



**TYLER JUNIOR COLLEGE
RADIOLOGIC TECHNOLOGY
STUDENT PROGRAM HANDBOOK**

2024-2025

(STUDENT)



REVISED Summer 2024

INTRODUCTION

This Radiography Student Handbook is only part of the information necessary for you to successfully complete the program.

It is your responsibility to read these documents and be familiar with all college, Radiology program, and course policies and requirements.

The radiographers you will be working with during the next 2 years have all pledged themselves to excellence in patient care and we welcome you as a student member of our profession. Every student who meets the admission requirements of the program has the ability to succeed and do exceptionally well. The program only wants to graduate the best. The healthcare work environment will allow no less.

This program is serious business--it's about patient care, it's about professional standards, and it's about quality education. The program faculty has been hired by the college to deliver a program in compliance with accreditation standards and curriculum requirements that is based on sound educational principles. We want you to reach higher, to try harder, and to learn far more than you ever thought possible. We have structured everything to set you up to succeed. We are all willing to help you achieve your goals. Ask questions. Seek assistance. We all have an open-door policy, use it. All you have to do is do your part.

Your radiography instructors at the college are all professionals in this field with many years of experience as clinicians and educators. Do all they expect of you and you will meet with a success you only dreamed of when you began the program.

Success is a journey, not a destination...enjoy your journey over the coming months!!!

Welcome to the Radiologic Technology Program at Tyler Junior College! The responsibilities of the program and the profession may appear great at times, but the rewards outnumber all challenges you may encounter by tenfold.

The Radiology Technology Faculty.

Student Handbook

This handbook is designed to acquaint you with the policies and procedures of the Radiologic Technology Program. Your review of the Handbook is part of your orientation to the Radiology Program. You will be held responsible for all of the contents; therefore, it should always be readily available for reference.

The policies and procedures in this Handbook are subject to amendments at any time during your time in the program. You will be notified in writing any changes by the Radiology faculty.

Directions:

1. Read the Student Handbook before the first day of on campus Practicum Orientation.
2. Request clarification, amplification or verification as needed.

The faculty of the Radiology program is responsible not only to support the mission of the college but also to ensure continuous accreditation of the program and eligibility of the graduates to seek national registries. Therefore, program policies for placement, progression, and graduation of Radiology students will differ in specific instances from those of the College.

The teaching-learning process is a shared responsibility between the faculty and the student. The faculty facilitates the process by defined content, establishing critical criteria, role modeling, providing opportunities for learning activities, and evaluating performance. The process is further facilitated with movement from general to specific and simple to complex. The teaching learning process utilizes critical thinking, research findings, effective interpersonal communication, and a variety of instructional methodologies relevant to a changing society.

Learning is a life-long experimental process, which involves the acquisition and synthesis of knowledge, skills and understanding. The learner must be an active participant to attain success!



Mission Statement

The College champions student and community success by providing a caring, comprehensive experience through educational excellence, stellar service, innovative programming and authentic partnerships.

Vision Statement

Educating everyone - - the path to a better world.

TJC Core Values

Unity: Coming together for a shared purpose to achieve a common goal

Caring: Combining empathy and action to show a generosity of spirit

Integrity: Applying principles of transparency, accountability, authenticity and respect to every interaction

Empowering: Investing in others by providing the means to achieve success

Excellence: Achieving distinction by proactively identifying opportunities and continually raising the bar

ACCREDITING

Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tyler Junior College. General inquiries about Tyler Junior College admission requirements, financial aid, educational programs or other offerings should be directed to the College and not the Commission.

Since colleges differ in their curricula, a student should secure the catalog of the institution to which he or she intends to transfer credit. Courses for a student's first two years should be planned in accordance with the degree plan of the institution to which he or she will transfer.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

RNHS BUILDING

**Rogers Nursing and Health Science Building
1200 East Fifth Street, Tyler, TX 75701**

All of your classes will be located in the RNHS building. Classroom and Lab are located on the second floor.

Students are allowed on the zero, first and second floors.

The third floor is for staff, faculty, or guests for special events. Students are not allowed on the third floor unless directed by faculty.

Be respectful of study areas and pick up after yourself and do not be loud.

You will be expected to follow any recommendations or guidelines set forth by Tyler Junior College in regards to social distancing and facial coverings, regardless of your opinion.

For the most up to date current information: <https://www.tjc.edu/coronavirus>

SCHOOL OF NURSING AND HEALTH SCIENCES

STATEMENT OF MISSION AND PURPOSE

The School of Nursing and Health Sciences promotes student and community success through a comprehensive array of healthcare education programs that provide educational excellence, stellar service, innovative programming and authentic partnerships.

GOALS FOR NURSING AND HEALTH SCIENCES PROGRAMS

The following goals were developed to support the accomplishment of the mission of Tyler Junior College as well as the mission of the School of Nursing and Health Sciences.

Create a learning environment, which facilitates student achievement of expected cognitive, and psychomotor and affective learning outcomes.

Provide continuing education opportunities to support community needs and interests in Nursing and Health Sciences.

Work with universities and high schools to provide meaningful linkages for Nursing and Health Sciences Students.

Implement effective recruiting strategies to attract qualified students.

Implement effective recruiting strategies to attract qualified faculty.

Encourage continuous professional development among faculty and staff.

Mission Statement for Tyler Junior College Radiologic Technology Program

The Tyler Junior College Radiologic Technology program utilizes the college's partnerships with the medical community to provide eligible candidates with a comprehensive learning experience. Through caring educational excellence and stellar service, students develop the skills necessary to become competent caregivers and the professional habits that lead to lifelong learning, personal growth and development of workplace, business and leadership skills.

Please refer to the Tyler Junior College Radiologic Technology homepage for the most recent updated Outcomes Assessment Plan.

http://www.tjc.edu/info/2004131/nursing_and_health_sciences/106/radiologic_technology

RADIOLOGIC TECHNOLOGY PROGRAM GOALS & OUTCOMES

Radiologic Technology Goals

Goal 1: Students will be clinically competent

- Student will produce quality diagnostic images
- Student will practice radiation protection
- Student will provide quality patient care

Goal 2: Students will communicate effectively

- Students will demonstrate effective oral communication skills
- Students will demonstrate effective written communication skills

Goal 3: Students will demonstrate Critical Thinking

- Student will integrate considerations for atypical patient needs

- Student will identify and employ technical considerations specific to exam demands

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American Registry of Radiologic Technologists

1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048, ext. 8580
www.arrt.org

The American Registry of Radiologic Technologists (ARRT) is the world's largest credentialing organization that seeks to ensure high quality patient care in medical imaging, interventional procedures, and radiation therapy. We test and certify technologists and administer continuing education and ethics requirements for their annual registration.

MISSION

Promoting high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy

In support of this mission, the ARRT:

- Adopts and upholds standards for educational preparation for entry into the profession;
- Adopts and upholds standards of professional behavior consistent with the level of responsibility required by professional practice; and
- Develops and administers examinations which assess the knowledge and skills underlying the intelligent performance of the tasks typically required by professional practice in the discipline.

In addition to initial recognition, ARRT provides a mechanism to recognize individuals who continue to demonstrate their qualifications through adherence to the standards of professional behavior and compliance with continuing education requirements.

VIOLATION OF RULES OF ETHICS

Individuals who have violated the Rules of Ethics may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for examination. The individual may submit the pre-application at any time either before or after entry into an accredited educational program. This process may enable the individual to avoid the delays in processing the application for examination, which is made at the time of graduation. The pre-application is not contained in this Handbook and must be requested directly from the ARRT. Submission of a pre-application does not waive the application for examination, the examination fee, the application deadline or any of the other application procedures.

****The application for the Tyler Junior College Radiologic Technology states that you must file for pre-application and receive your approval from ARRT before you apply to the program so you can submit your letter from ARRT in your application.**

The American Society of Radiologic Technologists (ASRT)

The ASRT is governed by an elected Board of Directors that is responsible for ensuring that ASRT's operations align with its strategic plan. The Board also approves budgets, sets strategic direction and hires the chief executive officer. Seven ASRT members serve on the Board of Directors.

The House of Delegates is the legislative body of the ASRT. It establishes professional standards of practice. It is composed of four delegates from each ASRT chapter, two delegates from each ASRT affiliate society and six delegates from all branches of the military.

ASRT Vision, Mission, Core Values and Value Propositions

ASRT Mission

The mission of the American Society of Radiologic Technologists is to advance the medical imaging and radiation therapy profession and to enhance the quality of patient care.

ASRT Vision

The American Society of Radiologic Technologists will be the premier professional association for the medical imaging and radiation therapy community through education, advocacy and research.

ASRT Core Values

Commitment.

We share a common purpose and give our personal best to transform ASRT's vision into reality.

Leadership.

We guide and inspire internal and external stakeholders to achieve ASRT's mission and vision.

Integrity.

We practice transparency by telling the truth, obeying the law, acting ethically, fulfilling expectations and keeping promises we make.

Creativity.

We are adaptable and flexible to new possibilities and discoveries, and we provide an environment that encourages creative solutions.

Accountability.

Each of us stands responsible for achieving targeted outcomes, cost effectiveness and improved performance in all that we do.

ASRT Value Propositions

We use a quality framework to achieve customer centricity and operational excellence.

Customer Centricity.

Understand and address the needs of the radiologic technology community to strengthen relationships and earn customer loyalty.

Operational Excellence.

Deliver a combination of service, quality, price and ease of use that other associations and organizations can't match.

Scope of Practice: Applicants for registration shall agree to perform the duties of a radiologic technologist only as directed by a duly qualified physician and under no circumstances are to give out oral or written diagnoses, or work independently, whether in a private office or institutional department. Duly qualified physician refers to a physician who has demonstrated education and training in the uses and effects of radiation.

A complete copy of the American Society of Radiologic Technologists *Scope of Practice* can be found at www.asrt.org

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850 • Chicago, IL 60606-3182

P: (312) 704-5300 E: mail@jrcert.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. 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. The JRCERT welcomes a collaborative relationship with our programs and faculty. We strive to work together with our programs to achieve our mutual goal of Excellence in Education. Through the process of programmatic accreditation, educators are assured that their educational programs are keeping pace with the profession and with standards developed through national consensus.

JRCERT Mission, Vision and Core Values

Mission Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Vision Statement

Assuring programs achieve excellence in education through programmatic accreditation.

Core Values

- Believes educational quality and integrity should not be compromised.
- Respects and protects the rights of students.
- Promotes the welfare of patients.
- Encourages educational innovation.
- Collaborates with other organizations to advance the profession.
- Exemplifies the highest ethical principles in its actions and decisions.
- Responds in a proactive and dynamic manner to the environment in which we operate.

Students - If you are considering a career in radiography, radiation therapy, magnetic resonance, or medical dosimetry, you will want to choose an accredited educational program to prepare you for your career. Successful completion of a JRCERT-accredited program assures you that you will be provided with the knowledge, skills, and professional values required for career success. The JRCERT monitors performance measures of programs and makes this information available to the public. Accreditation of an educational program provides students and graduates assurance that the educational program will provide them with the requisite knowledge, skills, and values to

competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. Programmatic accreditation requires programs to teach the entire curriculum developed by the professional society, the American Society of Radiologic Technologists (ASRT). Programmatic accreditation also assures students will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences.

The JRCERT understands that program officials and faculty must be well informed and up-to-date on the latest accreditation information if the program is to remain successful in meeting its defined mission and goals. To that end, our Web site is designed to keep you updated on JRCERT activities and program resources, policies, the latest information on learning outcomes assessment, and Board interpretations of the STANDARDS. If you need assistance or have a question, please do not hesitate to contact the JRCERT office at 312-704-5300 or *contact us online*.

Value of Accreditation

Accreditation is the primary means of assuring and improving the quality of higher education institutions and programs in the United States. Active for the past 100 years, this private, voluntary system of self-examination and peer review has been central to the creation of a U.S. higher education enterprise that is outstanding in many respects.

Accreditation is.....

- A highly successful and well-tested system of quality assurance and quality improvement
- An outstanding example of an effective public-private partnership
- An outstanding example of reliable and responsible self-regulation

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Objectives:

- 1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.
- 1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.
- 1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.
- 1.4 The program assures the confidentiality of student educational records.
- 1.5 The program assures that students and faculty are made aware of the JRCERT **Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of noncompliance with the **Standards**.
- 1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.
- 1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Objectives:

- 2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.
- 2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.
- 2.3 The sponsoring institution provides student resources.
- 2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Objectives:

- 3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.
- 3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.
- 3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.
- 3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.
- 3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Objectives:

- 4.1 The program has a mission statement that defines its purpose.
- 4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.
- 4.3 All clinical settings must be recognized by the JRCERT.
- 4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.
- 4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.
- 4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.
- 4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.
- 4.9 The program has procedures for maintaining the integrity of distance education courses

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Objectives:

- 5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.

- 5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.
- 5.3 The program assures that students employ proper safety practices.
- 5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.
- 5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

Standard Six: Programmatic Effectiveness and Assessment:

Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Objectives:

- 6.1 The program maintains the following program effectiveness data:
- five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
 - five-year average job placement rate of not less than 75 percent within twelve months of graduation, and
 - annual program completion rate.

6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.

6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.

6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.

6.5 The program periodically reevaluates its assessment process to assure continuous program improvement

See jrcert.org for more information on programmatic accreditation.

JRCERT Contact information

See <https://www.jrcert.org/program-director-and-faculty/allegations/> to report allegations of non-compliance with these standards.

Program effectiveness data: <https://www.jrcert.org/programs/tyler-junior-college/>

PROGRAM POLICIES STATEMENT

These policies were developed to ensure that a high standard of learning of professional skills and professional behaviors is met. Each student is required to read, understand and comply with these policies. The policies are also in place to ensure that the environment in which this learning takes place is conducive to such, safe for, and fair to all parties involved.

Radiologic Technology students are expected to adhere to the following standards of professional conduct as an integral aspect of professional socialization.

Accountability - Answering for one's action to self, the patient, the profession and the college.

Ethical - Adhering to the Radiologic technologist's Code of Ethics

Legal - Operating with the standards of care related to the radiology student role.

Honesty - Practicing fairness and truth in conduct and truthfulness.

Dependability - Being trustworthy and reliable.

Respect - Treating others and self with consideration and courtesy.

Responsibility - Performing duties associated with the radiologic technologist's particular role, and scope of responsibility.

Confidentiality - Respecting the privacy of patients by respecting privileged information.

Punctuality - Arriving on time for all classroom and clinical assignments.

Professional Appearance - Adhering to established dress code at all Tyler Junior College activities.

PROFESSIONALISM & PERSONAL RESPONSIBILITY

The faculty and staff of the TJC Radiologic Technologic program are committed to providing for our students the education necessary to promote professionalism and personal responsibility. Therefore, radiology students are held to a high standard of these attributes.

Personal responsibility is a demonstration of the following characteristics:

Integrity.

Accountability for one's own actions.

Accountability to faculty and staff.

Initiative and determination to accomplish goals.

Advance preparation for class: i.e. completing assignments, bringing all necessary materials to class, and reading material in advance.

- Professional education is the acquisition and integration of knowledge skills and attitude. All of these areas are essential in making a healthcare professional.
- Professional people in health care services are set apart from others by virtue of the dignity and responsibility of their work. Produce Diagnostic Quality exams, Practice Radiation Safety and Provide Competent Patient Care are the primary objectives of the radiology student and is the reason for the existence of the profession. Others look to the professional person for leadership and expect more than ordinary demonstration of good human relation.
- Professional attitudes require maintaining a high standard of interpersonal and professional relationships.
- Professional behavior is a combination of technical skills, mature observation and judgment, and ethics. Technical skills are achieved through Didactic courses/ Positioning

Labs and gradually refined through clinical experiences until the students achieve the level of proficiency required for graduation. Clinical practice of normal and abnormal must be mastered, based on the knowledge acquired in the didactic clinical courses and clinical experiences. Judgment is based on obtaining and utilizing pertinent information gained through observation and patient need, patient-student interaction, technical skills, and continuing clinical experiences.

- Professional ethics is concerned with the conscientious use of technical skills, observation and judgment affecting the patient’s health and well-being, interpersonal relationships, community involvement and a commitment to service.

UNSAFE / UNPROFESSIONAL BEHAVIOR POLICY

In the application period, the prospective student is subject to prescreening requirements (background checks and drug screens) which are the same as those required of employees at Tyler Junior College clinical affiliates. The document *Tyler Junior College Standard for Drug Screening and Background Check* is supplied in the application process.

CRIMINAL AND BACKGROUND CHECK DOCUMENTATION

All applicants to our Nursing and Health Professions programs must be able to pass a criminal background check that includes the provision of necessary documentation for the background check agency to make it reliable. Said documentation may include an authenticated social security card and positive identification such as a driver’s license or identification card. This is a requirement to fulfill our ethical responsibility as outlined in our clinical affiliation agreements. We must be able to assure that we are not sending students to clinical from our programs that have a criminal history that may indicate they could do harm to vulnerable patients.

Students returning from previous semester will be asked to submit a drug screen before returning to continue program.

Radiologic Technology Radiologic Technology (AAS)

Associate of Applied Science | 2022

Total Semester Hours: 64
Prerequisites
BIOL 2401 Anatomy and Physiology I HESI test, minimum composite score 80 GPA of 2.5 or higher 8 hours of documented Radiology Job Shadowing (Good for 3 years)
Semester I
<i>(16 weeks)</i> RADR 2309 Radiographic Imaging Equipment RADR 1203 Patient Care RADR 1201 Introduction to Radiography RADR 1311 Basic Radiographic Procedures RADR 1266 Practicum I
Semester II
<i>(16 weeks)</i>

RADR 2313 Radiation Biology and Protection
RADR 1213 Principles of Radiographic Imaging I
RADR 2301 Intermediate Radiographic Procedures
RADR 1267 Practicum II
ENGL 1301 Composition I

Summer

(11 weeks)
RADR 2266 Practicum III
RADR 2236 Special Patient Applications
RADR 2233 Advanced Medical Imaging

Semester III

(16 weeks)
RADR 2366 Practicum IV
RADR 2217 Radiographic Pathology
RADR 2205 Principles of Radiographic Imaging II
BIOL 2402 Anatomy and Physiology II
PSYC 2301 General Psychology OR
PSYC 2314 Lifespan Growth & Development

Semester IV

(16 weeks)
RADR 2367 Practicum V
RADR 2331 Advanced Radiographic Procedures
PHIL 2306 Introduction to Ethics OR
HUMA 1301 Introduction to Humanities I
MATH 1314 College Algebra OR
MATH 1332 Contemporary Mathematics I

Summer

DEGREE AUDIT / DEGREE WORKS

It is your responsibility to check your transcript and ensure that you have all of the classes that you will need to complete the degree requirements. If you are missing classes, you have to have those classes complete before you can take the registry. If you are unsure, you need to meet with an academic advisor and ask them to run a degree audit to see if there is anything missing. We recommend that you do this at the end of your first summer semester. You will have Fall and Spring to take any courses you are lacking. In Apache Access you may check your progress for your degree in Degree Works. Ask a faculty member for assistance.

CLASSES AND CLINICAL EXPERIENCE

Lecture classes are generally scheduled on campus, see class syllabus online for specific times and location. Generally, speaking clinical shifts run approximately eight (8) hours each assigned day. *(Clinical report times may vary by facility.)* Various shift assignments, duties, or specialty rotations may involve evening or weekend rotation.

You must be flexible and be available for any class changes that are made to accommodate guidelines and recommendations set forth by Tyler Junior College. We will base decisions on what is best for you as a student within parameters we are given.

<u>Class Time - actually on campus</u>	<u>Clinical Time</u>
First Semester Monday 4 hours Wed / Fri 5 hours - pending when lab is scheduled	Tues / Thur 8 hours each day
Second Semester Monday 2 hours Wed / Fri 5 hours - pending when lab is scheduled	Tues / Thur 8 hours
Third Semester - Summer Tuesday - 3 hours Thursday - Online Class but designated time	Mon / Wed / Fri 8 hours each day
Fourth Semester Tues 2 hours Thur 2 hours	Mon / Wed / Fri 8 hours each day
Fifth Semester Tues 5 hours	Mon / Wed / Fri 8 hours each day
Sixth Semester - Summer Wed 3 hours	Tues / Thur 8 hours each day

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Tyler Junior College to move to altered operations. During this time, Tyler Junior College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (Canvas), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Tyler Junior College's website (www.tjc.edu) for instructions about continuing courses remotely, Canvas for each class for course-specific communication, and Tyler Junior College email for important general information.

In the event of tornado, the primary tornado safe places on the second floor of RNHS are the bathrooms and the storage room on the south end of the building that leads past the restrooms across from the clinic. The hallways serve a secondary safe space. In the event of an active shooter,

TEACHING/LEARNING STRATEGIES

The objectives of the program are accomplished through the utilization and administration of the following teaching/learning strategies:

1. Lectures covering knowledge-based objectives.
2. Web-assisted Modules in Canvas
3. Laboratory exercises integrated with specific knowledge-based required applications.
4. Clinical rotations and experiences which allow students to gain competence and confidence.
5. Didactic and clinical testing for competency and proficiency.
6. Group and problem-based learning to foster team-building skills.

COMMUNICATION

Students are required to check their student TJC email “@email.tjc.edu” on a daily basis. Faculty use this and Canvas as the means to communicate important information to students outside of the classroom. This is very important!! After graduation this email will remain active as long as you log in every 6 months.

MICROSOFT OFFICE 365 FOR TJC STUDENTS

You have a FREE Microsoft Office 365 account as a student at TJC.

You will be required to use *online* versions of Word, Excel, and OneNote in this class, even if you have the full Microsoft Office installed.

You will access your account at <https://portal.office.com>

- Your username is your TJC student email address (e.g., username@email.tjc.edu)
- Your password is your Apache Access password.
- Your TJC will remain active even after you graduate as long log in every 6 months

For more information, see the Microsoft Office 365 document at: <https://goo.gl/TQYpPF>

LENGTH OF PROGRAM

The length of education for the Radiologic Technology Program at Tyler Junior College is twenty-four months after gaining acceptance in the program. The time will include 2 Fall semesters of sixteen weeks, 2 Spring semesters of sixteen weeks, and 2 Summer sessions of ten weeks.

TYLER JUNIOR COLLEGE COURSE ATTENDANCE, REQUIREMENTS AND WITHDRAWAL POLICY

TJC enters into a *partnership for success* with each student and willingly assumes the responsibility of offering the quality of instruction, facilities, and services necessary to provide its partners with opportunities to achieve their individual academic goals. The following policies are designed to facilitate this process.

ATTENDANCE:

Regular attendance at classes is strongly associated with academic success.

Students are responsible for regular attendance at classes in which they are enrolled.

Instructors will maintain student attendance records throughout the semester.

Students who will be absent from class due to their participation in a TJC sponsored or approved activity are responsible for informing their instructors prior to their absence in the form of a written notification prepared and signed by an instructional dean.

Students are responsible for arranging to make up any course work missed due to absences for any reason. Make-up work due to absences for any other reason than those listed above will be at the instructor's discretion.

COURSE REQUIREMENTS:

Instructors are responsible for providing and explaining written information regarding course requirements to all students enrolled in a course.

Students are responsible for understanding the stated requirements of a course in which they are enrolled. Both students and instructors are responsible for complying with the written requirements of a course.

COURSE CONTENT

A syllabus has been provided for each course (found online), and it is the student's responsibility to keep up with the content described and class policies outlined in the syllabus. Even in the event of an absence or tardiness, it is the student's responsibility to ask another student for information or handouts that may have been missed or to contact the professor.

WITHDRAWING FROM COURSES:

It is the student's responsibility to drop a class. IF A STUDENT FAILS TO DROP A CLASS FOR ANY REASON OUTLINED IN THE STUDENT HANDBOOK, THE STUDENT WILL RECEIVE A FAILING GRADE FOR THE CLASS(ES)

An instructor may initiate an administrative withdrawal for any student who has missed so many classes that he/she cannot achieve a passing grade for the class.

A student may initiate a drop from a course(s) or withdrawal from the College for any reason **if the student has not been dropped from the course(s) for unexcused absences.** A student wishing to drop a course(s) or withdraw from the College must complete the Tyler Junior College Class Change Form. It is recommended that the form be signed by the professor or the appropriate department chair. Students should be aware that dropping a course may affect scholarships and/or financial aid. In some cases, the student may have to pay money back. Contact Financial Aid to see how a drop may affect your aid status.

Forms are available in the Advising Office, Dean's Office, and Registrar's Office. The student will receive a grade of "W" for a course if a College Class Change Form is submitted to the Registrar's Office by 5 p.m. the last day of the 14th week of classes during a 16-week semester, the 10th week of a 12-week session, the 7th week of an 8-week session, or on the 15th day of any summer session.

Students should consult the Registrar's Office for drop/withdrawal dates during special sessions.

Students will receive a failing grade (F) if they have not met minimum course requirements for a passing grade and have not been dropped/withdrawn from a course(s) by the above deadlines.

*Special admission programs may have additional requirements for attendance/withdrawal. Please consult with the department chair for specifics. The Radiologic Technology is a Special admission program.

Withdrawal Policy: The student will receive a grade of "W" for a course if a withdrawal form is submitted to the registrar's office by 5:00 p.m. the last day of the 14th week of classes during a 16-week semester, the 10th week of a 12-week session, the 7th week of an eight-week session, or the 15th day of any summer session. Students should consult the registrar's office for withdrawal dates during special sessions.

Students will receive a failing grade (F) if they have not met minimum course requirements for a passing grade and have not submitted a withdrawal form or been withdrawn from a course by the above deadlines. Instructional deans may approve exceptions.

Faculty may withdraw a student from a course with an "F" grade if the student has unexcused absences totaling ten percent or more of the total contact hours for the course, or if in the judgment of the professor, the student cannot complete the course successfully.

Faculty seeking to withdraw a student from a course for disciplinary reasons should comply with the Student Discipline Policy at FM (REGULATION).

A student who has been withdrawn from a course may be reinstated only with the approval of the professor and department chair. The student must initiate the reinstatement within seven calendar days of the official withdrawal date.

Dropping Courses after the Semester Begins

Students may drop courses from their schedules for a limited time each semester. The Tyler Junior College Academic Calendar indicates the deadlines for students to drop courses each semester. Courses officially dropped before the Census Date do not appear on a student's transcript. Students who drop courses between the Census Date and the Withdrawal Deadline have a record of the courses on their transcripts with an automatic grade of "W." or "WL". See the Tyler Junior College catalog for the withdrawal deadline (included in the academic calendar). The change becomes official after it is processed by the Registrar's Office.

It is the student's responsibility to drop a course by the appropriate deadline.

Students cannot assume that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. Students are still responsible for dropping courses by the official deadline or they will receive a grade of "F" in the class.

Students are responsible for checking their schedules and for checking their official Tyler Junior College email accounts to determine if they have been dropped from class.

After the withdrawal deadline, a student may not drop a course except with the approval of the Dean of the school in which the course is offered and then only for urgent and extenuating, nonacademic reasons.

QUOTED FROM http://www.tjc.edu/info/2003457/register_for_classes/165/registration_policies/3

PROGRAM STUDENT WITHDRAWALS

The Tyler Junior College Program in Radiologic Technology reserves the right to request, at any time, the voluntary withdrawal of a student, or initiate dismissal of any student whose health, conduct, personal qualities, clinical performance, patient care skills and scholastic records indicate that it would be inadvisable for the student to continue with the Program.

Those students who withdraw of their own accord and have achieved satisfactorily to that point in the program will receive a "withdrawal while passing." If the student wishes to be reinstated at a later date, the records will be re-evaluated by the Admissions Committee. Voluntary withdrawal must include:

1. Submit a letter of withdrawal explaining circumstance and anticipated re-entrance date and complete an exit interview with the department chair.
2. Withdrawal according to the Tyler Junior College policy
3. A student withdrawing or leaving the program for any reason must surrender their clinical ID badge and return their assigned TLD. The clinical badge will be returned to them/if when re-admitted to the Radiology Program. These badges will be kept in the Clinical Coordinator's office.
4. It is the student's responsibility to withdraw from all RADR courses whether it be from the student's decision to withdraw or from Dismissal from the program.

READMISSION POLICY

Students who have dropped from the program because of personal reasons may be readmitted the following year, beginning the term in which the students dropped **if** they were passing at that time **and** there is a Practicum site with an opening for an additional student. (If one RADR class is dropped, all RADR classes **will** be dropped.)

Students who drop or are dropped from the program for any reason during the first semester must **REAPPLY** for the following year. Upon readmission, the student will complete the program under student policies and curriculum in effect the year of readmission. The student must submit a letter to the Department Chair stating intentions to re-enter and meet the April 15 application deadline.

Students who have to withdraw from the program due to being called up to active duty military service will not have to reapply. A position in the program is guaranteed for a period of 1 year after active duty military discharge.

Students who were dropped from the program after the first semester due to grades in academic classes may re-enter the following year, beginning the term in which the student was dropped **if** there is a Practicum site, which has an opening for an additional student. Students who were dropped because of didactic grades **will be required** to repeat the Practicum course of that semester regardless of having passed that course. If clinical slots are fewer than re-admits, prior clinical and didactic grades, and clinical performance will be the determining factors for re admittance.

Students who return to the program after withdrawing for any reason will re-enter the following year at the beginning of the same semester in which they withdrew or were unsuccessful. The student will be required to complete all courses which were not completed in the previous year. In the event that the student completed some of the classes, the practicum course for that semester must be taken regardless of the student's previous success. A student wishing to re-enter will be required complete all general education classes needed to graduate from the program prior to returning (see the program curriculum, complete a drug test and background check, and be current on TB tests, CPR and be current on all vaccinations prior to returning to the program. Prior to returning, the student is required to complete a test over the material in the classes that were completed prior to withdrawal and score 78 or better. Failure to complete the test or failure to reach a minimum score of 78 will disqualify the student from returning. The program strongly recommends that students wishing to return meet with an academic advisor to ensure course applicability..

If a re-entering student who dropped or was dismissed "for cause" is allowed to return, they will be admitted on a probationary status for that offence for the rest of the program. The student will write a letter to the program director stating what action he/she will take to ensure that the unsatisfactory behavior is not repeated. Students are required to complete the program within 3 years. ***A student who dropped more than one year before projected re-admittance must repeat the entire program. A student who returns and is again unsuccessful and wishes to complete the program more than 3 years after their original start date will be required to apply and repeat the entire program.***

If a student leaves the program due to personal reasons, that student, if readmitted, will do so without having to write the letter and without being put on probation. A student who was dropped from the program due to a failing grade in Practicum, or was on probation at the time of dropping, or were required to drop for any reason listed as ineligible to re-enter per Clinical Section of the Radiologic Technology Student Handbook **MAY NOT RE-ENTER THE PROGRAM.**

The following criteria shall be met for re-admission: (other than 1st year, 1st semester who must reapply totally)

1. submit a written request to the Department Chair at least two months in advance

2. provide CURRENT credentials (TB, CPR, background check/drug screen) and vaccinations (i.e. flu) if needed
3. meet current admission requirements
4. fulfill the requirements for admission that are in effect at the time of re-admission
5. Complete a drug test.

ADAPTIVE ATTITUDE

Due to the professional responsibilities and duties related to this profession, the student is expected to adjust to the various changes that may arise during the program. This includes the lecture, laboratory and clinical phases of the program that arise from inclement weather, holidays, pandemics, professional development training or changes beyond our control

ATTENDANCE - PROGRAM POLICY

The Radiology Technology Program Policy supersedes all others that may have been in effect. In accordance with Administration Policies found in the Tyler Junior College Catalog and Student Handbook concerning student attendance, the following specific attendance requirements will be enforced for the Radiology program.

Full time attendance is required. No "unexcused absences" or "cuts" are allowed. The student will be responsible for all the class work covered during any absence from class for any reason. It is the responsibility of the student to make arrangements for any makeup work that might be required for a missed class. Failure to make up tests (or work) usually leads to a failing grade. Follow Make-Up test Policy as outlined in your course syllabi.

Please refer to your syllabus for Lab attendance policy.

Clinical Attendance policy will be addressed in the clinical section of the student hand book.

RADIOLOGIC TECHNOLOGY CLASSROOM ATTENDANCE POLICY

FULL ATTENDANCE IS ESSENTIAL TO MAXIMUM LEARNING.

Ninety percent (90%) attendance is required. This policy includes ALL RADR CLASSES.

Two day a week classes: 90% attendance allows 3 absences
One day a week classes: 90% attendance allows 2 absences

Three (3) tardies--past 5 minutes--will count as one absence--3 day a week classes
Two (2) tardies past 5 minutes will count as one absence--- 1 and 2 day a week classes

Absences are not excused for Positioning Labs >>> laboratory absences must be made up according to the requirements per your Lab Instructor. Absences from a Lab RADR 1311 or RADR 2301 will result in a loss of points from the test that corresponds with the lab that is missed.

For each day of absence beyond the allowed 10%, 5 (five) points will be deducted from the student's grade (term grade).

If a student misses more than 15% of any one class, that student may be dismissed

from the program.

Two day a week classes: 85% attendance = 5 absences

One day a week classes: 85% attendance = 3 absences (approximate but policy)

Dismissal will be evaluated according to:

1. The students grade average in the class
2. The reasons for the excessive absences
3. The students overall progress in clinical and classroom.

A decision will be made by at least two faculty members. This policy applies to ALL SEMESTERS.

It is recommended that every student strive to attend all classes. This will allow for those unforeseen occurrences requiring non-attendance that cannot be controlled by the student. Attendance is defined as physically being in class AND being **AWAKE AT ALL TIMES**. A student who falls asleep in class will be asked to leave and will be counted absent for that class period, including video sessions.

PUNCTUALITY

Students are expected to attend lectures and laboratory sessions at the scheduled time. Practicum tardiness will be addressed under the appropriate section. A student will be allowed into class late at the sole discretion of the instructor. If a student is not present for roll call, it is the student's responsibility to see the instructor after the lecture to change the "absence" to a "tardy". Any unscheduled, daily examination that may be given during the tardy time will be given a grade of "zero" and may not be made up. A student who is absent due to an official religious observance or a TJC sponsored or approved activity, and who has appropriately informed the instructor prior to the event, is entitled to make up missed course work. In other cases, the instructor will determine whether a student will be allowed to complete makeup work and the time and nature of the makeup work.

Students are responsible for arranging to make up any course work missed due to absences for any reason.

Student's may also refer to each Professor's syllabus for punctuality pertaining to that class.

LAB TIME FLEXIBILITY

Labs that coincide with Positioning are scheduled, please keep in mind you must be flexible during your lab days as they may begin early or run over the allotted time especially during a Practicum Test Day. Labs that fall during holidays will be rescheduled by the Lab Instructor, you must be willing to work with the rearrangements.

NOTE: Due to the professional responsibilities and duties related to this profession, the student is expected to adjust to the various changes that may arise during the program. This includes the lecture, laboratory and clinical phases of the program that arise from inclement weather, holidays or professional development training.

CHEATING, LYING, STEALING, AND MISREPRESENTATION

Students, who cheat in any way, steal either information or tangible goods, lie about or misrepresent any material fact pertaining to any document or record are subject to impact student's ability to continue in the Radiology Program.

The program's policy for cheating specifies that:

- (1) An incident of cheating will result in a grade of zero (0) for that examination
- (2) **DISMISSAL FROM THE PROGRAM**

Cheating includes but is not limited to:

- Copying from the test of another student
- Allowing another student to copy from your test
- Possessing materials or objects not authorized by the instructor during the test, including "crib notes", programmable calculators, open textbooks, electronic devices of any kind, notebooks or notes, even if unused.
- Copying, recording, buying, stealing, transporting or soliciting tests (pre or post testing), test keys, questions written assignments or computer programs
- Seeking aid from or collaborating with another student for aid without permission from the instructor during a test
- Discussing the test with a student who has not already taken the test
- Substituting for another person, or permitting another to substitute for you
- Alteration of scantron or any other grade sheets through changing answers or filling in of blank spaces after being graded

****A student dismissed for cheating or plagiarism will not be eligible for re-entry.**

Plagiarism is defined as copying someone else's work and presenting it as one's own, without the knowledge of the original author. All research due must give credit when quotes are used.

In the absence of faculty first hand witness, **any student who accuses another student of any wrongdoing and expects the faculty to act** in a disciplinary way **must provide written, signed, detailed documentation** of the incident. **The accuser's name will be made known** to the accused, so the accused may confront his/her accuser, per Tyler Junior College policy.

DIDACTIC GRADING

A minimum grade average of 78% must be maintained on all required academic RADIOLOGIC TECHNOLOGY courses. **ALL PROGRAM COURSES MUST BE COMPLETED WITH A 78 OR BETTER TO CONTINUE IN THE PROGRAM.** The grading scale below will be used for all RADR academic courses.

Practicum (Practicum) RADR courses are graded differently. See Practicum Grading in Clinical Section.

*Any RADR class that has a Lab component must have a passing average in the Lab in order to pass the RADR course.

*Exams for RADR classes will be scheduled according to the professor and outlined in the course syllabus. Professor has the right to make changes to dates for exams as they determine. Expect to have more than one test in RADR classes in one day.

<u>Letter Grade</u>	<u>Semester Average</u>
A	91-100
B	83-90
C	78-82
D	77-70
F	69-0

A GRADE OF “D” IS NOT PASSING AND IS CONSIDERED A FAILING GRADE IN ALL CLASSES IN THE PROGRAM CURRICULUM. Failure of any RADR course while in the program will eliminate student’s ability to enroll in the following semester.

All courses in the curriculum must be passed with a grade of “C” or better using the TJC grading policy. Any non-RADR courses may be repeated while the student is in the program. No student will graduate from the program until all academic and clinical requirements have been met.

For RADR 1311 & RADR 2301 please refer to your syllabus for test grades and passing the course.

EXPECTED CLASSROOM ETIQUETTE

Tyler Junior College is committed to promoting a level of classroom etiquette conducive to maximum teaching and learning. Within this context, the following etiquette is expected:

1. Attend class each time the class meets.
2. Be on time for class and remain for the entire period. You are inconsiderate of your classmates if you arrive late and leave early. **Utilize breaks for personal needs.**
3. Refrain from talking while the teacher is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to your teacher and classmates.
4. Without prior approval from your instructor, do not use electronic devices this includes computers, cell phones, e Readers, tablets, etc. If you are using these devices during lecture for non-educational purpose you will be asked to leave and marked absent. The attendance policy will be enforced.
5. Be attentive, no disruptions, do not chatter during lecture and participate in class
6. Refrain from bringing non-students to class. This includes children, spouses, boyfriend/girlfriend and friends. Approval of the above to attend your courses must come from the Dean of Nursing and Health Professions. There will be no exceptions.
7. Lanyards must be worn around the neck while on campus, and the ID card must be clearly visible at all times, unless it should be removed for safety reasons or an approved ADA variance.
8. No one will be allowed into class without wearing his or her ID/lanyard.
9. Students who do not have their ID/lanyards may pick up a Day Pass at Campus Safety.

10. If a Day Pass is needed more than once per semester, students should go first to the Cashier's Office in WASC to pay \$2.50, then take the receipt to Campus Safety to pick up the Day Pass.
11. As part of creating a more positive learning environment do not wear clothing that is too revealing or not appropriate for "daytime" wear (this includes cami's, PJ's, house or high heeled shoes, mini skirts, clothing with revealing holes, profane language or graphics on clothing, and anything else deemed inappropriate by professor).
12. During classroom or lab classes, cell phones are to be on "vibrate/silent" only or "off" and not visible on desks, unless approved by your classroom instructor. No texting will be allowed during class or lab time - Please instruct your family and friends accordingly. You may be asked to leave at any time during class for cell phone use and marked absent. The absent policy for classes will apply.
13. Electronics use in the Radiology Lab class- Use of any other electronics (with a possible exception for voice recording) will result in 10 points taken from the student's next test grade and forfeiture of any curves or points added for the class.
"Electronic use" includes failure to silence electronics. No lap top, camera, cell phone or smart watch use is permissible. It is the instructor's prerogative to allow or disallow voice recordings at any point in the semester.

Mutual respect is the foundation of learning in any classroom environment. "Abusive, demeaning, or profane language is prohibited and students should use language that demonstrates both tolerance and respect for others."

CELL PHONE USE DURING CLASS ON CAMPUS

Cell phone use is prohibited during class. Cell phones must not be visible on student's desks on test days. If a student's cell phone goes off in class the student will be required to silence or turn the phone off unanswered, and 10 points will be deducted from the students next test score. If the cell phone goes off during a test, 15 points will be deducted from the test score. Subsequent events will result in the doubling of this penalty each time. A student answering a phone during class will be required to leave class and meet with the instructor prior to attending class again. A student answering a phone during a test will receive a 0 grade on the test.

Electronics use in class- Use of any other electronics (with a possible exception for voice recording) will result in 10 points taken from the student's next test grade and forfeiture of any curves or points added for the class. "Electronic use" includes failure to silence electronics. No lap top, camera, cell phone or smart watch use is permissible.

PREGNANCY

Accommodating Pregnant Students

Under the Department of Education's (DOE) regulations implementing Title IX of the *Education Amendments of 1972*, a college or university "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, and termination of pregnancy or recovery therefrom." This directive has been highlighted recently in a Dear

Colleague Letter from the DOE's Office of Civil Rights (OCR), and a 30 page "pamphlet" from DOE entitled "Supporting the Academic Success of Pregnant and Parenting Students."

A college must excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absence medically necessary. According to these materials, not discriminating against a pregnant student means granting her leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student "to the status which she held when the leave began." For instance, if a faculty member adjusts grades based on class attendance, the pregnant student cannot be penalized for her excused absences and must be given the opportunity to earn back the credit from classes missed due to pregnancy.

This generally means that pregnant students should be treated as if they had a temporary disability, given excused absences, and then given an opportunity to make up missed work wherever possible. Extended deadlines, makeup assignments, and incomplete grades that can be completed at a later date, should all be employed. To the extent possible, pregnant students should be placed in the same position of academic progress that they were in when they took leave.

The plausibility of doing so is not governed by an individual faculty member's class rules or policies, but by the nature of the work. Whenever the class work is of a type that it can be completed at a later date—such as papers, quizzes, tests, and even presentations—that option must be made available to the student.

In situations where the temporal particularities of the task do not allow for a "break," such as clinical rotations, large performances, and some lab or group work, the institution should work with the student to devise an alternative path to completion. Faculty cannot have their own policies regarding attendance and makeup work as to pregnant students, as Title IX requires compliance institution-wide. A student has the following options in completing her coursework after returning from leave deemed necessary by her physician.

1. Retake the class at the next available offering at the student's expense. (Students should be aware that class offerings vary by program and may not be available at regular intervals.)
2. Take the course online.
3. Receive an incomplete and extend the course until 30 days

into the next long semester. The 30-day timeframe may need to be shortened or lengthened depending on the length of time missed due to medical necessity, and what is reasonable under the circumstances. (Professors should work with students to establish timelines, be available to meet and answer questions, and make arrangements for any hands-on or face-to-face course requirements.)

The Title IX Coordinator should be contacted and consulted when an accommodation request from a pregnant and/or parenting student is received. The Title IX Coordinator should oversee the process of receiving and reviewing necessary medical documentation and determining if and what accommodations are necessary.

All female students will sign an agreement of understanding concerning this policy as it pertains to pregnancy and radiation protection prior to acceptance.

a) Radiation. Students have the **option** of informing the program, in writing, of a pregnancy. Any declaration is voluntary. It is recommended that the student inform the **Department Chair** and/or the **Clinical Coordinator** (who is also the RSO-Radiation Safety Officer) immediately upon learning of the pregnancy so that the student may be counseled regarding her and her baby's radiation protection. The student will be given and is encouraged to read the U.S. *Nuclear Regulatory Commission Guide 8.3,* "Instructions Concerning Prenatal Radiation Exposure." Once declared, a monitoring badge will be ordered for the fetus and the student will be required to wear same at waist level under the lead apron. The student may be removed from any rotation in which a heavy fluoroscopy load exists until after the first trimester. Pregnant students will receive no more than a **0.5 rem** of radiation exposure during the entire gestation period. If the student does not inform the program of her pregnancy in writing, the student will be considered to **not** be pregnant regardless of overt signs and the above measures cannot be taken. These measures are **all** for the benefit of the student and the baby. Without voluntary acknowledgement of the pregnancy, the approved, usual and standard safety precautions cannot be implemented. Notwithstanding the foregoing, pregnant students are subject to any rules or requirements of a clinical setting.

b) Attendance. TJC's pregnancy accommodation policy related to students shall apply with respect to excused absences. If a student is absent for a medically necessary reason related to pregnancy, she must present a signed and dated physician's statement indicating same, including all dates missed due to pregnancy related medical necessity ("Statement"). If a Statement is not timely provided, then the attendance policy set forth herein shall apply. If a Statement is timely provided, then the attendance policy set forth herein will not be applied and the student's absences will be excused. If a Statement is timely provided, the student will be allowed extra time to complete work missed due to the medically necessary absence related to the pregnancy. If make up work is not possible or feasible due to the nature of the work (such as labs, clinicals, etc.), then faculty will work with the student to mutually agree to a plan to complete the work which may include:

1. Retaking the semester (at the student's cost);
2. Allowing additional time at the end of the semester to complete;
3. Retaking the course online;
4. Receiving an incomplete and extending or retaking the course; or
5. Any other reasonable option that can be agreed upon.

c) Status. A pregnant student who timely presents a Statement shall be returned to the same status she had before her absences due to pregnancy. Any such student who was on probation or subject to disciplinary action prior to the excused pregnancy-related absences will remain on probation and will remain subject to same disciplinary action.

d) Title IX. The Title IX office should be consulted related to the implementation of this policy.

Clinical and classroom attendance policies will apply equally all students.

Students will also be asked to follow hospital policy and protocols for pregnant technologists where the student is scheduled for clinicals.

If the student does not inform the program of her pregnancy in writing, the student will be considered to **not** be pregnant regardless of overt signs and the above measures cannot be taken. These measures are **all** for the benefit of the student and the baby. Without cooperation, the approved, usual and standard safety precautions cannot be implemented.

A dosimetry badge will be ordered for the fetus, and the student will be required to wear it at waist level under the lead apron.

STUDENT CONFERENCES AND EVALUATIONS

Student conferences and evaluations will be held as needed during any grading period. They will be held more often if a situation warrants. There will be a complete set of records and data kept on each student. It is at this time that the student will be told of his/her weak and strong points. Both the counselor and the student will sign all conferences and evaluations. It is the responsibility of the student to arrange meeting/conference times with the department chair and instructors.

Please see clinical section for evaluations during practicum classes.

NOTE: In accordance with FERPA laws initial conferences and evaluations are held between the student and the TJC faculty.

Course evaluation

End of course evaluations will be completed on all didactic and clinical classes. Evaluations will be loaded into Canvas during (approximately) the last 2 weeks of every semester for every course for which a student is enrolled. Course and clinical evaluations are important to complete to help ensure that the program delivers information in the best format possible for student learning.

Assistance after class

The program has an open-door policy and encourages students to use it. The instructors will make every effort to help students or provide contact information to people or departments who can help. Instructors may periodically ask a student who seems to be at risk and may provide unsolicited counseling and suggestions but ultimately it is the responsibility of the student to seek help.

SUSPENSION POLICY

A student may be put on suspension (1-3 days) for repeated infractions of the rules, including dress code, behavior (including attitude), lack of initiative, poor performance, lack of self control, patient care negligence or any other incident which the clinical instructor deems appropriate at that time. The student will be informed of the number of days of suspension.

The program may use suspension:

- a. To remove the student from the clinical site in the event of a situation in which the

clinical instructor deems this the best, immediate course at that time. The clinical instructor will immediately inform the clinical coordinator or department chair of the action. The clinical instructor will document the events; a copy will be put in the student's folder and a copy will go to the clinical coordinator.

- b. To give the student an opportunity to evaluate his/her career goals.

On the morning of the day that the student is allowed (if allowed at all), to return to Practicum, a signed letter will be given to the clinical instructor. This letter must include an explanation of the events that led to the suspension, what behaviors are required, and what actions the student will take to correct the behaviors or situations that led to the suspension. The student is responsible for presenting a copy of this letter to the clinical coordinator. **If the expected behaviors are not exhibited, dismissal from the program will result.**

The Practicum time the student missed due to the suspension will be made up with pre-arranged hours designated by the clinical instructor, and are subject to the same rules as normal clinical hours.

STUDENTS ON PROBATION

If it appears that a student is having serious or repeated difficulty with theory or Practicum, the student may be placed on probation. The student will be counseled weekly to encourage improvement and subsequent retention in the program. If there is still evidence of a deficiency at the end of the agreed probationary time, the student will be evaluated and graded accordingly, or dismissed from the program. The Department Chair or clinical coordinator will assign any probationary period after conferring with the clinical instructor of that student.

After any **3 (three)** situations in which the student is put on probation during the 2 year program, even though the student fulfilled each probationary period satisfactorily, **WILL RESULT IN DISSMISSAL FROM THE PROGRAM.**

Probation will eliminate the student's ability to participate in specialty area rotations or re-entry/reapplication.

DISMISSAL POLICY AGREEMENT

1. I am currently enrolled at Tyler Junior College and have paid my student liability insurance fee as required by Tyler Junior College.
2. I have read and understand all portions of the course syllabi and course schedules. I agree to comply with all rules, regulations and requirements contained in the course syllabi and course schedules, and with any additional rules as communicated to me by the instructors during courses. I understand that I am responsible for knowing and following the rules of all clinical sites where I may have rotations during courses.
3. I can be dropped from the Program with a grade of F for unprofessional conduct or unsafe practices. These behaviors include, but are not limited to:
 - a. breach of confidentiality or HIPAA guidelines
 - b. stealing information or tangible goods.

- c. misrepresenting any fact.
- d. lying about any fact.
- e. being barred from (asked not to return to) any clinical site.
- f. failing to complete clinical requirements on time.
- g. being under the influence or in possession of alcohol or drugs during class or during any clinical rotation assignment—immediate clinical suspension will occur.
- h. representing that I hold a level of certification or licensure I do not hold.
- i. practicing beyond the scope of clinical objectives.
- j. failure to practice within the Principles of Professional Conduct for Radiologic Technologists or the Patient’s Bill of Rights.
- k. committing a criminal act during clinical rotations.
- l. failure to maintain current CPR certification.
- m. failure to pass any of the RADR curriculum courses.
- n. disruption of classes, making it difficult for other students to acquire the material presented. This can be observed by the faculty or reported by a fellow student.
- o. willful damage to school, hospital, or private property.
- p. documented evidence of lack of proper patient care.
- q. leaving the clinical area without permission from a faculty member.
- r. failure to comply with uniform code.
- s. failure to follow radiation protection rules and regulations.
- t. tampering with own or another person’s radiation monitoring device.
- u. noncompliance with attendance policies - see clinical section.
- v. falsifying sign-in sheets/time cards for self or another student.
- w. Two incidences of being put on probation or suspended and charged with an unexcused absence.
- x. cheating, lying, collaborating, plagiarizing or falsifying and/or submitting any type documentation verbally or in print.
- y. use of any form of abusing, disrespectful, arrogant, threatening or harassing language and/or behavior to classmates, instructors, hospital personnel or patients.
- z. violating or failing to comply with any provision of the rules, regulations or policies set forth, or any policy stated in the Radiologic Technology Student Handbook.
- aa. Sharing, comparing or discussing grades with classmates-yours or others
- bb. Sleeping during Practicum time.
- cc. A second offense of discussing personal issues with medical doctors during clinical time.

4. I understand the following:

*that I may contract a contagious disease, possibly a fatal one, through contact with patients.

*that it is mandatory that I practice infection control techniques that have been explained

to me at the beginning of this course.

*that I may become physically injured by improper handling of patients and/or equipment.

*that I will be assigned to more than one Practicum site and will manage the possible added monetary and time costs or burdens that this may create.

Knowing all the above facts and with a thorough understanding of the risks involved in the training I am about to participate in, I hereby declare that I am willing to assume all risks involved with my training and that I do hereby assume all such risks, whatever they may be, and that if I become unwilling to assume all risks involved in my course of study, I will immediately inform my instructor of such unwillingness and will immediately withdraw from the course.

With full and complete knowledge and understanding of all statements contained in this document, and having asked for clarification of any parts that I might not have understood, so that I do have a clear and complete understanding of this document and what I am signing and agreeing to, I hereby promise and agree to hold harmless and indemnify, and DO HEREBY HOLD HARMLESS and indemnify Tyler Junior College, its faculty, staff, agents and employees, from any and all liability, payments, claims, costs, causes of action, judgments and attorney's fees of whatsoever nature and howsoever arising (1) in any way in connection with my being a student at Tyler Junior College and being enrolled in Radiologic Technology Program courses, (2) from clinical site (practicum) experiences in connection with the courses being taken, or (3) in any other way whatsoever.

If I violate or fail to abide and conform in any way to the promises, representations and covenants set forth in this document, I agree that I may be dropped from all courses in the Radiologic Technology Program in which I am enrolled, or that I may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Tyler Junior College catalog and student handbook.

DISMISSAL OFFENSES (non re-entry)

In addition to the items listed in the agreement, YOU WILL BE DROPPED FROM THE PROGRAM WITH A FAILING GRADE IN ANY PRACTICUM AND/OR DIDACTIC CLASS, AND BE INELIGIBLE FOR RE-ENTRY FOR ANY OF THE FOLLOWING REASONS:

- Breach of patient confidentiality for personal gain or patient defamation purposes.
- 2 incidences of breach of patient confidentiality
- 1 incidence of gross negligence that could have (or did) result in patient harm
- 2 incidences of mildly negligent patient care that causes no harm to the patient
- Willful harm to the patient, patient's family, a hospital employee, a fellow student or TJC faculty member.
- If a hospital requests you removed from their site for any of the following reasons:
 1. Breach of patient care
 2. Breach of patient confidentiality
 3. Theft of hospital property or goods
 4. Abusive or disrespectful behavior towards patients, family members or employees
- If 2 hospitals ask that you not return to their site for ANY REASON(S)
- Non-compliance with attendance and punctuality rules as outlined in the handbook, including:

1. Exceeding the maximum permissible number of absence days or occurrences in multiple semesters (failing the same category 2 times)**

2. Exceeding absences or tardies in any 3 semesters**

****See Dismissal Policy with Re-Entry for exceeding tardies/absences in Practicum V or Practicum VI**

Also #1 and #2 student may petition their dismissal for possible re-entry. The petition will be reviewed by TJC Faculty and representatives from the Radiation Advisory Committee.

3. 2 no-call no-show absences

4. Clocking in to work while on clinical time

5. Falsifying sign in sheets / time cards (yours or anyone else's)

6. Submission of any type of falsified forms

- Refusal to comply with dress code.
- Failure of the Personal Appearance section on Clinical Evaluation 2 times.
- 3 incidences of lost/replaced TLD (including fetal)
- 1 incidence of tampering with a TLD
- Failure to meet standards in any 2 areas on the clinical evaluation form (regardless of grade).
- 2 incidence of discussing grades with other students
- Failure to complete the minimum number of competencies in any 2 semesters
- Insubordinate and disrespectful behavior and attitude towards clinical instructors, supervisors, hospital staff, patients, fellow students and TJC faculty
- ANY incidences of observed cheating or assisting anyone else cheat on any test (including didactic classes, lab practicums, tests given during class at clinicals) by a faculty member
- Third Documented incidence of a student failing to correctly Identify a patient in Practicums I-VI

All of the reasons for dismissal above will result in the student being **ineligible for re-entry except for #1 and #2 in the Non Compliance with Attendance Category**. The items that require multiple events for dismissal WILL RESULT IN THE STUDENT BEING PLACED ON PROBATION for a single event, which prevents the student from rotating to specialty areas in Practicum 4 and 5.

Cheating includes but is not limited to:

- Copying from the test of another student
- Allowing another student to copy from your test
- Possessing materials or objects not authorized by the instructor during the test, including "crib notes", programmable calculators, open textbooks, notebooks or notes, even if unused.
- Copying, recording, buying, stealing, transporting or soliciting tests (pre or post testing), test keys, questions written assignments or computer programs
- Seeking aid from or collaborating with another student for aid without permission from the instructor during a test
- Discussing the test with a student who has not already taken the test-includes Lab Practicum or online testing
- Substituting for another person, or permitting another to substitute for you
- Alteration of scantron or any other grade sheets through changing answers or filling in of blank spaces after being graded
- Online testing-is to be done individually not in as a group

Plagiarism is defined as copying someone else's work and presenting it as one's own, without the knowledge of the original author. All research due must give credit when quotes are used.

DISMISSAL OFFENSES (with possible re-entry [IF SPACE EXISTS])

YOU WILL BE REQUIRED TO DROP FROM THE PROGRAM, OR RECEIVE A FAILING GRADE IN CLINICALS AND/OR DIDACTIC CLASSES FOR THE FOLLOWING REASONS (students ARE eligible for reapplication for the following reasons):

- Failure of a second laboratory make-up test in the 1st or 2nd semester
- Failure of any didactic course
- Inability to perform clinicals due to any physical limitation including, but not limited to:
 1. An accident, trauma or any other personal situation where a extended absent is required, exceeding the maximum number of absence days in a semester. (A student may voluntarily withdraw to prevent a failing grade)
 2. Pregnancy where the student expects preferential treatment, or physician requires bed rest
 3. Any physical limitation to patient transportation, movement, patient care and/or safety to the student, patient or co-workers, including CI's, fellow students, clinical staff or faculty
- A student in Practicum V or Practicum VI that is in good standing academically and in clinical skills and knowledge but fails clinicals due to exceeded number of tardies or absences

In the absence of faculty first hand witness, any student who accuses another student of any wrongdoing and expects the faculty to act in a disciplinary way must provide written, signed, detailed documentation of the incident. The accuser's name WILL BE MADE KNOWN to the accused, so the accused may confront his/her accuser, per Tyler Junior College policy.

****Work submitted after due date for the clinical semester according to the Clinical Coordinator will not be counted toward that semester's Practicum grade. NO EXCEPTIONS WILL BE MADE. No check-offs will be counted toward the grade for the current semester. Monthly procedure reports must be filled out and updated in the chart, or the student will receive no more than a 75% on the professional demeanor section of the evaluation. MORE THAN 1 MONTHLY PROCEDURE REPORT MISSING WILL RESULT IN A LESS THAN 75% SCORE ON PROFESSIONAL DEemeanor, WHICH CONSTITUTES A FAILING GRADE IN THAT CATEGORY.**

DISCIPLINARY MEASURES

In the event that a student is not performing in a responsible, professional manner or safe manner the following disciplinary measures will be taken for lesser offenses:

1. verbal warning - will be documented for future reference
2. written warning
3. conference with the Department Chair or clinical coordinator; at this time, dismissal may result.
- 4.

SERIOUS OFFENSES MAY RESULT IN IMMEDIATE SUSPENSION OR DISMISSAL!!

Refer to the clinical section for information on clinical disciplinary measures including grading and demerits.

CLINICAL DISMISSAL FOR UNSAFE BEHAVIORS

1. If possible, two people will make the observation (and verification) of a student's unusual behavior*. The observation will be agreed upon by both and documented

by stating specific acts of abnormal behavior of the student in question.

*May include listed behaviors. List is not inclusive of all observations: slurred or loud speech, impaired gate, repeated poor judgment, alcohol on breath, negligent patient care. **A behavior which poses a risk to a student, patient or co-workers. Danger to the patient will be rigidly interpreted.**

2. A confidential conference, including a witness, will be held to discuss with the student the documented conduct and advise the student that a decision has been made to dismiss the student for the remainder of the day. The conference will be documented.
3. The hours missed will be documented as an unexcused absence and will be cumulative for the semester.

DUE PROCESS AND GRIEVANCE PROCEDURES

Please refer to the TJC online "College Catalog" for current information. A link to the catalog can be found on the TJC homepage and use the search "grievance" in the catalog listing. Link: www.tjc.edu/grievances

A grade is the sole prerogative and responsibility of the faculty member and any review as the result of an appeal is intended to ensure accuracy, fairness and adherence to Tyler Junior College policy.

1. If there is a need to follow the grievance policy or have a complaint, you have to follow the chain of command. Your first step is to address the situation with the person for whom you have the complaint. The next step (if the complaint is not resolved) will be to speak to the person immediately above the person for whom you have a complaint, and so forth.
 - a. The chain of command in class is Instructor then Department Chair. If your complaint is about an individual grade, there is no appeal beyond department chair.
 - b. If your complaint is about anything besides an individual grade you **STILL** have to follow the chain of command, but you can appeal to the Dean of Nursing and Health Sciences. He will not meet with you until you have satisfied the requirements in "a" above. Further appeal AFTER the Dean follows the academic appeals as described in the TJC Student Handbook and referenced in the Program Student Handbook.
 - c. The office of the Coordinator of Student Conduct is **NOT** a part of the appeals process. If you have a complaint, follow a and b.

Chain Of Command

Clinical Situation

Immediate technologist involved
Clinical Instructor
Clinical Coordinator
Department Chair

Classroom Situation

Course Instructor
Department Chair

Laboratory Situation

Laboratory Instructor

Laboratory Coordinator (if applicable)

Department Chair

All situations which are not resolved at the Department Chair level

Dean of Nursing and Health Sciences

Student Grievance Due Process - See above

This order of events must be followed. People in each position on this chain will not discuss a problem with a student until an effort has been made to resolve the problem at each level in secession. Most situations can best be resolved best at the first level. If, after talking with the first level, no satisfaction or solution is found, the student is then free to go to the next level in an effort to resolve the issue.

JRCERT Non Compliance Due Process

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The student has the right to assume that the program is run within the guidelines for, and in compliance with, the JRCERT STANDARDS. If the student feels that the program is not in compliance, **documentation** of the events that led to the complaints or allegations of non-compliance along with a written statement will be presented to the Department Chair. The Department Chair will respond to the student within five working days. If the student feels that resolution has not been accomplished, the student may contact the Dean of Nursing and Health Sciences. If, after the dean has taken the event to the next level of administration, the student does not feel that there has been resolution, then the student has the right to contact the Joint Review Committee on Education in Radiologic Technology.

Good faith efforts by all parties must be made in an effort to resolve the conflict before the JRCERT is contacted. This is simply good policy and the JRCERT will expect that this has been done before it is contacted. In the event that the program has allegations or complaints relating to its non-compliance with the JRCERT STANDARDS, and the JRCERT, after its due process, agrees that the complaint is valid, the program will make every effort to immediately correct the situation.

JRCERT ALLEGATIONS OF NON-COMPLIANCE POLICY

1. Complaints and allegations of non-compliance by the program of JRCERT standards may be communicated directly by students to the JRCERT by calling their office at (312) 704-5300.

2. It is the policy of the Radiologic Technology Program to work with the JRCERT if and when the program is in non-compliance with the JRCERT standards. The program will investigate and where appropriate make the revision necessary to come into compliance. The program is committed to informing the students, clinical centers and advisory board members of the JRCERT standards.

<https://www.jrcert.org/program-director-and-faculty/allegations/>

A copy of the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences can be found online. <http://www.jrcert.org/programs-faculty/jrcert-standards/>

Students are given information about JRCERT during the on campus hospital orientation.

ALCOHOL AND DRUG POLICY

Consumption of alcohol and drugs is inconsistent with a good learning experience. Students who come to the class after having ingested alcoholic beverages will be required to leave class

and refer to the TJC Police for disposition, and an unexcused absence will be recorded. **Students will not drink alcoholic beverages while performing Practicum experiences; nor at any time or place when wearing the TJC uniform.** Students shall not perform Practicum experiences while under the influence of any drug that impairs performance, whether such drugs be prescription or over-the-counter. Students shall not be under the influence of any illegal drug. An instructor who has reason to believe that a student is under the influence of either alcohol or drugs, during class or during Practicum experience, will confer with another instructor regarding the situation. If both instructors are of the opinion that the student's behavior reflects alcohol or drug impairment, the student will be asked to leave the classroom or Practicum experience. The incident will be documented in writing by both instructors and submitted to the Dean of Nursing and Health Sciences for appropriate disciplinary action. **Violation of the drug and alcohol policy will result in immediate dismissal from the program and grades of "F" will be assigned to each course.**

CIVIL TREATMENT

All students should expect to be treated, and to treat others, fairly and without harassment or any form of intimidation or extortion while he/she is a Tyler Junior College student. It is reasonable to expect instructors, classmates, co-workers and hospital personnel to stop offensive behavior when asked to do so without the fear of retaliation. The student's first line of defense is to ask the person to stop an offensive behavior (preferably and almost essentially in the presence of a witness), document the event and report it to the immediate supervisor, clinical instructor, Clinical Coordinator, department chair, etc. In all cases, the clinical coordinator and/or the Department Chair must be made aware of the situation. The faculty is always willing to listen to concerns about this, perceived or actual.

Unnecessary (personal / non-school related) contact with instructors, especially through unofficial channels may constitute harassment. Repeated behavior will result in dismissal from the program.

SOCIAL NETWORKING

This includes, but is not limited to: wiki, any form of online publishing or discussion blogs, discussion forums, newsgroups, email distribution lists and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube and MySpace, among others. While we encourage open communication both internally and externally in all forms, we expect and insist that such communication does not substantively demean our environment, or violate patient privacy and trust, or harm the reputation of any TJC entity or its affiliates. Failure to adhere to the above mentioned rules will result in disciplinary action that could include dismissal from the program. Do not engage in online communications during clinical or classroom time unless it is school related or you have authorization from an administrator to do so for school purposes.

TUITION AND REFUND POLICY

Tuition and fees are payable at the beginning of each semester. Tuition, books, fees and other expenses are subject to change as deemed necessary by Tyler Junior College. Students who officially withdraw from Tyler Junior College by completing proper forms in the Registrar's Office may have their tuition and mandatory fees refunded according to the College's refund policy.

ROOM AND BOARD

Each student must provide his/her own lodging and meals.

TRANSPORTATION

Students are responsible for their own transportation and are expected to be in class and the assigned clinical (practicum) areas at the times scheduled. Students **WILL BE REQUIRED TO TRAVEL** to a distant clinical site (for one or all semesters). Neither the reliability of personal transportation, nor personal hardships will be considered for clinical site location.

STUDENT HEALTH SERVICES

Each student is responsible for his/her own medical care. If the student needs to make an appointment with a private physician or dentist, it must be scheduled so that it does not conflict with a scheduled class or clinical assignment.

The students are not allowed to discuss their personal medical problems with physicians or medical staff (Radiologists, ER Doctors, Registered Nurses etc.) at their clinical site. If this occurs the student will be counseled and their clinical grade lowered by one letter. The student will also be put on probation for the rest of their time in the Program. If the student has a second occurrence the student will be dismissed from the Program.

A physician and school nurse is available at scheduled times at the ETMC Clinic in the Rogers Nursing Building located on the second floor of the Tyler Junior College campus. You must present your valid college ID. Clinic Phone Number: 903-510-3862

If a student does not have health insurance with his family, it is **strongly** recommended that the student make arrangements for his own health insurance. Information about health insurance for students may be acquired at the Office of Student Affairs at Tyler Junior College.

All health science students that participate in a clinical practicum are required to pay a liability insurance fee, each year, to receive blanket coverage as a precautionary measure. This is a mandatory insurance provided to cover the student in clinical practice. All health science students are automatically enrolled in a small health insurance policy program. Students are also enrolled in a professional liability insurance policy.

This insurance covers only clinical incidents occurring during clinical settings. The student must be scheduled by Tyler Junior College for a clinical assignment during semester parameters (dates) for the insurance to be effective. This will cover only minor incidents. Major medical bills will be the responsibility of the student. Insurance coverage is automatically added when a student registers for the clinical (practicum).

The college, nor the hospital, covers the student under Workman's compensation for classroom, laboratory, or clinical activities.

COMMUNICABLE DISEASE POLICY / IMMUNIZATIONS

All students will receive instructional material on communicable diseases to include Bloodborne Pathogens - On Campus Hospital Orientation, Methods of Patient Care RADR 1203 and Special Patient Applications RADR 2336.

Texas Administrative Code, Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.64 states that a student who is in a health science program which will involve direct patient contact, **MUST** have had all 3 Hepatitis B immunizations before the beginning of the second semester of the program.

If the student cannot provide documentation a HEP B series, a blood titer may be done to

provide documentation of immunity. If the students **HEP B series is older than 10 years** then a HEP B blood titer must be done to show immunity is still present this documentation must also be submitted. If your titer results are (anti-HBs <10 mIU/mL www.cdc.gov) not showing immunity consult your physician for recommendations to repeat series or get a booster.

Please note the timeline for completing the Hepatitis B series vaccines. There should be at least 1 month between the first and second doses, at least 2 months between the second and third doses, and at least 4 months between the first and third doses. For infants, the third dose should not be given before 6 months of age.

Any vaccinations that are required by Hospitals any time during clinicals the students must also willingly comply with their policy (this includes - influenza, pertussis, or varicella vaccinations).

All students will have a TB skin test, or an appropriate test, upon entering the program, **and** again annually. **TB skin tests are done annually and is the responsibility of the student to get this done on time and documentation of so to the Clinical Coordinator.**

WHEN A STUDENT IS IDENTIFIED AS BEING INFECTED WITH ANY OF THE FOLLOWING COMMUNICABLE DISEASES, THE FOLLOWING STEPS ARE TO BE TAKEN TO ENSURE THE HEALTH OF THE TYLER JUNIOR COLLEGE COMMUNITY AND OF THE PATIENTS WITH WHOM THE STUDENT WOULD BE IN CONTACT. THIS POLICY IS ALSO DESIGNATED TO PROTECT THE STUDENT WHO IS INFECTED. THE LIST BELOW IS NOT NECESSARILY ALL INCLUSIVE.

- Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid, chicken pox, shingles, poliomyelitis, venereal disease (STD).
1. The student must notify the Department Chair in writing of the disease contracted and his or her physician's name and phone number. The student will not attend classes or Practicum (practicum).
 2. The Department Chair or clinical coordinator will contact the Health Service Director of Tyler Junior College.
 3. The Health Service Director will confer with appropriate public health officials or literature for guidance as to protocol concerning the disease report and report to the Department Chair.
 4. The Department Chair will contact the student as to when the student may return to campus or Practicum. The Department Chair will adhere to public health guidelines dictated by the Health Service Director
 5. The student will supply the Department Chair documentation from a physician stating that he or she may return to campus and/or Practicum.
 6. Every effort will be made to work with the student to keep that student current with his/her classes. A schedule of make up time for Practicum hours will be arranged by the student and his or her clinical instructor.

AGREEMENT REGARDING CLINICAL INSTRUCTION DURING PANDEMIC

This is a binding agreement. Please read carefully before signing. Parent/Guardian must sign if student is under age 18.

As a student enrolled in a course that contains a clinical or other hands-on experience which is meeting in person and may involve contact with COVID-19 (including variants) I understand the following:

Students must comply with the hospital's policies or as directed by the hospital's Infection Control Officer.

Students cannot report to clinicals or come to class if they have a fever, or have been exposed and suspect you have COVID-19 or identified with a communicable disease. If the student does come to class or clinicals they will be sent home and the attendance policy will apply.

In order for the attendance policy in both class and clinicals to be excused you must provide a doctor's note showing your date of your diagnosis and when you may return to class or clinicals. You may not come to class or clinicals if you are COVID+ or potential COVID+.

Students who are admitted should be aware that many of our clinical partners require students and employees to have the Covid-19 vaccine OR request a medical or religious exemption. Approval of exemption requests is given at the discretion of the clinical facility, not TJC, and is not guaranteed. The Radiologic Technology program must comply with all facility requirements in order to maintain a viable clinical program. **Please carefully consider this before accepting a place in the program.**

A student who cannot be placed in a clinical site for any reason, vaccine status or other, will not be able to complete the program and sit for the certification exam. Completion of all clinical coursework is a requirement for graduation.

Please understand that as students with direct patient care contact in the hospitals, we must also abide by hospital policies at all times.

With the recent pandemic understand that policies are very fluid and are changing as information is updated. Also, with PPE supplies in demand and essential for hospitals provide PPE to employees, students may be responsible for providing their own PPE at the student's cost when attending clinicals, class and labs.

RESPONSIBILITY FOR INFORMATION RETENTION

The student is responsible for retaining all information, knowledge, theory and concepts presented in all RADR and BIOL classes in the program. It is essential that this requirement be met in order for the student to pass the American Registry for Radiologic Technologists examination.

The summer class, RADR 2235- Radiologic Technology Seminar, will test retention of

information, knowledge, theory and concepts. The student will know where more intense study is needed in preparation to pass the ARRT examination and may ask for help at that time.

A PASSING GRADE IN SEMINAR, RADR 2235, IS REQUIRED TO QUALIFY FOR GRADUATION.

Self-imposed standards of earning only the minimum 78% in program courses is not advised. It is very difficult to be proficient two years later if the student did not study and thoroughly understand the information. Studying for and passing a particular examination does not end the student's responsibility for knowing that information.

INCLEMENT WEATHER FOR DIDACTIC CLASSES

This policy is different versus inclement weather for Practicum or Clinicals.

Occasionally, inclement or threatening weather may force delays or cancellation of classes or clinical - Please refer to inclement weather policy in clinical section for clinicals. In such cases, the latest schedule information will be communicated to students using the following methods:

1. A notice will be recorded on the Weather Information Line, 903-510-3000.
2. A text message will be sent to all Apache Alerts subscribers. (To subscribe to this opt-in service, log into Apache Access at <http://apacheaccess.tjc.edu>).
3. Area news media will be notified.
4. An Announcement will be sent via Apache Access.
5. A news release will be posted on the TJC Web site, at www.tjc.edu/news
6. The latest information will be posted on the College's educational access television station, for SuddenLink Cable subscribers residing in Whitehouse or Tyler.
7. An absence to class will not be considered excused if cancellation of classes is not officially announced by Tyler Junior College.
8. Sign up for Rave Guardian

FACILITIES FOR PRACTICUM (PRACTICUM CLASS)

Several hospitals and Clinics in the East Texas area serve as Clinical Affiliates for the radiography student. The placement of the student is the responsibility of the Department Chair and Clinical Coordinator. Minor affiliates for special interest rotations will be assigned as appropriate for meeting the goals of the program. STUDENTS (this includes students at all facilities) WILL BE ROTATED BETWEEN CLINICAL FACILITIES AS NEEDED TO ALLOW EQUAL EDUCATIONAL OPPORTUNITIES FOR EACH STUDENT in accordance to JRCERT.

The clinical affiliate reserves the right to have students removed from their department if those students are not desirable or unacceptable according to the protocols and professional standards of that facility. If removed from a clinical site, the student may be required to drop from the program.

PRACTICUM CENTERS - RADIOLOGIC TECHNOLOGY

Christus Mother Frances Hospital - Tyler

Sam Mullins Department Director
Jimmy Murray - RSO
Clinical Instructor: Goldie Byrd

Radiology: 903-531-4155
Office: 903-531-4934

Christus Mother Frances Hospital - Jacksonville

Kevin Seitz - Director of Imaging Services, Multi-Site
Imaging and Laboratory
Jimmy Murray - RSO
Clinical Instructor: Jason Stringfield

Shift 7-4:30
Radiology: 903-541-4538
Radiology: 903-589-1588

Trinity Clinic - Christus Mother Frances

Gregory Taylor - Supervisor of Radiology
Debbie Oldham - RSO
Clinical Instructor: Gregory Taylor

Radiology: 903-510-1175

UT Health East Texas - Tyler

Russ Cannon - Technical Coordinator / Director of Medical Imaging
Russ Tarver - RSO
Clinical Instructor: Mindy Goode

Radiology: 903-531-8657
Office: 903-531-8648

UT Health East Texas - Jacksonville

Department Director
Dr. Daniel Bennett - RSO
Clinical Instructor: Alisa Johnson

Radiology: 903-541-5166
Radiology: 903-541-5169

UT Health East Texas - North Campus

Mary Lowe - Department Director
Clinical Instructor: Mary Lowe

Radiology: 903-877-7099

UT Health East Texas - Physicians Clinic

Russ Cannon - Director of Medical Imaging
Clinical Instructor: Allison Pope

Radiology: 903-596-3538

Palestine Regional Medical Center

Melvin Shead - Director of Diagnostic Imaging Services
Clinical Instructor: Robin Wilson

Radiology: 903-731-1081

Hunt Regional Medical Center

Department Director
Rebecca "Becky" Smith - Supervisor
Clinical Instructor: Carli Smith
Clinical Instructor: Kendra Harpold

Shift 8:30-5
Radiology: 903-408-1234

UT Health East Texas - Athens/CCL

Rebekah Trussell - Director
Clinical Instructor: Tad Westmoreland/Jennifer Parker

Radiology 903-676-2171

Christus OSMI/SouthTyler
Candice Welmaker Director
Clinical Instructor Kasey Liptak/Cindy Belt

Radiology 903-606-2850/903-606-8162

ANATOMY AND PHYSIOLOGY TIMING

If a student has taken Biology BIOL 2401, BIOL 2402 more than 7 years before entry into the program, he/she must retake these courses. If 7 years have elapsed, a student may take BIOL 2404 OR SCIT 6003 (8 week online course Cost approx. \$40) as a refresher course and previous grades will be accepted.

If a student fails to maintain a grade of "C" in Biology BIOL 2401 and BIOL 2402 he must have permission from the Department Chair and the Dean of Nursing and Health Sciences to continue in the program.

All classes in the curriculum must be passed with a "C" or better.

As of Fall 2011 BIOL 2401 (A&P 1) is a pre-requisite before you may enter the program.

ADA ACCOMODATIONS

It is the responsibility of the student to inform Student Support Services and the Radiology Department Chair, for any special consideration in the classroom or in the practicum. This information must be supported by appropriate documentation, as mandated by the TJC Student Support Services. If the student chooses not to disclose this information, there will be no recourse from the student in the event of dismissal due to special needs.

"If a student has psychiatric, physical, learning or chronic health disability that qualifies under American with Disabilities Act (ADA) and requires accommodations it is the responsibility of the student to contact the ADA Student Coordinator at 903-510-2878 for information on appropriate policies and procedures."

ITEMS CHECKED OUT OF OUR LAB

Phantoms are available for Radiology students only to check out of our lab. All checked out materials will be returned, at the very lastest, by finals week of the current semester. If items are not returned the student's grades will not be released for the current semester and they cannot continue until items are returned or arrangements have been made by Department Chair.

TJC ONLINE STUDENT HANDBOOK

<http://www.tjc.edu/Student/StudentHandbook.php>

CIVILITY STATEMENT

In keeping with its rich traditions, Tyler Junior College pledges to maintain a civil campus climate in which students, employees, and visitors can experience a safe, mutually supportive, academically encouraging, egalitarian, and tolerant community.

ADVANCED PLACEMENT AND TRANSFER STUDENT POLICY

Every effort will be made to allow a student to transfer into the program from another program. Each situation will need to be individually assessed. A deciding factor will be whether or not advance

placement will be successful if the course sequencing from the previous institution will relatively seamlessly fit into the TJC program curriculum. The curriculum course from the student's previous college must (at minimum) satisfy the hours for TJC courses. For example, RADR2209 cannot replace RADR2309. Differences in course sequencing cannot cause the student's time in both programs to exceed 3 years.

The student requesting admittance to the program at an advanced level will need to do the following.

1. Submit all transcripts, all course descriptions of each class completed in current program, all clinical competency records (directly mailed from current director to TJC director).
2. Be in "good standing" in the current radiologic technology program in which the student is enrolled.
3. Have a 2.5 or better overall GPA and have passed all current radiology classes.
4. Passed the TASP test or be TASP complete or exempt.
5. Have a minimum HESI score of 80-this may be waived if GPA's are 3.0 or better and recommendations from clinical instructor and Department Chair for current program are favorable.
6. Complete a test with a minimum passing score of 80% over the material for each class the student wishes to transfer and replace the TJC course
7. Submit a letter of recommendation from clinical instructor and Department Chair from current school. This letter must come directly to TJC Department Chair from both parties.
8. There must be a Practicum setting which may take another student.
9. Complete an interview with Department Chair and clinical coordinator.
10. Not have missed more than one semester during the transition.
11. Apply to the program and submit health and immunization information.
12. Complete the process for a criminal background check and drug screening.
 - a. The drug screening has to return without presence of drugs. CBD oil use that causes a positive result for cannabis will be treated as a positive drug screen and the applicant will be ineligible for transfer.
 - b. A student who has a criminal history who has not completed an Ethics Pre-application with the ARRT will be ineligible to transfer.
13. General education coursework will be evaluated by and will be accepted as a replacement for a general education curriculum course providing the credit hours do transfer and that they satisfy the TJC requirement for a similar course required by the program curriculum.
14. At minimum, 15% of the student's coursework has to be completed at Tyler Junior College.

FACULTY FOR TYLER JUNIOR COLLEGE RADIOLOGY TECHNOLOGY PROGRAM

Nathan Stallings, M.S., R.T.(R) - Department Chair/Professor

Amy Robinson, B.S. R.S, R.T.(R) (CT)- Clinical Coordinator/Professor

Mindy Goode, A.A.S., R.T.(R)- Clinical Professor

Goldie Byrd, A.A.S., R.T.(R)-Clinical Professor

CONTROLLING INSTITUTION

The controlling institution is Tyler Junior College.

Tyler Junior College Board Policies may be found at <http://pol.tasb.org/Home/Index/1076>."

KEY PERSONNEL

President: Dr. Juan E. Mejia

Provost: Dr. Deana Sheppard

Dean: Dr. Elizabeth Olivier, School of Nursing and Health Sciences
Dean of Students: Dr. Tam Nannen
Dean of Academic Success: Dr. Linda Gary

VETERAN AFFAIRS

Jessica Mitchell
Veterans Benefits and Educational Services Specialist
Phone: 903-510-3750
Email: veterans@tjc.edu

DESTRUCTION OF PROPERTY

Destruction of school or clinical site property will not be tolerated. Violations will be assessed by the Dean, and polices followed according to the Tyler Junior College student handbook.

JOB PLACEMENT ASSISTANCE

No reputable college can guarantee jobs for graduates. However, the college will assist students and alumni in every possible way in obtaining suitable employment. Faculty may contact students after graduation via email. The program faculty will also post any job vacancies on the TJC Radiologic Technology Alumni page on Facebook or via email.

LACTATION ROOM

Students needing to utilize our lactation room may do so on allowed breaks in between class times. It is located on the second-floor room 2.278. No special allowances for class tardies will be allowed. The student will be given the opportunity every 3-4 hours.

UNSAFE / UNPROFESSIONAL BEHAVIOR POLICY

In the application period, the prospective student is subject to prescreening requirements (background checks and drug screens) which are the same as those required of employees at Tyler Junior College clinical affiliates. The document *Tyler Junior College Standard for Drug Screening and Background Check* is supplied in the application process.

CRIMINAL AND BACKGROUND CHECK DOCUMENTATION

All applicants to our Nursing and Health Professions programs must be able to pass a criminal background check that includes the provision of necessary documentation for the background check agency to make it reliable. Said documentation may include an authenticated social security card and positive identification such as a driver's license or identification card. This is a requirement to fulfill our ethical responsibility as outlined in our clinical affiliation agreements. We must be able to assure that we are not sending students to clinical from our programs that have a criminal history that may indicate they could do harm to vulnerable patients.

SCANS: THE SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS

Statement of Workplace and Foundation Competencies

Tyler Junior College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for this course:

Common Workplace Competencies

Manage Resources:	Time/Money/Materials/Space/Staff
Exhibit Interpersonal Skills:	Work on teams/Teach others/Serve customers/Lead work teams/ Negotiate with others
Work with Information:	Acquire & evaluate data/Interpret & communicate data
Apply Systems Knowledge:	Work within social systems/Work within technological systems/ Work within organizational systems/Monitor & correct system performance/Design & improve systems

Use Technology: Select equipment and tools

Foundation Skills

Demonstrate Basic Skills:	Arithmetic & Mathematics/Speaking/Listening
Demonstrate Thinking Skills:	Creative thinking/Decision making/Problem solving/Thinking logically
Exhibit Personal Qualities:	Self-esteem/Self-management / Integrity

Due to an outcry from employers who say that students are not equipped to think critically, analyze information, make logical arguments or work as a team, the Secretary of the United States Department of Labor has mandated that the above skills and specific competencies be integrated into all program curricula.

Good jobs will increasingly depend on people who can put knowledge to work. Good paying, unskilled jobs are not available. Workplace foundation skills and competencies are required in today's workforce.

A list of the competencies and foundations required is found in the Documents section of this handbook.

You will be required to THINK, use LOGIC, and CRITICALLY EVALUATE in this program. The Radiologic Technology Program is not a flash card memorization type of learning situation. The curriculum is designed to bring you to the realization of the above named skills and those listed in the document section. The program faculty endeavor to maintain the highest standards for your education.

CAMPUS SERVICES

Courtesy Services
Safewalk

Campus Police would be more than happy to escort anyone anywhere on the Tyler Junior College Campus. Students, faculty and visitors are encouraged to call Campus Police at **(903) 510-2258 before 5:00 p.m.** and **(903) 510-2222 after 5:00 p.m.** for this service. Even though the campus is well-lit we understand your concern of walking alone at night. Once you call Campus Police, we will have one of our officers meet you at your location, and walk with you to your desired location.

Vehicle Boosts

As long as you are on the Tyler Junior College Campus, the Tyler Junior College Campus Police will boost your vehicle free of charge. Persons desiring such a request need to call **(903) 510-2258 before 5:00 p.m.** and **(903) 510-2222 after 5:00 p.m.** Once you notify Campus Police, an officer will be dispatched to your location to proceed. You will need to present the officer with a driver's license or a current Tyler Junior College identification card.

Vehicle Unlocks

Did you lock your keys in your vehicle? Tyler Junior College's officers are trained in performing vehicle unlocks. Tyler Junior College's Campus Police Personnel will make every effort to successfully unlock your vehicle. To request this courtesy service call **(903) 510-2258 before 5:00 p.m.** and **(903) 510-2222 after 5:00 p.m.**

Counseling Services

Our goal is to provide professional counseling services to students who feel that emotional events in their life are causing a threat to continuing their academic pursuits. Counseling follows a brief, solution-focused approach. Our primary charge is to manage the situation through intervention, stabilization and referral into the community for ongoing counseling or other needed services.

To make an appointment, please fill out a Counseling Appointment Request form. Please do not fill out the form for a student; enrolled TJC students must fill out the request themselves. The form and all contents are confidential.

Library

Library Computers - Computer Lab

Open access to approximately 55 computers will now be available to students on the first floor of the library. Computers are available on a first come basis and have a time limit of 2 hours.

Computer Print Policy

TJC recently switched to PaperCut, a new print management system. Students must set up a print management account before printing. There is a kiosk on the library's first floor where patrons can either feed in cash (coins or paper currency) or use their debit or credit card to add money to their account. Check with the IT staff stationed near the laptop computers on the first floor for instructions on how to set up your new account.

New print stations are set up around the library in order to better serve our patrons. Patrons can walk up to any print station, swipe their TJC ID card or key in their A#, and choose which print job to release for printing. Printing costs for black and white copies is 10 cents per page and 75 cents per page for color copies.

Campus Police & Parking

The Tyler Junior College Police Department is located at the corner of Lake and Baxter which is on the Northwest section of the campus. (Adjacent to Hudnall Hall.) A Campus Police substation is located on the 2nd floor of Rogers Student Center.

Campus Police is open during the following hours:

Monday - Thursday 8 a.m. - 9 p.m.

Friday - 8 a.m. - 5 p.m.

Campus Police patrol 24/7 365.

Parking Regulations

THE SPEED LIMIT ON CAMPUS 10 MILES PER HOUR

The growth of the College population and the increasing number of vehicles, bicycles, motorcycles, and pedestrians make it necessary that students drive and park in an orderly manner. Their safety, the effective operation of the College and their common welfare depend upon being mutually considerate. All members of the College community are therefore urged to familiarize themselves with the College parking and traffic regulations and to cooperate in respecting them.

ARTICLE 1: State Laws and Authority

All state laws and city ordinances are applicable and may be enforced on College premises, and referral may be made to the appropriate court of jurisdiction. Traffic on campus must abide by the speed limit of ten (10) miles per hour. All vehicles must stop when approaching an occupied crosswalk.

ARTICLE II: Vehicle Registration

Section 1: All vehicles, as defined by state law, operated on College premises, must be registered with the Campus Police Office, and the permit must be properly displayed.

Section 2: Students who have been ticketed for a violation must pay the violation fee in the Cashier's Office.

Section 3: The parking permits are recognized for one academic year, but must be validated with a sticker for each semester. Students requiring an additional or replacement hangtags are assessed a \$5.00 fee

ARTICLE III: Parking Fees

Section 1: Permits are provided to students who show a College receipt reflecting payment of current parking fees due and indicating a zero account balance.

Section 2: In order to register a vehicle, a driver's license, student identification card and motor vehicle license number must be presented at the Campus Police Office, along with a College receipt showing payment of current parking fees and indicating a zero account balance.

Long Term \$25

Short Term (Summer Session) \$15

Mini-Term \$12

ARTICLE IV: Display of Permit

Section 1: The parking permit must be properly displayed at all times while the vehicle is on college owned property. Parking permits must be clearly visible and cannot be obscured in any way.

Section 2: The correct way to display a parking permit is by hanging the permit from the vehicle's rear view mirror, facing the front of the vehicle, clearly visible through the front windshield.

Section 3: Motorbikes, motorcycles, and motor scooters will have the parking permit affixed to the vehicle's gas tank, front forks, or a location easily seen.

Section 4: Parking permits may not be altered in any way.

ARTICLE V: Handicapped Persons

State law requires handicapped persons to obtain handicapped permits from county automobile registration departments in order to park in any handicapped zones. Faculty, staff, or students may park in any handicap space, provided they are displaying a valid state approved handicap permit.

Parking spaces for disabled persons are clearly marked throughout campus. Students displaying handicap license plates or a rearview mirror tag are required to register their vehicles and display a valid Tyler Junior College parking permit in conjunction with their handicap permit.

If a student has special needs, special parking permits are available in the Campus Police Office during regular business hours. For more information contact Campus Police at (903) 510-2258.

ARTICLE VI: Traffic and Parking Regulations

The following acts constitute a violation of traffic and parking regulations of Tyler Junior College:

- I. Service only
- II. Visitors space
- III. Parking without a permit
- IV. Failure to display permit
- V. Improper parking
- VI. Faculty space
- VII. Occupying more than one space
- VIII. Fire lane
- IX. Parking on grass
- X. Handicap space without proper permit

Parking fines are established at \$25.00, except Parking in a handicapped spaces without proper permit, which is a violation of state law and the fine is \$50.00.

Appeal forms are available in the Campus Police Office during regular office hours. Appeals must be filed within ten (10) days or the citation is assumed valid.

ARTICLE VII: Violation Penalties

Section 1: A parking space is defined as a space lined in white or yellow stripes on both sides.

Section 2: If a student sells his/her vehicle or trades it in for another vehicle, the student must remove the permit. Failure to do so may cause the student to pay fees assessed to the new owner.

Section 3: Students with outstanding and overdue parking fines are reported to the Registrar's Office of the College. Fees must be paid in full as a condition of re-entry into Tyler Junior College or to register for future semesters.

ARTICLE VIII: General Parking

Section 1: Students must park in designated student parking spaces only.

Section 2: Students may park in any parking lot after 5:00 p.m. with three exceptions. The parking lot in front of Potter Hall will be reserved for faculty and staff at all times. The first two rows of the covered lot, underneath Pirtle Technology building, will also be reserved for faculty and staff at all times. The executive parking area behind the White's Administration Building will be reserved at all times.

Section 3: Bicycles must park in a bicycle rack. Racks are located south of the H.P.E. Center and on the north side of Pirtle Technology, Phase II, under the stairs.

Section 4: Visitor parking is provided for visitors only. No person currently enrolled may park in this area for any length of time.

Section 5: The issuance of a parking permit in itself is no guarantee of a parking space near the place where one attends classes, resides, or works. The responsibility of finding a legal parking space rests with the vehicle's operator/owner/student, and lack of space is not a valid excuse for violations of any parking regulations.

ARTICLE IX: Removal of Vehicles from Tyler Junior College

Tyler Junior College may have vehicles removed from the premises at the owner's expense for the following reasons:

- I. Four (4) or more parking violations per semester

- II. Parking a vehicle on campus without a permit
- III. Parking on any lawn, sidewalk, or reserved area
- IV. Any violation of Article VI of these regulations
- V. Failure to obey the verbal order of any Tyler Junior College Campus Police Officer or Guard
- VI. Vehicles abandoned for a period of more than thirty (30) days.

ALL FEDERAL, STATE, CITY, AND LOCAL LAWS WILL BE STRICTLY ENFORCED!

Medical Emergencies/Accidents

Subjects suffering injuries or illness will not be transported to medical facilities in Campus Police patrol vehicles. If a subject requires transportation to a medical facility, campus safety will contact Emergency Medical Services (EMS). Under no circumstances may an employee of the College transport an injured or ill student or visitor from the campus.

In the event of a medical emergency or accident involving Tyler Junior College students, employees or visitors to campus, contact the Campus Police officer on duty at 903-510-2222 or call 911, then notify Campus Police that 9-1-1 has been called. The Campus Police officer will render temporary medical assistance and contact the Campus Clinic (903-510-3862), or call 911 for Emergency Medical Services (EMS). If in the opinion of the person reporting the medical emergency or accident the situation is life threatening, call 911 for immediate assistance, then notify Campus Police at 903-510-2222.

Campus Police officers responding to the scene of a medical emergency or accident will administer first aid as necessary, and complete and disseminate appropriately a Medical Emergency/Accident Report. Employees are expected to report any medical/accident incident regardless of the severity.

Lanyard FAQs

When / where can I get my TJC ID card and lanyard?

Each student at Tyler Junior College must obtain a TJC Student Identification card and lanyard in conjunction with the registration process. Similarly, employees will obtain an ID card at the time of hire. These cards are to be retained throughout the student's attendance at TJC and should be updated during each registration period. A student must present a PAID registration receipt in order to obtain an ID card or update sticker from the Campus Police Department.

How much will it cost to get my ID card and lanyard?

A student's first ID card and lanyard are provided at no charge to the student, but a replacement fee is charged for any subsequent ID cards/lanyards (\$15 for ID cards and \$5 for lanyards and badge holders).

What if my ID card becomes cracked, broken, lost or stolen?

Broken or cracked cards are not considered valid and must be replaced—a replacement charge is required. If a card is lost or stolen, please contact campus safety immediately.

I am a returning student, is my ID card still valid?

Students ID cards are considered VALID only if they have a sticker on the back for the CURRENT semester.

What do I do if I forget my ID card?

Students may get a day pass ID from Campus Police. Similarly, employees may get a day pass ID from their Dean/Director's office.

How will Tyler Junior College address compliance of this policy?

Tyler Junior College believes that self-enforcement will become a part of the norm. Students, faculty, and staff will come to recognize the value of this policy and will choose to comply. Compliance with this policy is the shared responsibility and the right of all Tyler Junior College staff, students and faculty members. Any member of the TJC community may respectfully ask individuals to comply with this policy and or/report non-compliance when appropriate.

If a student becomes defiant or repeatedly violates this policy, the student will be reported to Campus Police and may be asked to leave the TJC campus and will be referred for disciplinary action in accordance with the Student Code of Conduct. Similarly, if an employee repeatedly violates the policy, the employee will be reported to Human Resources for action in violation of college policy.

What are the specific guidelines for wearing the ID/lanyard?

- I. Lanyards must be worn around the neck while on campus, and the ID card must be clearly visible at all times, unless it should be removed for safety reasons or an approved ADA variance.
- II. Any lanyard is acceptable, but it must be similar in design and worn in the same manner as the official college lanyard. The color of the lanyard is not critical.
- III. No one will be allowed into class without wearing his or her ID/lanyard.
- IV. Students who do not have their ID/lanyards may pick up a Day Pass at Campus Police. Employees may obtain a Day Lanyard from their respective Dean's or Director's office.
- V. If a Day Pass is needed more than once per semester, students should go first to the Cashier's Office in WASC to pay \$2.50, then take the receipt to Campus Police to pick up the Day Pass.

Why should I comply?

Per Board Policy, students and employees must display their TJC ID card whenever present on campus. The ID card is necessary for admission to College activities, computer labs, OHPE Center, use of learning resources, at the Testing Center and other campus facilities and functions.

The TJC Identification (ID) card is the property of Tyler Junior College and must be surrendered upon demand if requested by a Tyler Junior College official.

Smoking Policy

Tyler Junior College is a smoke free campus (this includes parking lots). You must comply with Clinical Facility smoking policies as well. Please consult your Clinical Instructor as to what that policy states. The program does not allow students at any time during class/lab or clinicals to use "e-cigarettes" or any other type of non-tobacco or tobacco vapor emitting device.

College Requirements and Information

The College District prohibits discrimination, including harassment, against an applicant's race, color, national origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status, or limited English proficiency, or any other basis prohibited by law. The College District respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence, or any other basis prohibited by law.

As per Section 504 of the [*Federal Rehabilitation Act of 1973*](#), as amended, the District designates the Assistant Director of Human Resources as the contact person. The [*Americans with Disabilities Act of 1990*](#) coordinator is the Executive Director of Human Resources. Deaf Students, please contact Disability Services.

Tyler Junior College complies with the [*Family Education Rights and Privacy Act \(FERPA\)*](#). The privacy of student records is maintained in accordance with the provisions of this act

Campus Emergency Response

A Crisis Management Team exists for the purpose of responding to emergencies. Emergency procedures will be broadcast by intercom through office phones, on Apache Alert (You can get emergency alerts and other campus information sent as text messages to your cell phone, wireless PDA or pager by signing up through [Apache Access](#)).

Phone Numbers:

TJC Emergency Phone: 903-510-2222

TJC General Phone: 903-510-2200

TJC Weather Phone: 903-510-3000 (for information on College closure)

CONCLUSION

The provisions of this Handbook are subject to change by the faculty of the Tyler Junior College Radiologic Technology Program upon agreement by the faculty and administrators of Tyler Junior College. Any changes in policy will be presented in writing to the student at the time of the change.

The Tyler Junior College Radiologic Technology Program **RESERVES THE RIGHT TO WITHDRAW AND CHANGE COURSES AT ANY TIME, CHANGE FEES, CALENDAR, CURRICULUM AND OTHER REQUIREMENTS AFFECTING STUDENTS.** These changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.