

GTCC

GUILFORD TECHNICAL
COMMUNITY COLLEGE

RADIOGRAPHY PROGRAM STUDENT HANDBOOK

2020-2021



Any information in this handbook may change. Students will receive written notice of any changes.

07/24/2020

PART ONE
OF
TWO

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WELCOME TO THE GUILFORD TECHNICAL COMMUNITY COLLEGE RADIOGRAPHY PROGRAM!

This Student Handbook guides students through the GTCC Radiography Program. The Student Handbook is edited annually and any changes will be published and made available to new and continuing students. The Student Handbook consists of two parts: Radiography Program Information and Clinical Information. Students should retain and refer to the current Student Handbook throughout the year to ensure understanding of all program policies and expectations.

PROGRAM MISSION & GOAL

The program supports the mission of the North Carolina Community College System and the mission of Guilford Technical Community College through its commitment to serve the community. The program produces competent entry-level radiologic technologist graduates with a sound education in radiography.

The goal of the GTCC Radiography Program is to produce graduates with a solid foundation in radiography knowledge, based on best professional practices and clinical competency. The curriculum addresses rapid changes in the technology-based medical imaging field while preserving a focus on patient care and instilling respect for human dignity. Graduates are prepared for professional employment options.



LIMITED ENROLLMENT PROGRAM

The GTCC Radiography program admits cohorts of students once per year, with applications in the late spring and classes for the new group starting in the fall semester. The GTCC Radiography Program is a limited enrollment program with additional specific admissions criteria in addition to admission to GTCC because usually the number of qualified applicants exceeds the radiography program capacity. A committee comprised of the Health Sciences Dean, Program Directors, and the Limited Entry Office Staff evaluate and set the admission criteria for each limited enrollment program before each admission cycle.

TECHNICAL STANDARDS & ESSENTIAL FUNCTIONS

This document introduces the nonacademic standards, skills, and performance requirements expected of students in the GTCC Radiography Program. All students entering the program must meet these standards and perform specific skills to meet the requirements of the curriculum and to develop appropriate professional attributes to succeed in the profession.

The technical standards provide a description of the physical demands of the profession so students can make realistic assessments of their interests, abilities, strengths, weaknesses, and challenges to choose the most appropriate programs and career paths.

All students are required to meet performance standards at the same level, with or without reasonable accommodations. Any condition affecting the ability to comply with these technical standards and essential functions must be evaluated by GTCC disAbility Access Service staff to identify reasonable accommodations. If requested accommodation(s) cannot be reasonably provided by the clinical facilities, students may not be able to successfully complete the program.

Radiography students must be capable of demonstrating the following fundamental skills:

Communication and Intellectual Skills

- Accurately interpret, record, and manage electronic data such as procedure manuals and medical records;
- Communicate with patients, family members, and other medical professionals using appropriate terminology;
- Adhere to HIPAA regulations to protect patient privacy;
- Perform mathematical / algebraic calculations;
- Review and evaluate images to determine quality and suggest improvements when necessary;
- Apply critical thinking, judgment, and techniques to resolve imaging challenges and to make compensations to accommodate patient age and/or condition;

Physical Strength, Mobility, and Endurance

- Be flexible enough to move in a confined space;
- Use safe ergonomics to move and position heavy imaging equipment;
- Use proper body mechanics and work with devices or teams to transport and position morbidly obese patients;
- Stand or walk up to 10 hours per day wearing personnel protective equipment such as lead aprons, surgical masks, gloves, and/or isolation clothing;
- Attend class and maintain attention up to 8 hours per day, participate in labs up to 4 hours per day, and complete clinical assignments up to 10 hours per day.

Sensory

- Possess visual acuity to evaluate images on monitors and operate equipment under variable lighting situations;
- Adequately perceive depth well enough to move and position equipment and transport patients;
- Demonstrate tactile, gross, and fine motor skills sufficient to provide safe patient care, patient assessment, patient radiographic positioning, and equipment operation;
- Hear normal speaking level sounds, auscultatory sounds, and auditory alarms (i.e.: equipment, monitors, fire alarms, call bells).

Professional Behaviors

- Maintain academic honesty;
- Adhere to the ASRT Code of Ethics and ARRT Standards of Ethics;
- Comply with the GTCC Radiography Program Handbook;
- Exhibit professional behavior by appearance, behavior, and social media; • Consistently be prompt with submission of assignments and attendance;
- Collaborate with others to work as part of a professional medical team.

PROGRAM ORIENTATION

The mandatory GTCC Radiography Program Orientation supplements the [Orientation and Information for New Students](#) page on Moodle and provides students with general information about radiography as a profession and specific GTCC Radiography Program information.

Students are required to set up an account with CastleBranch and submit their completed medical forms including immunization records and a copy of their CPR (American Heart Association Basic Life Support/BLS) cards. Students will receive authorization forms for criminal background checks and information about drug screening. They will have the opportunity to sign a variety of forms indicating that they have been informed about and accept the program guidelines, policies, and procedures.

The program collects some student information during the program orientation to prepare for the fall semester. Students will learn about resources available at the GTCC Bookstore, including textbooks, some supplies, and instructions for ordering uniform scrubs.

PROGRAM INFORMATION

Person	Title	All GTCC Phone 336-334-4822 plus extension #	Email
Dr. Donna Lee Wright	Program Director	ext. #50739 Cell 940-781-8477	dlwright3@gtcc.edu
Mrs. Lauren Boyles	Clinical Coordinator	ext.50741 Cell 336-813-0551	lalynch@gtcc.edu
Mrs. Tonya Seawell	Radiography Instructor	ext. 50740 Cell 336-408-7385	toseawell@gtcc.edu
Mrs. Kay Hintze	Administrative Assistant	ext. 50256	kahintze@gtcc.edu

The GTCC Radiography Program began in 2011 and is administered at the GTCC Jamestown Campus. The program requires five semesters (almost two years) and the courses must be taken in sequence. The NC Department of Community Colleges determines the course sequence, along with co-requisite and prerequisite courses. Radiography course outcomes are leveled. Students are responsible for material presented in previous curriculum courses throughout the program.

The program requires a full-time commitment and students cannot attend on a part-time basis. Students typically have radiography classes and labs in the Business Hall on the Jamestown campus throughout the week during regular business hours (typically Monday – Friday 8:00 am – 5:00 pm). **During the Fall 2020 semester, Radiography lecture classes will be online, lab sessions will be face-to-face in the Business Hall on Jamestown campus, and clinic rotations will be at multiple clinical facilities in the area.** Clinical assignments and hours vary depending on the rotation. Students have a limited number of evening and weekend clinical rotations during the program. Students must provide their own transportation and have access to computers and internet. Students may use computer resources on the Jamestown

campus. **Students will learn about appropriate Personal Protective Equipment (PPE) and COVID 19 guidelines required for participation in clinical rotations. Whenever students are on GTCC campus, they must follow ALL COVID 19 guidelines such as wearing face masks, monitoring and documenting their COVID exposure and symptoms, hand and surface cleaning, and maintaining social distancing.**

The associate degree is the recognized entry-level degree for Radiologic Technologists in the US. Associate degree programs follow a standardized curriculum that includes general education courses in addition to RAD professional courses. Students must complete ALL of the general education courses and the RAD professional courses for an associate degree before they can apply to take the ARRT certification exam.

The program provides students clinical opportunities via rotations, and staff/instructor feedback that support competent graduates that can easily fulfill entry-level radiographer positions by delivering quality care to patients, producing high quality images with the least amount of radiation exposure while being desirable employees. Previous program graduates have been in demand and have had success securing jobs.

Following ARRT certification in radiography, students may choose to advance their careers and pursue educational degrees (bachelors, masters, or doctorates) to be involved with clinical management, education, sales, or research. They may choose to add certification in other modalities such as computed tomography (CT), magnetic resonance (MR), nuclear medicine (NM), radiation therapy (RTT), vascular interventional (VI), bone densitometry (BD), and multiple areas of sonography (ultrasound).

Refer to the following websites for options: ARRT.org, JRCERT.org, NCSRT.org, ARDMS.org, and NMTCB.org

GTCC & Radiography Program Accreditation

Guilford Technical Community College (GTCC) has institutional accreditation with Southern Association of Colleges and Schools (SACS) Commission on Colleges (SACSCOC) that also covers the Radiography Program.

The GTCC Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

JRCERT accreditation is the recognized professional standard that tells students, patients, and the public that GTCC values academic excellence, health care quality, and patient safety. The program adheres to the JRCERT Program Accreditation Standards and is compliant with the American Society of Radiologic Technology (ASRT) Curriculum Guide to ensure graduates possess the knowledge, skills, attributes, and clinical education necessary to practice in the profession. The program participates in the voluntary process of self-assessment and peer review via the JRCERT. A copy of the *JRCERT Standards for an Accredited Educational Program in Radiologic Sciences* may be reviewed at www.jrcert.org and in the program office. A copy will be provided to any student by request.

The Program provides an education that is flexible, progressive, and sensitive to the changing needs of the individual, significant support person(s), and community. Through these educational experiences, students have the opportunity to develop critical thinking and problem-solving skills. The program consists of didactic and clinical education experiences.

The program ensures graduates possess the following values:

- COMPETENCE in the performance of radiographic procedures and the delivery of health care.
- KNOWLEDGE in the principles and practice of radiologic technology.
- COMPASSION in the delivery of health care.
- PROFESSIONALISM in all actions and communications.
- COMMITMENT to professional development.

Radiography Program Effectiveness

Program Completion Rate

Completion Year	Starting Enrollment	Ending Enrollment	%
2021	21		
2020	18	16	88.9%
2019	18	13	72.2%
2018	18	13	72.2%
2017	18	15	83.3%
2016	18	11	61.1%
5 YEAR AVERAGE	90	68	75.6%

ARRT Certification Exam Pass Rate (on the first attempt)

Completion Year	Attempted Exam	Passed Exam	%
2020	INCOMPLETE	INCOMPLETE	
2019	13	12	92.3%
2018	13	13	100%
2017	15	15	100%
2016	11	11	100%
2015	15	14	83.3%
2014	12	10	83.3%
5 YEAR AVERAGE	66	63	95.5%

Job Placement Rate

Completion Year	Sought Job	Accepted Job	%
2020	INCOMPLETE	INCOMPLETE	
2019	13	13	100%
2018	*	*	Incomplete
2017	15	15	100%
2016	11	10	91.0%
2015	13	12	92.3%
5 YEAR AVERAGE	52	50	96.2%

Job placement rate is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences. JRCERT has defined not actively seeking employment as:

- Graduate fails to communicate with program officials regarding employment status after multiple attempts,
- Graduate is unwilling to seek employment that requires relocation,
- Graduate is unwilling to accept employment because of salary or hours,
- Graduate is on active military duty, and/or graduate is continuing education.

Current program effectiveness data may be found at GTCC Radiography Program website and on the JRCERT website.

Program Curriculum

The GTCC Radiography curriculum consists of 71 credit hours and follows the approved curriculum developed by the American Society of Radiologic Technologists (ASRT) and the state of North Carolina Community College System. See the current course descriptions on the GTCC website under Academics.

Upon completion of the program, with fulfillment of all graduation requirements, GTCC awards the student an Associate of Applied Science Degree in Radiography.

While it may possible to take the general education courses at the same time students take the RAD professional courses, this strategy is typically NOT recommended. Scheduling general education classes around RAD professional courses including labs and clinical hours is problematic. Students are advised to complete as many of the required general education courses as possible BEFORE applying to the GTCC Radiography Program. Grades of B or higher on the required general education courses result in additional admission ranking points; thereby improving the chances of admission.

Students who do not complete the general education courses prior to beginning the radiography program must take the general education courses while they are taking the RAD professional courses or after completion of the RAD professional courses. Taking the general education courses after the RAD courses will delay when the student can take the ARRT exam.

**GTCC Radiography Program
ASSOCIATE IN APPLIED SCIENCE DEGREE (A45700)**

**Curriculum 2019- 2021 for Class of 2021
Curriculum 2020- 2022 for Class of 2022**

FIRST SEMESTER (FALL)			Class	Lab	Clinical	Credit
RAD	110	Radiography Introduction and Patient Care	2	3	0	3
RAD	111	RAD Procedures I	3	3	0	4
RAD	113	RAD Lab Elective	0	3	0	1
RAD	151	RAD Clinical Education I	0	0	6	2
BIO	163	Basic Anatomy and Physiology	4	2	0	5
TOTAL			9	11	6	15

SECOND SEMESTER (SPRING)			Class	Lab	Clinical	Credit
RAD	112	RAD Procedures II	3	3	0	4
RAD	121	Image Production I	2	3	0	3
RAD	161	RAD Clinical Education II	0	0	15	5
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	3	0	0	3
TOTAL			11	6	15	18

THIRD SEMESTER (SUMMER)			Class	Lab	Clinical	Credit
RAD	122	Image Production II	1	3	0	2
RAD	141	Radiation Safety	2	0	0	2
RAD	171	RAD Clinical Education III	0	0	9	3
TOTAL			3	3	9	7

FOURTH SEMESTER (FALL)			Class	Lab	Clinical	Credit
RAD	211	RAD Procedures III	2	3	0	3
RAD	231	Image Production III	1	3	0	2
RAD	251	RAD Clinical Education IV	0	0	21	7
HUM	115	Critical Thinking	3	0	0	3
TOTAL			6	6	21	15

FIFTH SEMESTER (SPRING)			Class	Lab	Clinical	Credit
RAD	261	RAD Clinical Education V	0	0	21	7
RAD	271	RAD Capstone	2	3	0	3

PSY	150	Social Science Elective: General Psychology	3	0	0	3
SOC	210	OR Introduction to Sociology	(3)	(0)	(0)	(3)
COM	231	Public Speaking	3	0	0	3
TOTAL			8	3	21	16

Transfer & Advanced Placement

The GTCC Radiography Program does not grant automatic advanced placement at this time. Requests for transfer from another Radiography Program will be considered on an individual basis. The challenges of accurately assessing a transfer student's capabilities to determine appropriate course placement so the student can merge with the GTCC course sequence may require repeating some RAD professional courses. Additionally there must be clinical sites and agencies available to meet the clinical competency needs of the transfer student.

Program Goals / Student Learning Outcomes (SLO)

Goal 1: To demonstrate competence as an entry-level technologist.

- Students will correctly perform radiographic examinations.
- Students will apply knowledge needed for radiographers.

Goal 2: Students will demonstrate professional communication skills.

- Students will use proper oral communication.
- Students will use proper communication during clinical assignments.

Goal 3: Students will demonstrate critical thinking.

- Students will evaluate images for quality.
- Students will use problem solving skills related to the care of patients.

Goal 4: Students will model professionalism.

- Students will participate in professional societies.
- Students will embody professionalism as it applies to the radiographer.

RADIATION SAFETY

Since the early 1900's, scientists have been aware of both the beneficial and destructive potential of ionizing radiation. The clinical sites subscribe to ALARA, meaning radiation exposure is kept As Low As Reasonably Achievable. This is accomplished by employing proper radiation control procedures. Radiography is not considered a high-risk occupation.

Students will learn and practice radiation safety and protection to minimize radiation exposure to patients, public, fellow students, faculty members, and medical workers. Students will have equipment check-offs to ensure they know how to produce images with the least possible

radiation exposure. Students are not permitted to operate the energized lab equipment or do radiographic exams in clinic without direct supervision. (Refer to specific policies about direct supervision guidelines, radiation monitoring, radiation protection policy, and repeat images in the clinical portion Part Two of this Student Handbook)

Radiation Monitoring

Radiation exposure received during program-related activities such as working in the energized lab and during clinical rotations is considered “occupational” exposure and is governed by the rules and regulations of the North Carolina Department of Health and Human Resources, Radiation Protection Section 15A NCAC 11 with exposure limits stated in section §1604 “Occupational Dose Limits For Adults”.

It is the students’ responsibility to wear radiation dosimeters properly at all times in the energized lab, during clinical rotations, and for any field trip or assignment that places students near ionizing radiation. Faculty members will dismiss students from activities to retrieve dosimeters if they fail to wear them when they are required. The missed time will count as tardy or absent, depending on how long the student is gone. Routine grade penalties will apply for such absences. Students should return to the activity as soon as possible to avoid extensive penalties.

Landauer dosimeters are exchanged on a regular basis. Faculty members will announce and post the exchange dates. Students will be charged the fee (minimum of \$4.50) if dosimeters are not returned for processing. The most current dosimetry reports of exposure will be posted so students can review and initial their exposure. Reports will then be stored in a central location in the Radiography Office.

Readings of ≥ 1 mSv (100 mrem) in a month will result in an immediate conference between the student and the Clinical Coordinator to determine the cause of the exposure. The Clinical Coordinator will review safe radiation practices with the student at that time.

Readings of ≥ 3.75 mSv (375 mrem) in a month will be reported to the Radiation Safety Officer for Cone Health to determine the cause of the high reading. This may include reviewing the clinical education schedule to determine the student’s rotations and interviewing the student to determine radiation protection habits. The Radiation Safety Officer and the Clinical Coordinator will counsel the student they identify poor radiation safety practices.

Safe Radiation Practices

- Students will NOT perform a radiologic procedure without the order of a physician.
- Students will NOT use radiographic equipment for any reason without direct supervision by a certified radiographer. Students may NOT perform procedures or use radiographic equipment with a student technologist.
- Students WILL wear radiation dosimeters at all times during Clinical Education, while working in the energized laboratory, and during any assignments that require proximity to ionizing radiation.
- Students WILL practice the ALARA (As Low As Reasonably Achievable) principle at all times to minimize radiation exposure to patients, public, fellow students, faculty members, and medical workers.
- Students WILL apply the three cardinal rules of radiation protection: time, distance, and shielding at all times.
- Students WILL use immobilization devices. Students will NOT hold patients for diagnostic x-ray studies. Students may be asked to briefly support or help patients move during

fluoroscopic and C-arm cases, but that exposure should be infrequent and as brief as possible.

- Students MUST remain completely within the shielded control booth during exposures in the radiology department.
- Students MUST wear lead aprons (0.5 mm Pb equivalent) during fluoroscopic, surgical, or mobile procedures.
- Students MUST maintain a distance of six (6) feet from the x-ray tube and patient during mobile procedures.

Pregnancy Radiation Safety Guidelines

The GTCC Radiography Program is compliant with the Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure", the Nuclear Regulatory Commission's (NRC's) regulations on radiation protection are specified in 10 CFR Part 20, "Standards for Protection Against Radiation"; and Section 20.1208, "Dose Equivalent to an Embryo/Fetus".

The State of North Carolina requires, when one has voluntarily declared a pregnancy, during the gestation period, the effective dose equivalent to an embryo/fetus for occupational exposure to the expectant mother should not exceed 5 mSv (0.5 rem/500 mrem) and should not exceed a monthly effective dose equivalent of 0.5 mSv (0.05 rem/50 mrem) after declaration of pregnancy. 10 A NCAC 15.1610

It is both the procedure and practice of GTCC Radiography Program to offer the utmost in radiation protection to the students. Students are advised to abide by radiation safety and protection standards and are responsible for protecting themselves and their child from excessive radiation exposure during pregnancy because fetuses and embryos are more radiosensitive than mature tissues. Radiosensitivity is because of their rapid rate of growth and relative lack of differentiation.

- If female students become pregnant or suspect they are pregnant while enrolled in the GTCC Radiography program, they have the option to make a **voluntary** declaration of pregnancy to the Radiography Program Director and to the Cone Radiation Safety Officer (RSO). The choice to declare pregnancy is voluntary. If the student chooses not to declare pregnancy, the student and the embryo/fetus will be subject to the same radiation dose limits as other nonpregnant radiation workers.
- If the student decides to provide a written declaration of pregnancy, it should be done as early in the pregnancy as possible. A "declared pregnant woman" has voluntarily informed her supervisor, in writing, of her pregnancy and the estimated date of conception.
- The RSO or RSO's designee will send the student copies of the most recent federal and state regulations on radiation protection for the pregnant radiographer including a copy of the USNRC Regulatory Guide 8.13 titled "Instruction Concerning Prenatal Radiation Exposure" with the appendix titled "Questions and Answers concerning Prenatal Radiation Exposure". The student will also receive a copy of a pamphlet titled "Radiation Protection for the Pregnant Worker", an interview with Stewart C. Bushong, ScD.
- If there is a declaration of pregnancy in writing, a counseling session with the Clinical Coordinator, the Cone Radiation Safety Officer (RSO) or the RSO designee will be scheduled ASAP.

- A fetal dosimeter will be provided to the student. This fetal dosimeter will be worn in addition to the regular issued whole body dosimetry. Hence, two dosimeters will be worn. When wearing protective lead, the whole body dosimeter will be worn OVER the lead PPE; the fetal dosimeter will be worn UNDER the lead PPE. It is very important NOT switch the two dosimeters.
- An interview with the student will be scheduled as soon as the student has the opportunity to review the fore mentioned literature. The interview will be conducted by the RSO or a qualified individual designated by the RSO. A minimum of the following will be covered in the interview:
 - review of the relevant radiation safety policies,
 - occupational radiation exposure history of the student with special emphasis on the exposure since the estimated date of conception, work habits and best practices, responsibilities of the student and program/sponsor to protect the embryo/fetus from unnecessary radiation exposure.
- The student will be provided the opportunity to ask questions. If all concerns of the student cannot be satisfactorily answered, the RSO will investigate these further and schedule another interview, possibly including other experts.
- After the counseling session, the student may elect to:
 - Withdraw from the program with a plan to return the following year at the beginning of the missed semesters. The student does not have to reapply or go through a selective admission process to return to the program. The student is required to communicate with the Radiography Program Director her desire to return to the Program at least three months prior to the intended return semester so plans can be made for the student's re-entry into the curriculum.
 - Continue in the program without modifications.
 - Provide a written voluntary withdrawal of declaration at any time.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) CERTIFICATION

Graduates must pass a national certification examination administered by the ARRT. ARRT certification and registration requires three components: Education, Ethics, and Examination. Upon satisfactory completion of the GTCC Radiography Program, the Program Director will verify successful completion of the education requirements.

Applicants for the exam are required to submit documentation of their criminal background checks and attest that they meet the ethical standards. Students with criminal backgrounds who are cleared by the clinical sites and agencies for participation in clinical should contact the ARRT Ethics Department (1-651-687-0048 or www.arrt.org) for pre-application review to take the certification exam. Students who wait until the end of the program to reveal criminal backgrounds to ARRT may be delayed approval while their case is reviewed. The ARRT will communicate directly with the student.

Students wishing to apply for ADA accommodations during the ARRT certification exam must submit their justification and documentation early to avoid delays. The ARRT will communicate directly with the student.

After passing the examination, individuals are entitled to use the initials, R.T. (R) (Registered Radiologic Technologist in Radiography), after their names. Following initial certification, radiographers maintain their registration by participating in professional continuing education and by paying annual fees.

ARRT certification and registration are considered the gateway to the medical imaging profession. All graduates are strongly encouraged to prepare for the ARRT examination by studying, reviewing, and working diligently throughout the program because the exam is based on the entire curriculum. Graduates are encouraged to take the exam as soon as possible following program completion. GTCC graduates enjoy a high level of success on the ARRT exam!

North Carolina is currently one of the six states that do NOT require a radiography license. Most reputable medical facilities require their employees who use ionizing radiation to be certified and registered by the ARRT. The North Carolina Society of Radiologic Technologists (NCSRT) continues to work towards establishing state licensure.



STUDENT RESPONSIBILITIES

- **Communication & Electronic Devices**
 - **GTCC Emails** - Students and faculty must use official GTCC emails for all program-related communication.
 - Students and faculty should respond to GTCC emails and Moodle posts within 72 hours whenever possible. Messages sent between 5:00 pm – 8:00 am, on a weekend, break, or holiday understandably may require a longer response time.
 - Faculty members will attempt to post grades in Moodle within two weeks. Students are urged to review tests when they are returned. If a student has a question concerning a test/quiz/exam item, the student has two weeks to approach the faculty member with evidence supporting a possible grade change. If students wait more than two weeks, the grade may remain.
 - After completion of the program, graduates should provide updated contact information so the Radiography Program can follow-up with them one year following graduation.
 - **Electronic Devices** - The GTCC Radiography Program defines electronic devices as cellular phones, iPods, iPads, tablets, programmable watches such as Apple watches, FitBits, MP3 players, Palm Pilots, and any other recording or information devices.
 - Students need to clarify with faculty members for each class and situation whether and when electronic devices may be used in the classroom or lab settings. Restrictions on electronic devices in clinical settings are more stringent and will be covered in Part Two of the Student Handbook.
 - When used properly, some electronic devices can enhance the learning experience. Faculty members will let students know if electronic devices may to be used for educational purposes during classes and labs.
 - When used improperly, electronic devices can distract fellow students, disrupt classes, violate personal privacy, or lead to questionable situations of academic integrity. For example, a student may prefer to take notes on a laptop during lecture. That might be fine, but if the student spends time working on other classes, or engaged in entertainment or social media on the laptop during class, that would be a visual distraction for classmates. Another example, classroom discussions about clinical incidents could

include enough details to identify a specific patient. Recording such information is a serious violation of HIPAA regulations. Recording during class lectures may inhibit some students from participation. Some resources used for teaching are copyrighted. Faculty members may use them for teaching but the resources may NOT be copied and posted for other purposes.

- Students may NOT use devices to record (photographic or audio) during testing or assessments. Students may NOT use devices as a resource during testing unless specifically instructed by the faculty member.
 - At no time should devices be used for personal reasons during class times. Devices should be kept in silent mode. Penalties if it appears the students are using devices for personal reasons are at the discretion of the faculty member and could include: confiscation of students' devices, dismissal from class and considered absent, assignment of a score of zero (0) for any work for that day.
 - Faculty members will work with students if there is a legitimate reason the students need to keep their phones available for emergency contact because of a specific situation. In that case, students will keep their devices in silent mode and discreetly leave the room to take any emergency calls.
 - Students are encouraged to exercise extreme ethical and professional judgment and AVOID posting information about GTCC or their clinical experiences on ANY social media. Inappropriate and/or unprofessional statements posted in cyberspace are not retractable and may cause the student problems later with employment opportunities and /or remaining in the program. Reference GTCC website see Public Disclosures: Social Media Policy.
 - Any violations will result in student disciplinary actions and could result in dismissal from the program if cases are considered to be extreme, repetitive, a violation of the college code of student conduct or violation of HIPAA.
- **Student Conduct** - Students are expected to demonstrate respectful behavior to others. The GTCC Radiography Program expects each student to uphold the highest principles of honesty, integrity, fairness, and professionalism in classes, labs, and clinical settings.
- General Conduct with Others
- Respect differences in learning.
 - Demonstrate patience and understanding if there are questions or clarification needed.
 - Promote positive learning environment.
 - Practice positive communication.
 - Serve as a role model for other students.
 - Celebrate other students' successes.
 - Maintain positive relationships.
 - Work as team with other students.
- **AFFIRMATIVE ACTION / EQUAL OPPORTUNITY** See the current online GTCC Catalog. See the GTCC student rights section in the current GTCC Student Handbook.
- **Attendance & Participation** for ALL classes, labs, and clinical are required with grade penalties for tardiness or absences. Significant learning occurs when the student participates responsibly and actively in the learning process of the GTCC Radiography Program. Every class has a Moodle website of resources for the class.

Most RAD professional courses will have quizzes, tests, assignments and a cumulative final exam. Student Learning Outcomes (SLO) are assigned to each course. Students must complete SLOs.

Being prepared for all aspects of course work is critical for successful completion of the program. Students in the program are expected to bring textbooks to class and complete all assignments including reading assignments; attend class, labs, and clinical as scheduled; submit assigned written work, complete online assignments on time, and be prepared to participate in class discussions, lab exercises, and clinical activities. Each course syllabus will describe the consequences of late work. Usually faculty members will not accept late work and no credit will be recorded. It is unacceptable for students to work on other courses or other assignments during a scheduled class or lab.

Students must be responsible for actively participating in their education. PowerPoint slides and other resources that faculty members provide are to enhance learning and do NOT replace the students' responsibility to READ the assignments. Students who rely solely on instructor-provided resources and classroom lectures without reading the textbooks and doing the review assignments will miss vital information and not perform well in the program.

More details about course requirements and penalties will be described on every course syllabus. Students who are sick with a fever or any communicable pathology should NOT attend class or clinic to avoid spreading the pathology.

Students are expected to spend an average of three (3) hours per week READING, studying, completing assignments, practicing positioning skills, and preparing outside of the RAD professional courses each week. Students may also have additional opportunities such as guest lectures, labs, or presentations by experts, field trips, and other assignments in the energized and/or computer labs.

Students will be provided a time to review tests and quizzes to prepare for final exams. Students can make appointments with the instructor to clarify content. If a student misses a scheduled review and needs help, it is the student's responsibility to make an appointment with the instructor within one week.

Class and Lab Attendance

Students who know well ahead (hours, days, weeks) of a planned absence should make arrangements with the faculty member for the missed time before the missed time occurs. In the case of a sudden or last minute reason for absence, typically, faculty members prefer notification by email, text, or phone if a student will be tardy or miss a class. Notification is especially important when a student will miss class or lab on a day when a test, quiz, or graded assignment is scheduled or due. It is up to the faculty member whether students may submit work early or if students will receive grades of zero (0). Faculty typically will not accept work submitted by a different student to count for an absent student.

Students are responsible for all content covered in class. The faculty member may place any printed handouts in the student's box. The program copier may not be used to copy a classmate's notes. Students are responsible for making up all missed class work and for coming prepared to the class following absence.

If a student is eligible and the course syllabus allows “make-up” opportunities for assignments or tests, the student is responsible for making arrangements with the faculty member. Students are encouraged to complete any permitted make-up work as soon as possible. The format of the make-up work is at the discretion of the faculty member. Make-up tests and quizzes may be different from the tests and quizzes given during the scheduled class time.

Make-up work will occur outside of scheduled class and clinic time. Students are not excused from class or clinic to make-up work for a different class. Usually make-up tests are proctored and taken at the GTCC Assessment Center. Some make-up course work must be done in the program labs and proctored by program faculty because hands-on skills must be assessed. If students do not follow-through with a scheduled make-up, they will not be permitted an extension and will receive a grade of zero (0) for the test or quiz.

Some course work may NOT be eligible for make-up opportunities (e.g. pop quizzes) and students will receive grades of zero (0).

If missed course work is required for an assessment of a Student Learning Outcome (SLO), the work must be completed for students to complete the course. SLO work MUST be completed. If students do not schedule the make-up SLO work, the grade on the SLO work will decrease ten (10) points each week until the work is completed. Students must complete the SLO work to pass the course, even if the grade on the work is failing because of penalty points.

Some faculty do not permit students to enter the class if a quiz/test/exam has begun while others will permit late students to use the remaining time to complete the work. Time will not be extended for the late student and a make-up opportunity will not be permitted.

Clinical Attendance

Dependable attendance is a valuable professional work ethic and is important for maintaining quality health care services. Positive attendance records impress potential employers in the clinical sites where students rotate.

During clinical hours students have opportunities to apply the information covered in classes and labs. They can practice and repeat positioning and procedures to develop confidence. Students gain from working with experienced radiographers from different backgrounds to expand knowledge, develop skills, increase confidence, and explore various job roles. Students observe and learn from positive (and negative) examples of work environments and co-worker relations.

Accurate documentation of clinical attendance is taken very seriously in the GTCC Radiography Program. In Part Two of the Student Handbook and on each clinical course syllabus, students will find detailed instructions about how to manage documentation of their clinical time. It is critical that students follow the instructions correctly because students are responsible for maintaining and reporting their clinical time. Missing documentation means the clinical time is not verified and students will be counted absent. Improper reporting of clinical time or asking another person to falsify a clinical time is falsification of records and can result in severe consequences including dismissal from the program as an ethical violation.

Excessive Absences

As stated previously in this section, details about attendance and penalties for tardiness and absences will be described on every course syllabus, whether for class, lab, or clinic.

This is an example. Each class syllabus will define its own guideline about absence and tardiness:

Students are allowed to be absent one (1) class day during the semester.

Students who arrive up to 15 minutes late or who leave up to 15 minutes early are considered tardy.

Three (3) tardies are defined as one (1) class day of absence.

Students who miss more than 15 minutes of class time (beginning, during, or end) are defined as one (1) class day of absence.

Students who miss more than one (1) class day are considered excessively absent.

The consequences of missing more than one (1) class day are:

1 or 2 tardies = = = minus 2.5% for each tardy from final course average

Additional class days of absences = = = minus 10% for each day from final course average

The course faculty member will review the syllabus with students at the beginning of the course so students are aware of the consequences of tardiness and absences. Students with excessive absences before the midsemester and / or before the official withdrawal date must meet with the Radiography Program Director to review the records and the consequences. The Radiography Program Director may advise the student to seek counseling to resolve the issues causing the tardiness or absences. If the reasons for tardiness and absences cannot be resolved, the Radiography Program Director will advise the student to withdraw from the program. Otherwise the penalties for continued excessive absences will result in a failing grade for the student.

Students may be excessively absent only once only during the GTCC Radiography Program. Students who exhibit a repeated pattern of excessive absence in the same or in subsequent semesters may be suspended from the GTCC Radiography Program.

- **Health & Medical Issues** are the responsibility of students.
 - **CastleBranch** - The radiography program does not maintain medical records on students. First year students must set up an account with CastleBranch to submit health and medical records. Students will refer to their CastleBranch accounts for the duration of the program to keep their records accurate and up-to-date.
 - Students are required to submit documentation of all required immunizations to CastleBranch.
 - CastleBranch and the Radiography Clinical Coordinator or Radiography Program Director will review the records. Castle Branch will notify students if they are missing any of the needed immunizations.
 - First year students who have not submitted complete immunization records by the due date will forfeit their position in the program.
 - Second year students who do not keep their CastleBranch records accurate and up-to-date will not be allowed to participate in clinical and will be considered absent until the records are resolved. Routine grade penalties will apply for such absences.
 - Note: Some series immunizations may not be completed within the timeframe and flu shots may not be available until later in the fall semester.

- Tuberculosis: Students must have a Quantiferon Gold blood test for tuberculosis. If there is a positive result, the student will need to consult a physician and provide a clear chest radiograph taken within the past 12 months along with documentation that the student is symptom free.
 - Students must report known or suspected communicable diseases to the Radiography Clinical Coordinator or Radiography Program Director. GTCC Infectious or Communicable Disease Policy and Procedures will be followed (GTCC Management Manual).
 - Students with health or medical problems that present a risk to themselves or others are subject to Health Sciences Departmental / College Student Conduct Policies. (GTCC Management Manual & GTCC Student Handbook). Actions may include suspension from the program and/or College.
 - Students with manifestations of illness while in class or clinical may be sent home and / or advised to seek appropriate medical attention. Absences will be recorded if student misses class, lab or clinical. Routine grade penalties will apply for such absences.
 - Accidental exposure to hazardous materials or body fluids or involvement in an accident during class, lab, or clinic must be reported to the instructor, Clinical Instructor, Clinical Coordinator, or Program Director immediately and appropriate documentation completed. Students should seek medical attention at the Urgent Care Center. Incident reports must be filed with GTCC Campus Security. If accidents occur during clinic hours, additional documentation at the facility must also be completed. Routine grade penalties will apply for such absences.
 - Insurance
 - **ACCIDENT INSURANCE**
Students are required to have accident insurance during the program. Accident insurance is provided through the GTCC tuition and covers program activities.
 - **HEALTH INSURANCE**
Each student is encouraged to purchase health insurance. This may be private insurance or insurance obtained through GTCC.
 - **LIABILITY INSURANCE**
Professional liability insurance is required by the clinical sites during the clinical education component of the program and provided within the GTCC tuition. The liability insurance provides students coverage during assigned clinical rotations.
- **Cardiopulmonary Resuscitation (CPR) certification** must be the Basic Life Support (BLS) for Healthcare Providers from the American Heart Association. Certification from the American Red Cross is NOT an acceptable substitute. Students must maintain current health and CPR requirements and provide documentation to CastleBranch. First year students must earn their initial CPR certification by the due dates described during orientation. Second year students must renew their CPR certification before it expires. GTCC offers the appropriate CPR training. On-line recertification without hands-on skill evaluation will NOT be acceptable. Students with expired CPR certification will not be allowed to participate in clinical assignments and will be counted as absent until their CPR certification is documented. Routine grade penalties will apply for such absences.

- **Criminal Background Check (CBC), Office of the Inspector General Review (OIG), and Drug Screening**
 - Medical facilities and agencies require criminal background checks as part of pre-employment screening. The ARRT has ethical requirements for applicants applying for the certification examination.
 - Upon admission to the GTCC Radiography Program, all students will have a Criminal Background Check (CBC), Office of the Inspector General Review (OIG), and Drug Screening (a Twelve Panel Urine Drug Screen) performed at a National Institute of Drug Abuse (NIDA) approved laboratory (identified by the Radiography Program) as a requirement of the clinical sites and agencies.
 - Students will be responsible for the cost of the review / testing. Reports will be available through CastleBranch to the students and to the clinical sites and agencies.
- Screening results will be available only to the contact persons at the clinical sites and agencies. They will review the results of the CBC / OIG reports to determine if radiography students will be allowed to participate in clinical experiences at their facilities. Certain findings on the CBC/OIG reports may disqualify students from clinical participation.
- Clinical sites and agencies will also review the results of the drug screens. A positive drug screen and/or specimen tampering will disqualify a student from clinical participation.
- Once a drug screen form is submitted at the lab testing site, students must complete the drug screening process prior to leaving the lab site premises. Failure to complete the drug screening is considered an automatic failure and results in automatic dismissal from the Health Sciences Program. Re-instatement into a Health Science program or admission to a different Health Science program requires a new drug screening.
- Clinical sites and agencies will notify the GTCC Radiography Program Director if there are findings that would disqualify a student from clinical participation.
- The Program Director will not see the details of the CBC / OIG reports or the drug screen results in the CastleBranch report but will confirm there is a flagged account to ensure no error was made. Program faculty will not engage in detailed discussions with students regarding criminal background history, criminal background check results, or drug screening results.
- The Radiography Program Director will notify the student that a finding in the CastleBranch report disqualifies their participation in clinical. The Program Director will inform the student that any student suspended from a health science program can avail themselves of the standard GTCC processes for appeal, grievance, and / or readmission. Records of the attempt for resolution will be documented.
- A student who is appealing a disqualifying decision will be permitted to attend campus-based classes and labs until the issue is resolved. The student who is appealing will not be permitted to participate in clinical experiences until the issue is resolved.
- If a willing clinical site or agency that would meet the student's clinical competency needs is not available for the student to be reassigned, the student will be suspended from the program. (IV-1.1.9 GTCC Management Manual).
- If the faculty should become aware of a criminal charge or conviction that occurs while a student is in the GTCC Radiography Program, depending on the charge, the student may be removed immediately from the clinical site or agency. The final decision as to whether the student can return to the site will rest with the clinical site or agency. (GTCC Management Manual)

- **Substance Abuse - Alcohol and Drug Policy**

GTCC is a drug free workplace / college. Students exhibiting behaviors indicative of substance abuse are in violation of GTCC Policy. (GTCC Management Manual). In addition, radiography students must also abide by the substance abuse policies of the clinical facilities and agencies where they have clinical experiences.

A substance is defined as alcohol or any drug. Substance abuse is the use of alcohol and/or being under the influence of alcohol during any course and/or the inappropriate use of prescription or non-prescription drugs and/or being under the influence of drugs during any course.

If a student is under the care of a physician and on a medication, the student needs to determine if the medicine will alter their judgment, performance, or participation while in class, lab or clinical. Clinical Instructors, Clinical Coordinators, and faculty members do not need to know specifics about why a student requires a medication. If the medication has only a minimal effect, students need to gain permission to participate in clinical from the Clinical Instructor or Clinical Coordinator. Students need to gain permission to participate in class or lab from the faculty member.

If the prescribed medication alters the student's judgment, performance, or participation in an observable way, the student should not attend clinical assignments, class, or labs. Routine grade penalties will apply for such absences.

Reporting to class, lab or clinical while intoxicated or otherwise impaired is prohibited. Students who are impaired or appear to be impaired may represent a potential danger to themselves, other students, employees, or patients. These students will be removed from the patient care area, classroom, or lab immediately. The student will need a prompt conference with the Clinical Instructor, Clinical Coordinator, Department Manager, faculty member, or the Radiography Program Director. Depending on the situation, the clinical facility may require an alcohol or drug screen. Once an alcohol or drug screen form is submitted at the lab site, students must complete the drug screening process prior to leaving the lab site premises. Failure to complete the drug screening is considered an automatic failure and an automatic dismissal from the GTCC Radiography Program. Clinical facilities and agencies have the authority to deny any student access to their facility. If a suitable willing alternative clinical site that provides the clinical experiences the student needs is not available, the student will be suspended from the GTCC Radiography Program.

The student must NOT drive but must make transportation arrangements to leave the clinical site or campus. The Radiography Program Director will meet with the student following the incident to discuss implications and consequences.

- **Campus Attire & Clinical Uniform Scrubs**

Campus Attire

Radiography students are making a transition from traditional casual student appearance to a more professional appearance. To be recognized and treated with respect as medical professionals, they must dress and conduct themselves appropriately. They should wear comfortable but "nicer" attire to class or lab if they are not scheduled to work in the energized lab. Faculty members reserve the right to refuse admission to class or lab until proper attire is worn. Routine grade penalties will apply for such absences.

- Clothes must be clean, well-fitted, practical, and in good repair.
- Daily personal hygiene is required. Students will be in close proximity to one another during classes and labs.
 - No strong scents. Some people are allergic to scents. Strong scents can make patient nausea more intense.
- Skirts, dresses, and shorts need to be a modest length with no visible gluteal folds.
- Appropriate shoes must be worn at all times.
- Appropriate undergarments must be worn but not visible (no visible gluteal clefts, labial folds, or cleavage).
- Examples of inappropriate clothing choices include:
 - Clothing with suggestive sayings or graphics, revealing clothing such as tank tops, sleeveless ribbed tank style tee shirts, halter or strapless tops or dresses, and tube tops, midriff tops, sheer or net see-through clothing, etc.

Clinical Uniform Scrubs

GTCC Radiography students wear navy uniform scrubs with GTCC patches, nametags, dosimeters, and approved closed-toe shoes whenever they represent GTCC such in clinic sites, during recruitment events, orientations, field trips, and when working in the energized radiology lab on campus. Uniforms must be appropriately fitted, clean, and free of wrinkles. Students may wear plain tee shirts under the scrub tops. Specific uniform guidelines are included in the clinical portion of this Student Handbook.

- **Health Insurance Portability and Accountability Act (HIPAA) & Patient Information**

Students will follow the clinical site / radiology department's specific rules regarding federal HIPAA regulations for patient information privacy. Students must be aware of and apply the standards when handling schedules, patient documents, any health information, radiology records or requests, images, getting patients from waiting rooms/public areas, and releasing patient information. Students may not review patient records or parts of patient records if there is not a clinical or educational justification for them to have access to that information. Access to radiology and hospital records is usually tracked and limited to specific medical workers.

Sometimes it is necessary to discuss patient conditions or procedures that occur in the clinical and educational setting with staff technologists, radiologists, physicians, clinical instructors, or program faculty, but students need to be very cautious to avoid discussing anything related to a patient or procedures outside of controlled settings. It is NEVER acceptable for a student to discuss events that occurred during a clinical rotation with rotation with anyone OUTSIDE of the program, including identifying any patients, even if they are public figures. In particular, any specific identifying details that could indicate a specific patient such as a name should NOT be discussed.

Students are not permitted to record images or records on any devices during clinical assignments. This includes social pictures because patients or family members could be in the background of these photographs. Students may NOT post images or make any comments about their clinical experiences on ANY social media. Violation of HIPAA regulations is a breach of patient confidentiality and will result in immediate disciplinary action.

Students will sign *Cone Health Orientation Acknowledgement* and a program confidentiality statements stating they will abide by guidelines required by the clinical education sites.

- **Student Signatures** - Student signatures are required for many documents and forms in the program. Students should be aware what their signatures signify:
 - Student Handbook Agreement = the student is aware of the program expectations, policies and procedures, and has been given the opportunity to ask questions and get clarification. The student agrees to remain familiar with and abide by the Student Handbook, including any revisions and updates.
 - CastleBranch = submission of data serves the same function as a signature. The student pledges the information is accurate and current.
 - Program data forms = the information the student provides is accurate and current.
 - Ungraded work = the work is from that student and the student has neither given or received assistance with the answers.
 - Graded work such as tests, quizzes, assignments, worksheets, lab exercises, exams, etc. = the work is from that student and the student has neither given or received assistance with the answers.
 - Graded Online work such as tests, quizzes, assignments, worksheets, exams, etc. = submission of the online work (through Moodle or any other electronic means such as email) serves the same function as a signature for graded work.
 - Clinical Forms = the student read the objectives prior to the start of the clinical assignment, is aware of the expectations, and aware of the evaluation of their performance during the clinical rotation.
 - Clinical Competency, Re-Competency, Spot Check-Off, Final Check-Off, Performance Check-Off, etc. = the student followed proper procedure during the assessment.
 - Group Work = the student pledges that proper procedures were followed for the group work and that they contributed their fair share to the work.
 - Field Trips, Conferences, etc. = the student is aware of and will abide by program expectations while in attendance at the event.
 - Individual Student Conferences = the student signature is not necessarily an acknowledgement of guilt or innocence. The student understands the purpose of the session and agrees that the information in the memo was presented. The student was given the opportunity to ask questions and get clarification. The student understands the consequences of the actions that agrees to the remediation plan if there is one.

- **Student Technologists** - Some GTCC clinical sites hire a limited number of second year GTCC radiography students as “student technologists.” Students interested in student technologist positions should contact the clinical department manager for information. The clinical department managers may contact faculty members and interview students regarding positions/employment. Radiography program officials will offer recommendations when asked if the student has given their written permission, but the GTCC Radiography Program is not responsible for the interviewing process, selection, salary, work hours, etc. Student Technologist employment is between students and the clinical site managers.

The Radiography Program is not responsible for students when they are employed as student technologists. The employers provide training/orientation. Student technologists may not complete program requirements such as competency or check-offs during their work hours. Employers do NOT guarantee student technologists employment following program completion.

- **Tobacco-Free** - Tobacco and related substances are prohibited at any GTCC facility. This prohibition includes E-cigarettes (Vape), other smoking devices, and/or paraphernalia. Students shall not use tobacco or related products on GTCC property or while attending GTCC sponsored activities, on or about any GTCC-owned or operated vehicles, or during any period of time when students are subject to the authority of College personnel.

The clinical sites are smoke free environments. Students are representative of the GTCC Radiography Program and representative of the clinical site to the general public. Students are not permitted to smoke during any program activity this includes breaks, lunch, before and during any assigned clinical time. The use of tobacco on school or clinical property will result in a conference and disciplinary action. If students have a lingering scent of tobacco smoke in clinical, class, or lab, faculty members and clinical staff have the right to send students home. Routine grade penalties will apply for such absences.



STUDENT EXPENSES (subject to change without notice)

ESTIMATED PROGRAM COSTS*	
Item	Estimated Cost
Tuition In-state Out-of-state	\$76.00/credit hr. x 76 hrs. = \$5776 \$268.00/credit hr. x 76 hrs. = \$20,368
Fees (include campus access, parking, technology, security & activity fees, accident insurance, malpractice insurance, lab fees, etc.)	Vary per semester \$60– \$110 average
Textbooks/Resources/Standardized Assessments/ Miscellaneous School and Project Supplies, Trajecsys	\$1,600 – \$2,200
Uniforms (navy scrubs), shoes, jacket & clinical notebook with dividers	\$200 – \$400
Health exam for Admission (cost does not include cost of TB Quantiferon test & required immunizations as this varies from student to student)	\$300
QuantiFERON TB test prior to program start date (required for both years of program)	\$100 (\$50 each year)
Flu shot (required for both years)	\$44 (\$22 each year)
FIT test (Cone Occupational Health, required for both years)	\$90 (\$45 each year)
Criminal Background Check / OIG Report & Drug Screen	\$97
CPR Training (AHA = Healthcare Provider Level)	\$78 at GTCC—other locations may charge more or less
Registry Review Course (registration & lodging only) Final Semester	\$300
NCSRT Dues (2 years)	\$50
NCSRT Annual Conference Attendance (registration & lodging only) Final Semester	\$300

ARRT Certification Exam Application Fee for certification examination (Registry) Passport photo fee	\$200 \$15
Radiography School Pin	\$15 – \$55
GTCC Graduation Fee	\$35
TOTALS: Approximate cost for Associate Degree (in-state) Approximate cost for Associate Degree (out-of-state)	\$9,260 – \$10,155 \$23,852 – \$24,747

**As of February 2018. Tuition rates are established by State Board of Community Colleges in accordance to actions taken by NC General Assembly. Student fees are established by GTCC Board of Trustees in accordance to the State Board of Community Colleges. Tuition and fees are subject to change without notice; all other costs are estimates. For additional information about tuition and fees go to: <https://supportservices.gtcc.edu/tuition-rates-fees/>.*

Limited Scholarships for Radiography Students

There are no radiography scholarships available for students in the first fall semester of the GTCC Radiography Program. There are three (3) scholarships available to radiography students who have passed the first fall semester. Students must apply and meet the specific criteria of the scholarship sponsors who determine the distribution of awards. Scholarship recipients will be acknowledged at the pinning ceremony.

- Jane Cox Hendrix Scholarship (NCSRT)
 - Applicants must be NCSRT members. Applications are available on the NCSRT.org website. Recipients will receive the awards during the NCSRT Annual Conference Awards Luncheon.
- Moses H. Cone Volunteers
 - The Radiography Program Director will distribute information about the MHCV Scholarship.
- Guilford Medical and Dental Managers Scholarships (GMDM)
 - Scholarship funds are for first year students. The funds will be awarded after the summer semester scholarship recipients will be acknowledged at an awards luncheon usually held in August.

Explanation of Expenses: Students are responsible for paying their expenses. Students who need assistance should contact the Financial Aid Office and/or the GTCC Titan Link Office for available resources. The Radiography Program is not involved in distributing financial resources but can help direct students to the appropriate offices on campus.

Tuition & Fees

The North Carolina General Assembly establishes GTCC tuition. For information see the current GTCC Catalog. If financial aid is needed, the student needs to gain assistance/information through the financial aid resource office. The faculty is not involved in this process.

Student fees include mandatory accident and professional liability insurance which are required by clinical sites/facilities. Students are covered by the professional liability insurance only when they are scheduled to be in the clinical sites. Accident insurance provides students coverage when they are on campus in class or participating in official school sponsored events. Students

traveling in their personal vehicle are not covered by the insurance. Students are expected to abide by the school injury policy.

Textbooks

Each course will have required textbooks and workbooks posted on the GTCC Bookstore website before the semester starts. Each course syllabus identifies the required textbooks and workbooks. Radiography Program faculty typically adopt the latest editions of textbooks when they are available. Students are responsible for purchasing the correct editions of textbooks. Students who have previous editions of required textbooks must determine the correct pages for reading and other assignments on their own. Students will be responsible for learning any new material included in the more recent editions.

Students may purchase textbooks at the GTCC bookstore or through outside vendors including online. Some financial aid packages require textbook purchases at the campus bookstore. Students should check with faculty members before purchasing textbooks to see if it is acceptable to use electronic versions of textbooks rather than print versions. Likewise, students should check to see if it is acceptable to RENT electronic versions of textbooks rather than purchasing them.

The anatomy and physiology (biology) textbook may be a valuable resource for students in the radiography program so students are advised to keep it following completion of the course. Students must plan for a large investment in expensive textbooks the first semester. Many of these textbooks will be used in multiple courses in the program. Students must retain textbooks for reference and for assignments in subsequent courses.

Students are **STRONGLY ADVISED** to keep all RAD course textbooks to serve as references when preparing for the ARRT certification exam.

Uniforms

Students must cover the costs of their uniforms. Students must have a sufficient number of uniforms to wear clean uniforms each time they are required. The approved navy uniform scrubs may be purchased through the GTCC bookstore. Students must purchase GTCC patches to put on scrub tops and scrub jackets from the GTCC bookstore. Students may use financial aid to purchase scrubs through the bookstore. Students may purchase scrubs from another source with approval from the Radiography Clinical Coordinator.

Health and Medical Expenses

Students must cover their own expenses related to insurance coverage, compliance with CastleBranch requirements such as medical examinations and immunizations, and any other medical and health requirements.

Cardiopulmonary Resuscitation Certification (CPR)

Students must cover their own expenses to earn and maintain the American Heart Association Basic Life Support (BLS) CPR certification.

Criminal Background Checks, Office of Inspector General Review, Drug Screening

Students must cover their own expenses for Criminal Background Checks, Office of the Inspector General Review and Drug Screening. Clinical sites and agencies may require

students to submit to additional checks, review, or screening anytime during the program. These additional costs are the responsibility of the students.



GTCC WELCOMES YOU WITH THE FOLLOWING STUDENT RESOURCES!

Academic Advising

Radiography students have a program faculty advisor. Students are required to meet with their advisors each semester to discuss academics, student performance, and student progress, recommendations for student success, program information, student's requests / needs, student questions or concerns through the curriculum and to discuss career plans. Advising may include referral to financial aid, counseling services, or the Titan Link Office. The faculty may recommend/require a student seek counseling, remediation, tutoring, academic advising, or financial aid.

The faculty advisors encourage students to be proactive with any problems/concerns that may interfere with their program performance. Follow-up conferences may be required to measure student progress. Additional conferences may be scheduled any time the student or faculty deems necessary. Each meeting is documented. Students who miss a scheduled conference may request another appointment.

In the last semester, students must provide the faculty advisor or Radiography Program Director graduation information. The Radiography Program Director must sign and review the student's transcript to ensure graduation requirements have been met. The deadline is usually in March each year. GTCC emails students graduation information including deadline dates. Students must adhere to GTCC deadlines to participate in the pinning and/or graduation.

Additionally, the Radiography Program Director must sign students' applications to take the ARRT certification exam and verify program and degree completion at the end of the final semester. The ARRT applications typically should be submitted in February or March.

The faculty advisor or Radiography Program Director should conduct an exit interview or conference whenever students leave the program or at the completion of the program.

Academic Calendar - See the current online GTCC Catalog.

Academic Support Services - GTCC provides professional and peer tutoring in a variety of subjects at no cost to students. In addition, the college offers for-credit classes to help students build study skills.

Assessment Center - includes placement testing, faculty arranged make-up testing, GTCC web-enhanced / online course testing, and testing services for students with disabilities. At the Jamestown location the Center also offers credit based testing (CLEP), limited enrollment testing (TEAS), WorkKeys testing, and Praxis practice.

Athletics - GTCC's intercollegiate athletic programs include women's volleyball, men's baseball, and men's and women's basketball. The Titans' athletic teams compete in the National Junior College Athletic Association.

Bookstore - Students can order and buy books, uniform scrubs, Trajecsys Clinical Management license, supplies, technology items, and snacks. The GTCC Bookstores are owned and operated by GTCC and all proceeds directly support GTCC student scholarships and activities.

Campus Boxes & Clinical Lockers

Student campus boxes are located in the Business Hall basement student lounge. The lounge door is locked with a passcode. They are to be used for communication and should be checked by the student at least weekly. The student boxes should be used for positive communication only.

Most clinic sites provide lockers for students' personal belongings during the clinical shift. Students should NOT take large sums of cash, checks, or credit cards to class or clinical.

Cline Observatory - Cline Observatory is equipped with a professional quality telescope that allows visitors to view the moon, planets, star clusters, nebulae, and galaxies. Anyone can visit the observatory on clear Friday nights. Throughout the year, the observatory presents special lectures and events.

College Closings & Delays – The GTCC President or designee may close, delay opening, or dismiss early because of unforeseen circumstances such as: hazardous weather conditions, power outages, infectious disease outbreaks, threat of physical harm, inclement weather, etc. Announcements will be available through the usual media outlets, and will be posted on the Moodle course websites. Faculty and students are encouraged to sign up for GTCC e2 messaging system to get notice of college closure and delays. (See below).

Fall 2020 – All lecture classes will be online after Thanksgiving break. Students will continue to meet face-to-face for labs and clinical assignments following COVID 19 guidelines, wearing appropriate PPE, and practicing social distancing when possible. All class, lab, and clinical schedules are subject to change based on changing conditions.

Lecture classes will not meet if they begin before the delayed opening. If students are assigned to lab or clinical and there are at least 50 minutes left with the delayed opening, students should report at the delayed opening time and finish at the end time.

When classes are missed, they will be shifted to an online delivery format whenever possible. Faculty members will describe in course syllabi how students will know the out-of-class assignments. Students are responsible for checking the Moodle course websites. Students will have extra time for assignments during power outages. All efforts will be made to make up missed hours. In some cases of missed clinical time, it may not be possible to make up all missed hours. Faculty members may identify out-of-class assignments in lieu of actual clinical hours if necessary.

In all instances it is the students' responsibility to determine if it is safe for them to travel.

College Transfer Programming - Over 50% of GTCC students are in a college transfer degree so to assist students with their transfer process, GTCC offers several programs and events each year. These events include a College Transfer Fair, Transfer Thursday, University Visits, College Transfer Club, and booths set up around campus throughout each semester.

Computer Labs - Computers are available for student use at several locations on campus. The AT Computer Lab also offers helpful workshops and information, available in person or online, for students who need to know how to use the technological tools GTCC offers to support the student experience at the College (i.e., Moodle, WebAdvisor, Titan Live (e-mail), etc.). Radiography students use the computer lab in the basement of Business Hall. The lab is loaded with several medical imaging-specific software programs to enhance student learning.

Cosmetology Services - Cosmetology students offer services such as haircuts, shampoo and sets, facials, hair color, highlights, permanent waves, chemical hair relaxing, and manicures/pedicures at economical prices. Services are offered in day and evening salon clinics.

Counseling - Counseling and *disAbility* Services include personal counseling, screening and assessment, crisis intervention, support groups, outreach and referral, and workshops on topics relevant to student success. Counseling and *disAbility* Access Services place a high priority on privacy and confidentiality. Services are available free of charge to current students. Appointments are preferred; however, walk-ins are always welcome. Faculty members or the Radiography Program Director may request students to seek counseling services when needed.

Jamestown Campus Counseling and *disAbility* Access Services Office
Davis Hall #107
(336) 334-4822, ext. 50038
askthecounselor@gtcc.edu

Dental Services - The Dental Hygiene and Dental Assisting programs operate a clinic as a learning lab for students. The clinic provides treatments including cleaning, X-rays, fluoride treatment, and preventive services. Rates for services offered by the clinics are nominal.

disABILITY Access Services - helps students who have disabilities. Students who believe they need accommodations make an appointment with the GTCC *disAbilities* Access Services Office. Services include, but are not limited, to the following: sign language interpreters, note takers, scribes, voice output, alternative format textbooks, testing accommodations, and adaptive equipment. Once the office determines the reasonable accommodations, students must meet with the Radiography Program Director and the course faculty member so accommodations can be planned. Students are responsible for notifying course faculty each semester when accommodations are necessary.

Students have the option NOT to request any or all recommended DAS accommodations. Students must notify the Radiography Program Director and the course faculty member which approved accommodations they request.

Jamestown: Davis Hall #107
(336) 334-4822, ext. 50157
TTY phone number: (336) 841-2158
<http://supportservices.gtcc.edu/disability-access-services/>
Email: das@gtcc.edu

e2 Campus Alert System - <http://supportservices.gtcc.edu/e2campus-alert-system/>
e2Campus is a voluntary service that notifies students by text or email of inclement weather or any situation that may close a building or campus.

Family Education Rights and Privacy Act (FERPA) 1974 and its regulations set out requirements designed to protect students' privacy in their records maintained by GTCC.

Student academic records on GTCC campus and in the Radiography Program are locked in secure storage with limited access. The Clinical Coordinator (CC) maintains secure clinical files on current students. Each student will have a file that contains contact information, clinical evaluations, and clinical forms, anything pertinent to attendance, conference information and emails.

Dosimetry reports are kept indefinitely. This file is cumulative of years past GTCC student radiation reports. Radiation exposure records are also maintained by the RSO of Cone Health. Graduates can receive a copy upon written request.

Student medical information such as CPR certification, immunizations, flu shots, TB test results etc, are managed by CastleBranch with limited access.

Financial Aid - is based on demonstrated financial need, academic achievement, ability or academic major. GTCC awards financial aid without regard to race, religion, color, national origin or sex. To receive financial aid, students must demonstrate need and maintain good academic standing. Students must contact the Financial Aid Office directly. The Radiography Program has no involvement with financial aid awards but there are some limited scholarships available. (see Student Expenses section).

(336) 334-4822 Option 3
<http://financialaid.gtcc.edu/>
Email: finaid@gtcc.edu

Food on Campus - Culinary Arts and Hospitality Management students prepare and serve meals to the public, GTCC faculty and staff, and GTCC students at low cost. During the fall and spring semesters, lunch is served twice a week at noon and dinner is offered twice a week at 7:00 pm. During three weeks of the summer session, lunch is served twice a week and dinner is served once a week. Reservations are required.

Titan Café is a 200-seat cafeteria that serves breakfast and lunch during the fall and spring semesters. All GTCC campuses have vending machines that sell beverages and snacks. The Food Pantry is available to students, staff, or faculty in need on all of our campuses. There is also a Food Pantry Garden located on the Jamestown campus where fresh fruit and vegetables are available to those utilizing the Pantry.

International Student Office - offers a variety of services and activities for international students, including admissions, assistance with immigration requirements, advising, community referrals, and enrollment verification letters, among other services. Appointments are preferred, though walk-ins are welcome.

Jury Duty

The GTCC Radiography program encourages students to be active participants in the civic affairs of the community and will therefore not seek to have students excused from jury duty. Upon receipt of a summons for jury duty, students should notify the course instructor. Students will be required to provide documentation of time served.

Libraries

GTCC libraries offer students over 80,000 print and audiovisual items, in addition to professional librarian services 24/7 through a chat box on the library website. The libraries also provide digital access to premium content journals, books, streaming videos, audio books, eBooks and more. Most library services may be accessed at no cost to students, off-campus, through the library website.

The libraries have open computer labs with full access to library resources, Microsoft Office, the Internet, and other software related to course work. The Jamestown campus also has laptop computers available for use within the library. Printing is available at a nominal cost with a print card purchased at the bookstore. All campus libraries offer wireless access and space for quiet study.

Using a student ID card, students can borrow materials from GTCC libraries and most college libraries in the Triad area. Inquire at one of the GTCC libraries for more details.

Librarians and library staff are available to assist students with research, assignments, studying, or recreational reading. Students may reach them by phone, email, and chat box, or in person. In addition, free computer literacy courses on such challenges as how to set up research papers are available at each campus library.

Cone Health Medical Libraries also support the educational and informational needs of radiography students. Libraries at The Moses H. Cone Memorial Hospital and Wesley Long Community Hospital include services such as reference assistance, loan services, and hands-on workshops include searching the Internet and evidence-based medical and health literature. The library resources including collections, consumer health information, recommended internet resources and offers multilingual/ cultural/diversity information. Additional education opportunities are available through AHEC <http://www.gahec.org/library>.

Parking

Parking permits are available at the Jamestown Campus Police office. Most students park in the Hassell Health lot or the Parking Deck.

Prevention of Personal and Sexual Harassment or Abuse

GTCC and the Radiography Program promote an atmosphere free of personal and sexual harassment or abuse in any form. The College's Title IX Compliance Coordinators oversee the investigation and resolution of all misconduct covered by the policy I-2.1.6 Sexual Harassment, Sexual Violence, and Anti-Harassment. Harassment and abuse are potentially serious actions with consequences including arrest, prosecution through the state courts, and incarceration.

All students, employees, and others on campus are encouraged to report incidents, or knowledge of incidents, of sexual violence or harassment to a responsible college official as soon as possible after they occur. Every effort will be made to protect the privacy of the persons involved, most faculty and administrators on campus are required to pass any reports or suspicions of harassment or abuse to the appropriate campus office for investigation. The College will respond to complaints of sexual violence or harassment by taking timely action to eliminate the sexual violence or harassment, prevent its recurrence, and address its effects. Students, employees, and others on campus may also choose to report incidents of sexual violence or harassment, including dating violence, domestic violence, or stalking, to law enforcement. The college investigation and criminal investigation processes can occur simultaneously.

Title IX Coordinator for students:
Michael Hughes,
Chief Disciplinary Officer & Title IX Coordinator
Jamestown Campus
Medlin Campus Center, Suite 320
Phone: (336) 334-4822 ext. 50572
Email: mwhughes2@gtcc.edu

Students who are off-campus at a clinical site who think they have been the object of personal/sexual abuse, should report the incident immediately to the Clinical Instructor, Radiography Clinical Coordinator, Radiography Program Director, a member of the Leadership Council (at a Cone Health facility), a representative from Human Resources (at a Cone Health facility) or the site manager

(orthopedic office setting, imaging center, Urgent Care Center etc.). Any complaint will be investigated promptly and in a confidential manner.

Police & Campus Safety - GTCC Campus Police are sworn North Carolina law enforcement officers who enforce North Carolina criminal and traffic laws in addition to college rules and regulations. They oversee emergency and safety procedures, traffic and parking, lost and found, and unlock doors. Campus police provide training for campus emergencies. They also provide student parking permits.

The general rule is that guns and other weapons are NOT allowed on campus with a few exceptions (such as on-duty or off-duty law enforcement officers). See the current GTCC Catalog. This includes firearms, or any other type of gun, weaponry, or other “look-alike” devices of violence. Students shall not possess or conceal or transport any weapon, whether openly or concealed, on or off GTCC property while attending any College-sponsored activities. A “weapon” includes but is not limited to all knives or other sharp instruments, firearms, explosives, pepper (or similar functioning) spray, any similar weapon capable of causing serious bodily injury. Weapons will be confiscated by Campus Police. Students who observe someone with a weapon on campus should contact GTCC Campus Police. Students may need to participate in fire drills. Students must aware of basic fire safety, the location of and how to use an extinguisher. Students should know the location of phones, fire alarms and exits.

(336) 334-4822 ext. 52529
<http://www.gtcc.edu/campus-police>

Student Success Center - Student Success Specialists are available to help students who are undecided, program listed as Associate in General Education, and are in one of the pre-limited enrollment students. The Center assists students in creating an academic plan. They also assist students with college transfer assistance, program changes, career advising, new student orientation, international student concerns/issues, placement test review, academic warning/probation and suspension.

Student Life Office - provides educational and social programming for students outside the classroom. The Student Life Office encourages students to engage in college life by becoming involved in campus activities, volunteer experiences, leadership opportunities, and membership in clubs on the various campuses. Student clubs provide co-curricular activities that support the learning environment and promote leadership development.

The Student Life Office distributes the Student Handbook. Student Life also houses Clubs and Organizations, the Food Pantry/Garden, and the Student Government Association.

Student Clubs & Organizations - GTCC sponsors program-related and general-interest clubs for students. Clubs sponsor speakers, plays, talent shows, fund-raising activities, leadership opportunities and other ways for students to get involved in the campus community. A complete list of clubs and organizations is available on the GTCC website.

Radiography Club members are currently in the Radiography Program. The club promotes program spirit, community service, a sense of comradeship, and support for student’s activities and projects.

Phi Theta Kappa is the official honor society for two year colleges with the mission to recognize academic achievement of college students and to provide opportunities for growth as scholars and leaders. Alpha Pi Alpha, a subsidiary chapter of Phi Theta Kappa, was chartered at GTCC in 1988. Membership is open to students who meet the following criteria:

Complete 12 credit hours at GTCC toward an associate’s degree
Complete ENG 111 with a C or higher

Earn 3.5 GPA or higher

Student Government

The Student Government Association represents the student body's interests, needs and concerns, and keeps students informed about issues that affect them. It also has the responsibility for program events, such as comedians, novelty activities, and lecturers for the campus community to enjoy. The SGA is run by students and all curriculum students are considered members. Students are encouraged to participate in the SGA as officers or board members. Students may make recommendations for changes to the college administration through the SGA, their representative body.

Titan Link provides resources and information that assists with non-academic challenges such as housing, transportation, food insecurity, child care, and emergency loan/grant/scholarship application access for GTCC. These services include:

- Finish Line Grants to cover unexpected expense.
- Transportation Assistance Program (TAP)
- Emergency Fund Application
- Food Bank Access
- Social Service and Community Resource Referrals
- Financial Literacy Programming

Veterans and Military Assistance Programs Office assists veterans and students serving in the military. The office handles Veteran Affairs educational paperwork and certification for educational benefits through the VA.

WebAdvisor is the web-based system through which students can register for classes, view grades, review their program evaluation, and make payments for courses.



GENERAL ACADEMIC INFORMATION

Academic Integrity - See the current GTCC Student Catalog & GTCC Student Handbook.

Academic integrity is a core principle of learning and scholarship. When students violate this principle, they cheat themselves of the confidence that comes from knowing they have mastered the targeted skills and knowledge. They hurt all members of the learning community by falsely presenting themselves as having command of competencies with which graduates are credited, thus degrading the credibility of the college, the program, and fellow graduates who hold the same credentials. All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. Faculty and students have the responsibility to censor behaviors that interfere with this effort.

Students suspected of academic dishonesty will be referred to the GTCC Vice President of Student Support Services. Disciplinary action may include grade deduction, probation, course failure, suspension, or dismissal from the college. (GTCC Management Manual).

Students suspended from the GTCC Radiography Program for academic dishonesty will not be permitted to apply for readmission to the program.

Examples of behaviors that are subject to disciplinary action include:

Plagiarism - presenting someone else's word, ideas, or data as the student's own work.

- When students write their names on papers or assignments for a course at GTCC, they are claiming ownership of that paper. They are saying "I wrote this paper and the words are my own except where I have cited my source". Students are responsible for the integrity of their work.
- Global plagiarism involves copying an entire paper from another source or person. This type of plagiarism is grossly unethical and inexcusable.
- Patchwork plagiarism, also called "cut and paste plagiarism" is when the writer takes bits and pieces from a variety of sources and pastes them into a paper claiming ownership without proper citing.
- Incremental plagiarism may occur by accident or carelessness. This is when most of the paper is the creation of the writer but there are some parts that are simple rewording of the source.
- The GTCC Radiography Program may use a plagiarism detection service called Turnitin.com or other available websites to check papers for plagiarism.

Fabrication – using invented information or the falsifying research or other findings.

Cheating – misleading others to believe students have mastered competencies or other learning outcomes that they have not mastered:

- A student copying from another student's work.
- A student allowing another learner to copy from their work.
- Using resource materials or information to complete a graded assignment or test without permission from the faculty member.
- Collaborating on a graded assignment or test without permission from the instructor.
- A student taking a test for another student or permitting a student to take a test for them.
- Obtaining work from the internet without properly citing the source.
- Taking photos/copying/duplicating in any form tests and/or final exams (this includes individual test/exam questions/answers).
- Using books/notes/internet sites for Moodle quizzes

Abuse of Academic Materials – Making inaccessible, destroying, or stealing library or other academic resource materials, including equipment. Violations may be referred to civil authorities for prosecution under the law.

Complicity in Academic Dishonesty – aiding or attempting to help another commit an act of academic dishonesty, including not reporting suspicions of academic dishonesty.

Academic Misconduct – other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, selling or buying products such as papers, research, projects or other artifacts that document achievement of learning outcomes will also result in disciplinary action.

Academic Grade Standards

Requirements for GTCC Radiography professional courses will be included on each syllabus and posted on Moodle. Faculty members will review each course syllabus at the beginning of

the semester. The syllabus is effective for the term and course for which it is issued only. It is important for students to keep and refer to the course syllabus during the semester. Referring to the syllabus answers many student questions. The graded components of courses will vary with the faculty members and the courses. Final examinations are cumulative.

The uniform GTCC grading scale is:

90 -100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 and below	F
*Incomplete	I

Students should be aware of their academic standing in courses at all times. They are encouraged to keep track of their grades during the semester. Calculation of course grades will be described in the course syllabus and students can ask the faculty member for help calculating grades. Scores for individual components of courses are available in Moodle, even if the final grade calculation are not included.

Course Progression & Early Alert Notice

All RAD professional courses are offered in sequence. See the GTCC Radiography Program Curriculum Plan. Many courses have pre-requisite course requirements or co-requisites. Students must be in good academic standing to begin the next semester. Good academic standing means that students must pass each of the RAD professional courses with a grade of C (70%) or higher for students to progress from one course to the next in the program curriculum.

Students who score less than 70% on any test, quiz, exam or assignment need to be aware of the impact on their final course grades. Faculty members, advisors, or the Radiography Program Director will meet with students who appear to be at risk of scoring grades of D or lower at the 25% point in the course. The Radiography Program Director may advise the student to seek counseling or other campus resources to resolve the issues causing the low grades and develop a plan to improve grades. If the reasons cannot be resolved, the Radiography Program Director will advise the student to withdraw from the program. Otherwise a RAD professional course grade lower than C (70%) means the student will not be eligible to continue in the course progression.

GTCC Early Alert Procedure

- The faculty member will communicate and/or request a meeting with the student regarding grade issues.
- The documentation of this process will be kept in the student's Navigate folder.
- The faculty member notifies Student Services if the student does not respond to the faculty member's attempts to contact with the student.
- The counselor will set up a meeting with the student to follow-up on progress. The faculty member may also request another meeting with the student.

Students are advised to develop a success strategy at the first sign of trouble rather than waiting until too much content has been covered to recover in one semester. Students who are falling below program expectations need to seek help immediately.

Academic Suspension

The Radiography Program has some unique academic characteristics as one of the Health Sciences Division Programs with clinical requirements, preparation for a national certification exam, and programmatic accreditation (JRCERT). See the current GTCC Catalog for Academic Warning/Probation & under Health Program Students.

GTCC Radiography students who earn grades of “D or F” in any RAD professional courses will automatically be suspended from the GTCC Radiography Program at the end of the course.

Students who fail any RAD professional courses in the first fall semester of the program will be suspended from the program and will need to re-apply as new applicants in the Limited Enrollment Program process for the next admission cycle.

Students who fail any RAD professional courses in the remaining semesters will be suspended from the program and will need to follow the readmission procedure.

Appeals & Grievances

Students who are disciplined, dismissed, or academically suspended have the right to file grievances and appeals. (Management Manual, GTCC Catalog or GTCC Student Handbook). Students should refer to the current GTCC Catalog for details about appealing grade-related and nongrade-related situations. There are specific forms and assistance available through the GTCC Student Life webpage. Appeals of Discipline are heard by the Disciplinary Review Committee.

Sample of Academic Suspension Appeal Procedure in Brief:

The Radiography Program Director will notify the Dean of Health Sciences about students who are academically suspended. The Dean will contact the suspended students to notify them of the specific basis for their suspensions. The Dean will notify the Vice-President of Instruction about students who are academically suspended.

If a student wants to appeal academic suspension, the Radiography Program Director will provide an Appeal Form from the Student Life webpage. The student will submit the completed form to the Dean of Health Sciences. The Dean will gather information and communicate a decision to the student.

Academic Withdrawal

“A student who formally withdraws from a course after the 10% point of the class and before 70% of the scheduled class hours have elapsed will receive a grade of “W”. Students who stop attending class or are not re-admitted to class after excessive absences occurring before 70% of the scheduled course contact hours have elapsed will receive a grade of “F” unless they formally withdraw from the class.” Withdrawing students should meet with the Dean of Health Sciences prior to withdrawal. (GTCC Management Manual)

Students who fail any RAD professional courses in the first fall semester of the program will be suspended from the program and will need to re-apply as a new applicant in the Limited Enrollment Program process for the next admission cycle.

Students who fail any RAD professional courses in the remaining semesters will be suspended from the program and will need to follow the readmission procedure.

Program Readmission

Students who fail any RAD professional courses in the first fall semester of the program will be suspended from the program and will need to re-apply as a new applicant in the Limited Enrollment Program process for the next admission cycle. The readmission procedure applies to radiography students who have successfully completed all RAD professional courses in the first fall semester.

Suspended students or students who have withdrawn from the program have only one opportunity for readmission to the GTCC Radiography Program. Readmission must occur within one year of the suspension or withdrawal. Students who are suspended for academic dishonesty are not permitted to apply for readmission.

Readmission Procedure

- Students must contact the Radiography Program Director at least three months prior to the intended readmission semester to declare the request for readmission in writing.
- The program faculty, Clinical Coordinator, and Radiography Program Director will determine appropriate methods to assess retention of information from the courses prior to the semester of suspension or withdrawal. If the student does not demonstrate satisfactory competence, the student will be denied readmission and will need to re-apply as a new applicant in the Limited Enrollment Program process for the next admission cycle.
- The Clinical Coordinator must confirm there is a clinical site available that meets the student's clinical needs. If there is an available place in the program and it is offered to the student, the student must accept the position or forfeit the readmit opportunity.
- If the student demonstrates competency in the prior courses AND if there is an appropriate clinical site available, the student must complete an "Application for Readmission" available in the Radiography Program office. The completed form must be signed by the Radiography Program Director and submitted it to the GTCC Records/Admissions Office.



PROFESSIONAL ORGANIZATIONS AND SEMINARS

The GTCC Radiography Program strongly endorses professional organizations which provide educational programs, professional development, and opportunities to keep students and technologists informed about changes and advancements in medical imaging and therapy. Participating in professional organizations is a great way to establish a professional network of colleagues who can provide references and resources for years to come.

Students must join the North Carolina Society of Radiologic Technologists (NCSRT) state professional organization and maintain a membership throughout the program via a two-year membership. Students have the option of joining the American Society of Radiologic Technologists (ASRT) national professional organization. The ASRT has some educational materials it makes available to student members. Both of these organizations have leadership and limited scholarship opportunities for students.

NCSRT Annual Conference - All program second-year students are required to submit research papers and scientific exhibits for competition at the NCSRT Annual Conference each spring. NCSRT posts details including guidelines and due dates each year.

Conference attendance is strongly encouraged and participation contributes a portion of the RAD 271 Capstone course each spring. Proof of attendance will be required. Students who are not able to attend the NCSRT will have alternative assignments that require an equivalent amount of time. Registration, transportation, accommodations, and meals are the responsibility of the students.

Lettering Registry Review Student Seminar – Past graduates strongly recommend this seminar as good preparation for the ARRT certification exam. The seminar usually occurs in April or early May. Registration, transportation, accommodations, and meals are the responsibility of the students.

Other Seminars - There are other seminar options sponsored by the Atlanta Society of Radiologic Technologists (Atlanta), Virginia Society of Radiologic Technologists (Virginia Beach) or the West Coast Educators (Orlando) with sessions targeted for radiologic technology students in the southeast US. Registration, transportation, accommodations, and meals are the responsibility of the students.



COMMENCEMENT & BEYOND

To complete the GTCC Radiography Program and receive an Associate of Applied Science in Radiography degree, students must have:

- Course grades \geq “C” / 70 in each RAD professional course,
- Satisfactory completed all curriculum course requirements,
- Paid all financial responsibilities to GTCC,
- Return all program materials: borrowed textbooks, library books, parking card, Cone Health name tag, R & L markers, radiation dosimeters, OR scrubs
 - Lost items must be bought
- Graduation application completed with attached transcript and signed by the Radiography Program Director
- Paid graduation fee
- Cleared campus mailbox and any clinical lockers.

GTCC Radiography Program Pinning Ceremony

It is traditional for students to celebrate program completion with a ceremony for the presentation of radiography school pins and awards. The Club Advisor, Program Faculty, Administrative Assistant, Marshalls from the previous year, and the Radiography Program Director can provide details about previous ceremonies. The following guidelines apply:

- Program faculty and Radiography Program Director will:
 - Identify the date, time, and campus location for the Pinning Ceremony.

- Prepare the list of standard invitees from campus and clinical sites.
- Prepare awards information, and calculate recipients named by clinical faculty as needed.
- The Radiography Program Director will serve as host and announcer for the Pinning Ceremony.
- Radiography Club officers will gather input and lead the class in making arrangements for the ceremony. The Club President or a designee will be the primary contact person for working with the Club Advisor and the Radiography Program Director on the Pinning Ceremony.
- Students are responsible for the cost of the Pinning Ceremony. The Radiography Club officers will work with the class members to propose a reasonable budget. Students may use club dues or fund-raisers for funding. [Fundraising is prohibited at clinical sites].
 - Students are responsible for purchasing a program pin. The Club Advisor will work with the Club President to select a professional and affordable pin. Students must purchase a pin to participate in the pinning ceremony.
 - Students will determine the dress code for the students participating in the ceremony.
 - Students may choose to provide certificates (free from program office) or to purchase plaques (paid for by the students) to be awarded at the ceremony.
 - Students may opt to provide SIMPLE refreshments.
 - Students may opt to provide SIMPLE decorations.
 - Students will provide an 8 X 10 photograph of the graduating class that is suitable for framing within one month of the Pinning Ceremony.

References & Recommendations

The GTCC Radiography Program will provide attendance dates and completion verification for all students/graduates if requested.

Students must give written permission for program officials to provide oral and/or written references and/or recommendations to inquiring prospective employers/educational representatives. The signed consent form will remain in the student's record for the duration of program attendance. Students who do NOT wish faculty to provide references / recommendations should NOT provide prospective employers/educational representatives permission to contact faculty.

ARRT CODE OF ETHICS

Students and graduates must adhere to the ARRT Code of Ethics. Infractions of the Professional Code of Ethics will result in disciplinary actions.

- *The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.*
- *The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.*
- *The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.*
- *The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.*
- *The Radiologic Technologist assesses situations, exercises care, discretion and judgement, assumes responsibility for professional decisions, and acts in the best interest of the patient.*
- *The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.*
- *The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the radiation exposure to the patient, self, and others members of the health care team.*
- *The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.*
- *Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.*
- *The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.*

Welcome to your new medical imaging career pathway!

