSE DESCRIPTIONS

FALL YEAR 1 (12 CREDIT HOUR ENROLLMENT)

RAD 2012 Introduction to Radiologic Science and Health Care (2 CH lecture course)

Catalog = Lecture 2 hours

Content provides an overview of the foundations of radiography and the practitioner's role in health care delivery. Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. See degree plan for credit to contact hour ratio.

RAD 2113 Patient Care in Radiologic Sciences (3 CH course including 1 hour lecture and 2 hours lab)

Catalog = Lecture 1 hour and Lab 5 hours

Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified and will include a **lab** component. Additionally, the course content provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice. See degree plan for credit to contact hour ratio.

RAD 2123 Radiation Physics (3 CH course including 2 hours lecture and 1 hour clinical)

Catalog = Lecture 2 hours and Clinical 5.5 hours

Content establishes a basic knowledge of radiation production and characteristics of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Additionally, the course establishes a knowledge base in imaging equipment of radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of quality control and will include **clinical practice** experiences that are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures within the corresponding semester. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. See degree plan for credit to contact hour ratio.

RAD 2134 Radiographic Procedures and Image Analysis I (4 CH including 1 hour lecture and 3 hours lab)

Catalog = Lecture 1 hour and Lab 7.5 hours

Content provides the knowledge base necessary to perform standard imaging procedures and special studies within the corresponding semester. Consideration is given to the evaluation of optimal diagnostic images. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Additionally, this course establishes a knowledge base in radiography anatomy and physiology taught within the semester and will include a **lab** component. Components of the cells, tissues, organs and body systems are described and discussed. See degree plan for credit to contact hour ratio.

SPRING YEAR 1 (12 CREDIT HOUR ENROLLMENT)

RAD 2204 Clinical Practice I (4 CH clinical course)

Catalog = Clinical 22 hours

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures within the corresponding semester. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. See degree plan for credit to contact hour ratio.

RAD 2214 Principles of Exposure (4 CH lecture course)

Catalog = Lecture 4 hours

Content establishes a knowledge base in technical factors that govern the image production process. See degree plan for credit to contact hour ratio.

RAD 2224 Radiographic Procedures and Image Analysis II (4 CH including 2 hours lecture and 2 hours lab)

Catalog = Lecture 2 hours and Lab 5 hours

Content provides the knowledge base necessary to perform standard imaging procedures and special studies within the corresponding semester. Consideration is given to the evaluation of optimal diagnostic images. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Additionally, this course establishes a knowledge base in radiography anatomy and physiology taught within the semester and will include a **lab** component. Components of the cells, tissues, organs and body systems are described and discussed.

See degree plan for credit to contact hour ratio.

SUMMER YEAR 1 (6 CREDIT HOUR ENROLLMENT)

RAD 2302 Clinical practice II (2 CH clinical course)

Catalog = Clinical 11 hours

(Note that in summer session this will equate to 22 hours/week scheduled meeting time) Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures within the corresponding semester. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered **clinical practice** and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. See degree plan for credit to contact hour ratio.

RAD 2311 Basic Principles of Computed Tomography (1 CH lecture course)

Catalog = Lecture 1 hour

(Note that in summer this will equate to 2 hours/week scheduled meeting time)

Content is designed to provide entry-level radiography students or radiologic technologists with an introduction to and basic understanding of the operation of a computed tomography (CT) device. Content is not intended to result in clinical competency, but when available, radiography programs with sufficient local resources will do their best to provide students with clinical exposure to computed tomography. The fundamentals of sectional anatomy relative to routine radiography are addressed. See degree plan for credit to contact hour ratio.

RAD 2323 Radiographic Procedures and Image Analysis III (3 CH including 2 hours lecture and 1 hour lab)

Catalog = Lecture 2 hours and Lab 2.5 hours

(Note that in summer this will equate to 9 hours/week scheduled meeting time)

Content provides the knowledge base necessary to perform standard imaging procedures and special studies within the corresponding semester. Consideration is given to the evaluation of optimal diagnostic images. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Additionally, this course establishes a knowledge base in radiography anatomy and physiology taught within the semester and will include a **lab** component. Components of the cells, tissues, organs and body systems are described and discussed. See degree plan for credit to contact hour ratio.

FALL SEMESTER YEAR 2 (12 CREDIT HOURS)

RAD 2402 Radiographic Pathology (2 CH lecture course)

Catalog = Lecture 2 hours

Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. See degree plan for credit to contact hour ratio.

RAD 2414 Clinical practice III (4 CH clinical course)

Catalog = Clinical 22 hours

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures within the corresponding semester. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient- centered **clinical practice** and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. See degree plan for credit to contact hour ratio.

RAD 2422 Digital Image Acquisition and Display (2 CH lecture course)

Catalog = Lecture 2 hours

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. See degree plan for credit to contact hour ratio.

RAD 2434 Radiographic Procedures and Image Analysis IV (4 CH course including 3 hours lecture & 1 credit hour lab)

Catalog = Lecture 3 hours and Lab 2.5 hours

Content provides the knowledge base necessary to perform standard imaging procedures and special studies within the corresponding semester. Consideration is given to the evaluation of optimal diagnostic images. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Additionally, this course establishes a knowledge base in radiography anatomy and physiology taught within the semester and will include a **lab** component. Components of the cells, tissues, organs and body systems are described and discussed. See degree plan for credit to contact hour ratio.

SPRING SEMESTER YEAR 2**RAD 2503 Clinical Practice IV** (3 CH clinical course)

Catalog = Clinical 16.5 hours

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures within the corresponding semester. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient- centered **clinical practice** and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement will be taught to ensure the well-being of the patient prior to, during, and following the radiologic procedure. See degree plan for credit to contact hour ratio.

RAD 2513 Radiation Biology and Protection (3 CH lecture course)

Catalog = Lecture 3 hours 8-week course

Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. See degree plan for credit to contact hour ratio.

RAD 2523 Pharmacology and Venipuncture (3 CH course with 2 hours lecture + 1 hour lab)

Catalog = Lecture 2 hours and Lab 2.5 hours 8-week course

Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized. Content is also designed to provide a brief overview of other imaging modalities and treatment to include equipment, dose differences, and types of radiation, patient preparations, indications and contraindications. Educational and certification requirements also are included. This course contains a **lab** component. See degree plan for credit to contact hour ratio.

RAD 2533 Radiologic Technology Seminar (3 CH course with 1 hour lecture and 2 hours lab)

Catalog = Lecture 1 hour and Lab 2.5 hours 8-week course

Content provides a comprehensive review of the radiography curriculum in preparation for taking the certification exam given by The American Registry of Radiologic Technologists (ARRT). Identified areas of weakness will help the student focus on the curriculum items that need concentrated study. The computerized testing format of the ARRT exam will be emphasized and upon completion of the course the student will be expected to apply the knowledge gained to successfully complete mock registry examinations. This course contains a **lab** component. See degree plan for credit to contact hour ratio.

PREGNANCY POLICY

WARNING: In the event that a student is pregnant, the Radiologic Technology Program advises the student that she may be subjected to radiation, which is harmful to the unborn fetus. The student is encouraged to notify the program faculty of pregnancy.

NOTE: This is a *VOLUNTARY* disclosure and the student has the right to revoke declared pregnancy worker statement. This notification must be made in writing and a signed statement of pregnancy sent to the medical advisor. This will not alter clinical rotations based upon pregnancy.

Upon Declaration of Pregnancy by student, the Radiation Safety Officer will order a fetal dosimeter to be worn at the student's waist under lead shields utilized and monitored on a monthly basis.

Options for Student Continuance

- A pregnant student may choose to wait entrance prior to the start of program for the safety of herself and the unborn fetus. The Radiologic Technology Program will hold a slot for the student in the following year's class.
- Continue in program with no revision of clinical practicum. Special consideration is given upon request of a student due to exposure to ionizing radiation during pregnancy. Because of the increased radiation sensitivity of the developing fetus, the National Council of Radiation Protection and the U.S. Nuclear Regulatory Commission recommends that "during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposures of the expectant mother should not exceed 0.5 rem". Dosimetry reports are reviewed each month with the pregnant student, to ensure fetal dosimeter occupational exposures do not exceed .05.
- Continue in program with revised clinical practicum to reduce radiation to student and fetus.
- Voluntarily withdraw from the program and continue 1 year later at the beginning of the semester of withdrawal
- A private lactation room will be provided if needed.

RADIATION SAFETY INFORMATION FOR STUDENTS

The program will assure instruction of students in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. Radiation Policies will ensure that occupational radiation exposures to faculty and students engaged in the use of radioactive equipment are kept As Low As Reasonably Achievable.

Program students will be exposed to ionizing radiation within the clinical education settings when performing radiologic examinations, which can mutate biologic human cells and be harmful to an unborn fetus.

- Students will understand basic radiation safety practices within the school's imaging suites and prior to assignment to clinical settings.
- Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Students will adhere to the direct, indirect and repeat supervision policies within the clinical education settings
- Students must be under the supervision of a qualified radiographer who is readily available when utilizing the school's imaging suites
- Detailed Radiation Protection and Monitoring/Exposure Practices & Policies will be covered upon entrance to the program in August of each year and prior to clinical training.

MRI SAFETY INFORMATION FOR STUDENTS

Magnetic Resonance Imaging (MRI) machines generate a very strong magnetic field within and surrounding the MR scanner. This magnetic field is always on and unsecured. Magnetically susceptible (ferromagnetic) materials even at a distance can become accelerated into the bore of the magnet with force sufficient enough to cause serious injury or damage to equipment, patient, and any personnel in its path. Therefore, great care is taken to prevent ferromagnetic objects from entering the MRI scanner room. It is the qualified MR personnel, especially the technologist's responsibility to control all access to the scanner room.

- As a program student, you too become part of this team adhering and obligated to all MRI safety policies and procedures and will review an MRI Safety Video covering these safety policies and procedures prior to starting your clinical training.
- It is vital that you remove metallic objects before entering the MRI static magnetic field, including watches, jewelry, and items of clothing that have metallic threads or fasteners.
- If you have a bullet, shrapnel, or similar metallic fragment in your body, there is a potential risk that it could change position, possibly causing injury.
- Also, the magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction.
- History of any surgical procedure that entails implanted electronic device(s), or any implant within/on your body you were not naturally born with will need to be reviewed prior to clinical training.
- Detailed MRI Policies will be covered upon entrance to the program in August of each year and prior to specialty rotations.
- An MRI Screening Protocol Form will be filled out and submitted for review prior to clinical training.

UNIFORM REQUIREMENTS

The school class and clinical uniform consists of:

Dark Pewter gray lab coat, Dark Pewter gray uniform pants, Dark Pewter grey or Teal V-neck scrub top

- Students are required to wear their uniform to class and clinical education settings on a daily basis.
- A nametag and dosimeter are required to be visible at all times; they are also part of the required uniform.
- V-neck scrub tops (Teal blue or Dark Pewter gray) and uniform style pants (Dark Pewter gray) must be in good shape and ironed. Scrub tops may need appropriate undergarments, i.e. all white, black, or gray tee shirts or turtlenecks. Stirrup style pants and dresses are not permissible. Uniforms will be purchased after mandatory information meeting, from Kingdom Medical 355-1511, Lawton Medi-Equip 355-7655, or any medical uniform supply facility.
- The uniform must be clean and free from stains and wrinkles; free from tears; worn with foundation garments.
- Levi or denim type pants are not allowed and must not be worn to clinicals under any circumstances; this includes shorts and cutoffs.
- Socks or hosiery must be white, black or neutral, of ankle length. Shoes are to be all white or all black and made of sturdy leather that provides good support on all sides. Shoes and shoe laces must be kept clean and polished at all times. Canvas shoes, clogs or mules are not permissible.
- Facial cosmetics should be worn with discretion as well as perfumes and colognes. Duncan Regional Hospital has a scent-free policy.
- Nails must be kept neat, trimmed, and clean at all times, and be in a working length – defined by nail technicians and manicurists as being approximately 1/4" in length from finger tips. Nail polish, nail jewelry and decals are not permissible. Artificial nails will not be worn. Artificial nails are defined as substances or devices applied to the natural nails to augment or enhance the nails. These artificial applications include, but are not limited to, bonding, tips, wrappings, and tapes.
- Good personal hygiene must be maintained at all times. A daily shower/bath & use of deodorant is required, as is daily brushing of teeth. Special care must be taken to prevent halitosis.
- Hair must be neat, brushed, clean, and worn off the face. If hair touches the shoulders, it must be pulled back, off of the shoulders and away from the face. If hair does not touch shoulders, but is long enough in front to cover facial area while interacting with patients, front of hair must be pulled/pinned back away from face. All beards must be kept neat and clean at all times, close shaven, trimmed, and 3/4" in length or less. Growing beards must be started on long school breaks or vacations and must be filled in before going to Clinical Education Setting, (i.e. no stubble, etc.). This paragraph applies to

the clinical area only.

• Jewelry:

- o You may wear a wristwatch at any time.
- o You may wear one ring, at your own risk.
- o You may wear a Lanyard; however, it must be the breakaway style, for safety purposes.
- o No other jewelry is allowed, including
 - Earrings in cartilage
 - Disc or Gauges in cartilage
 - Any body piercing that is visible is **NOT** allowed;
 - i.e. nose, eyebrows, mouth (inside and out), and anywhere on face or lips.

GREAT PLAINS TECHNOLOGY CENTER

CAMPUS CRIME REPORT

In order to comply with federal regulation 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at www.greatplains.edu

ASBESTOS REQUIREMENTS

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

FERPA COMPLIANCE

Great Plains Technology Center, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) has designated the following items as directory information: student's name, address, telephone number, field of study, class, recognized activities, certifications and awards received, most recipient previous educational agency or institution attended by the student. Great Plains Technology Center may disclose any of the above listed items with the student's prior written consent, unless the Office of the Registrar is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission. GPTC may provide access to a students' education records to a third party on as provided in FERPA and GPTC policy.

NOTICE OF NONDISCRIMINATION

Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement.

The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212

CAMERON UNIVERSITY

ENROLLMENT POLICIES AND GUIDELINES

REFUND POLICY

Student's who completely withdraw from the University or drop an individual class during the official drop period as noted in the academic calendar, are eligible for a full refund of tuition and fees. There is no refund for classes dropped after the official drop periods.

Refunds are based upon the day the classes are dropped or the official student withdrawal is completed, not on the date that the student stopped attending classes. To officially withdraw from all courses, student must follow the "Dropping and Withdrawing" policy noted in the Enrollment procedures.

Refunds are disbursed to students via the Cameron Aggie OneCard or the refund preference they selected through Bank Mobile.

WITHDRAWAL POLICY - FINANCIAL AID

Students receiving federal financial assistance who completely withdraw from all classes, or fail to receive a passing grade in all courses during a period of enrollment, will be subject to the *Return of Title IV Funds (R2T4)* refund policy required by federal regulation. This policy applies to students receiving assistance through the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS loan, Federal TEACH Grant and Iraq and Afghanistan Service Grants.

This policy assumes students earn their financial aid based on the period of time in which they are enrolled through the term. This policy refers to two types of withdrawals; official and unofficial. When a student officially withdraws, the Office of the Registrar will notify the Office of Financial Assistance of the withdrawal to include official withdrawal dates. The Office of Financial Assistance will determine the institutional charges, aid disbursed and financial aid that could have been disbursed.

At the end of each term, those students who did not receive a passing grade in any of their courses will be considered an unofficial withdrawal. These students' withdrawal dates will be at the midpoint in the term, the last date of documented attendance, or any scheduled academic event related to the period of enrollment that can be verified by the Office of Financial Assistance.

After determining students' withdrawal dates, official or unofficial, the Office of Financial Assistance must then determine if the amount of aid disbursed to the student is greater than the amount the student earned. Any unearned funds must be returned to the federal student aid programs. If at the time of withdrawal the amount disbursed to the students is less than the amount they earned, they may be eligible to receive a post-withdrawal disbursement of earned aid not yet disbursed. If students or parents are eligible for a post-withdrawal disbursement, they will be notified by email and will have 14 days to respond and approve or deny the post-withdrawal disbursement. The return of unearned aid may be the responsibility of the University, the student or both.

The *Return of Title IV (R2T4)* calculation uses the number of days enrolled divided by the number of days in the term to get the percent of aid earned. Students who remain enrolled beyond 60 percent of the term are considered to have earned 100 percent of aid received. Students who are enrolled for less than 60 percent of the term will likely be responsible for repaying a portion of the financial aid received.

When performing a *Return to Title IV (R2T4)* calculation, all students' institutional charges, i.e., tuition, fees, room and board, are included in the calculation, as well as all disbursed federal aid. Any refund amount calculated from this formula that the University must return will be returned to the appropriate federal aid programs in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant (SEOG)
6. Federal TEACH Grant
7. Federal Iraq and Afghanistan Service Grant

Any unearned aid that students owe the federal aid programs must be returned to the school within 45 days or the student will lose future Title IV eligibility until the overpayment is paid in full. Students' initial repayment responsibility will be to the following programs:

- Pell Grant
- Federal Supplemental Grant (SEOG)

Any loan funds returned as a result of the *Return of Title IV (R2T4)* calculation process will go into repayment based on the regular repayment terms of their promissory note.

Students must be aware that when the institution is required to return unearned funds due to their withdrawal, they may have a balance due to the school. This balance is separate from any overpayment the student must repay due to withdrawal.

The University must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal. Students will be notified by email within approximately ten days of this completed process.

FINANCIAL ASSISTANCE INFORMATION

North Shepler, Room 301, 580-581-2293 http://www.cameron.edu/financial_aid/

Financial assistance is designed to help cover the cost of a college education and is intended to supplement the family and student contribution.

HOW TO APPLY

Fill out and submit the Free Application for Federal Student Aid (FAFSA) packet available in the Financial Assistance Office or online at www.fafsa.ed.gov.

1. For student loans, you will need to fill out a student loan request form in the financial assistance office once the result of your FAFSA is received by Cameron.
2. Allow at least 60 days for the processing of your application.

TYPES OF FINANCIAL ASSISTANCE

- **Grants:** Grants are forms of financial assistance that do not require repayment. Grants are based on need, school costs and enrollment status.
- **Loans:** Loans are a form of borrowed financial assistance that must be repaid with interest.
- **Workstudy:** Workstudy provides opportunities on campus where students can earn money for education expenses.
- **Scholarships:** Each year a variety of scholarships are awarded to Cameron students. The scholarships are made available by the State of Oklahoma, Cameron University, and private organizations through Cameron. Scholarships are awarded on a competitive basis and based upon scholastic ability, financial need, demonstrated talent in individual studies, leadership, athletics or fine arts.

For additional information and applications please review the Financial Assistance web page. You can also contact the Director of Admissions, or the Chair of the department in the area in which the scholarship is desired.

CU EQUAL OPPORTUNITY POLICY

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

EQUAL OPPORTUNITY AT CAMERON UNIVERSITY

Cameron University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Cameron University ensures that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by Cameron University.

Cameron University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including, without restriction, those on temporary or part-time status, who believes that he or she has been discriminated against, harassed or retaliated against should file a complaint under the Grievance Procedure. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of University policy.

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

PROGRAM DESCRIPTION

A brief summary of applicable laws is provided below.

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Education Amendments of 1972 states, "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Age Discrimination Act of 1975 and implementing regulations states, "The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 states, "No person or otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title II of the Americans with Disabilities Act of 1990 (ADA) states, "Subject to the provisions of this title, no qualified individual with a disability shall,

by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity."

DISABILITY ACCOMMODATIONS

Students with disabilities have the right to access programs and services at Cameron University as stated in Section 504 of the Rehabilitation Act of 1973, as amended, which states:

"No otherwise qualified disabled individual. . .shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or any program or activity receiving federal financial assistance. . ." and in accordance with the American with Disabilities Act (ADA) of 1990, which states:". . . no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity. . .no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations of any place of public accommodation."

Students who qualify for classroom accommodations must request accommodations by contacting the Office of Student Development as soon as possible prior to the beginning of the semester. Any student who is currently receiving accommodations and has problems or concerns regarding the accommodations should contact Student Development immediately.

To contact the Office of Student Development: (580) 581-2209, North Shepler 314, student_development@cameron.edu. Visit www.cameron.edu/disability_services for more information.

CAMERON UNIVERSITY IS ACCREDITED BY:

THE HIGHER LEARNING COMMISSION

230 South LaSalle, Suite 7-500 Chicago,
Illinois 60602-2504.

They can be reached by phone at 800-621-7440, or at <http://www.ncahlc.org>.



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