

Lawrence Memorial/Regis College
Radiography Program
Associate of Science

Medford, Massachusetts



STUDENT
HANDBOOK
2018-2019

Welcome

We welcome you as a student of the Lawrence Memorial/Regis College Radiography Program, and extend our most sincere wishes that these school years may bring you not only the knowledge and skills you hope to attain, but also many lifelong friendships and pleasant memories. We hope this handbook will be of assistance to you in your role of student.

The policies contained in the *Student Handbook* are written in keeping with the Lawrence Memorial/Regis College Student Handbook format. Information in this Handbook was current at the time of printing. Policies and regulations are subject to change. Lawrence Memorial/Regis College Radiography Program reserves the right to change its curriculum, policies, tuition, fees, or other matters subsequent to the publication of this handbook. Students will be notified as policy changes occur. All updates will be included MOODLE, the Program's course management platform.

The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, telephone number: 312/704-5300.

Lawrence Memorial/Regis College admits academically qualified persons without regard to basis of race, color, national origin, citizenship, alienage, religion, creed, sex, sexual orientation, gender identity, age, disability, or veteran status.

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Program Mission, Goals & Student Learning Outcomes

Mission

The Radiography program, sponsored by Regis College and supported by MelroseWakefield Healthcare through the Lawrence Memorial / Regis College Radiography Program, endeavors to prepare qualified graduates to enter the profession as Radiographers who are:

- Competent in the performance of Radiologic exams stipulated within the content specifications published for the American Registry of Radiologic Technologist's Radiography examination
- Provide patients with safe, ethical and compassionate care in their practice
- Effective communicators
- Radiologic Science professionals who demonstrate a critical thinking based, scientifically founded, problem solving approach in their practice
- Imaging professionals

Program Goals and Student Learning Outcomes

The following goals are student centered, apply to all learners, consistent with the profession of radiography and support the Lawrence Memorial/ Regis College mission statement.

- Students will be clinically competent in Radiography.
 - Students will demonstrate knowledge and application of knowledge for all radiographic procedures
 - Students will apply positioning skills during their clinical internships
 - Students will practice safety in the clinical environment
 - Students will practice compassionate and ethical patient care
- Students will be effective communicators.
 - Students will demonstrate effective oral communication skills
 - Students will demonstrate effective written communication skills
- Students will utilize critical thinking and problem solving skills.
 - Students will adapt positioning skills for non-routine exams
 - Students will manipulate technical factors for non-routine exams
 - Students will critique images to determine diagnostic quality
- Students will demonstrate professionalism.
 - Students will demonstrate honesty and integrity in the clinical performance.
 - Students will place the needs of the patient and department before their own.
 - Student will submit a Professional Growth and Development/Life Long Learning Plan.

Program Effectiveness Goals

The major program goals

- 80% of students will graduate within three years of their start date.
- Maintain a five year average of 85% of graduates will pass the certification exam (American Registry of Radiologic Technologists exam in Radiography), on their first attempt
- Maintain a five year average of 85% of graduates secure a position in radiography or pursue advance education within twelve months of graduation.
- 80% of graduates report satisfaction with the program.
- 80% of employers of graduates report satisfaction with the Program.

In addition to the above goals/outcomes, the program determines its success through rigorous analysis of data obtained from the following:

- Student evaluations
- Academic and Clinical Faculty evaluations
- Academic and Clinical Course evaluations
- Graduate surveys
- Employer surveys

Radiography Curriculum

Radiography

Full-Time Curriculum Plan

Course	Credits	Class Hours	Clinical/ Laboratory Hours	Total Hours
Prerequisites				
BI 105 Anatomy & Physiology I/Lab	4	45	30	75
Year I, Summer				
MR 100 Introduction to Radiologic Technology/Lab	3	40	10	50
BI 106 Anatomy & Physiology II/Lab	4	45	30	75
Subtotal	11	130	70	200
Year I, Fall				
MR 101 Radiologic Procedures & Related Anatomy I/Lab	3	37.5	15	52.5
MR 140 Patient Care in Radiography	3	45	0	45
MR 120 Radiologic Clinical Experience I	3	0	224	224
MR 131 Radiologic Physics	3	45	0	45
*Non-Radiography	3	45	0	45
Subtotal	15	172.5	239	411.5
Year I, Spring				
MR 102 Radiologic Procedures & Related Anatomy II/Lab	3	37.5	15	52.5
MR 111 Radiologic Imaging I	3	45	0	45
MR 231 Radiation Biology & Protection	3	45	0	45
MR 121 Radiologic Clinical Experience II	3	0	224	224
*Non-Radiography	3	45	0	45
Subtotal	15	172.5	239	411.5
Year II, Summer				
MR 220 Radiologic Clinical Experience III	5	10	320	330
Subtotal	5	10	320	330

Year II, Fall

MR 201 Radiologic Procedures & Related Anatomy III/Lab	3	37.5	15	52.5
MR 211 Radiologic Imaging II/Lab	3	37.5	15	52.5
MR 221 Radiologic Clinical Experience IV	4	0	312	312
*Non-Radiography	3	45	0	45
*Non-Radiography	3	45	0	45
Subtotal	16	165	342	507

Year II, Spring

MR 240 Advanced Radiologic Procedures	3	45	0	45
MR 250 Radiologic Pathophysiology	2	30	0	30
MR 222 Radiologic Clinical Experience V	4	0	312	312
*Non-Radiography	3	45	0	45
*Non-Radiography	3	45	0	45
Subtotal	15	165	312	477
Total	77	815	1522	2337

***Non-Radiography Courses:** In addition to the required prerequisite Anatomy & Physiology I, there are seven (7) more non-radiography courses that are included within the Lawrence Memorial/Regis College Radiography Program's Associate of Science degree requirements. Courses are held for 15-weeks each unless otherwise noted. The listing of non-radiography courses in the curriculum above provides a guideline of how many courses may be taken each semester. The seven (7) additional prescribed non-radiography courses are:

- * Anatomy and Physiology II
- * EN 105 Writing Seminar
- * EN 106 Critical Reading, Thinking and Writing
- * ID 304 Exploring Ethics
- * MA 210 Statistics
- * SO 201 Introduction to Sociology
- * Expressive Art

Authorization for the award of the Associate of Science degree with a major in Radiography cannot be made until all of the radiography courses (academic, laboratory and clinical) and non-radiography courses have been completed with the passing grades stipulated in the *Academic Standards* policy.

Credit Ratio

- 1 credit = 15 contact/semester hours
- 1 hour theory = 1 contact/semester hour
- 2 hours lab = 1 contact/semester hour
- 5 hour clinical = 1 contact/semester hour

Academic Calendar

2018 Semester I/Fall Semester*

MR100 Course begins
 Labor Day Holiday (No classes)
 All Fall Courses begin
 Deferred Final Exam from Spring 2018
 All-College Convocation (Classes suspended 12:30 pm- 2:00pm)
Weston campus only
 Last day of Course Add/Drop (w/o "WP" or "WF" grades)
 Last day to submit "I" Change of Grades from Spring 2018
 Founders Day Celebration, Weston campus only
(Non-Radiography courses resume at 1 p.m. on September 27)
 Columbus Day Holiday (No classes)
 Undergraduate Mid-Term Grades Due
 Last Day to File Pass/No Pass Option
 Registration Meeting with Faculty Advisor for
 January 2019 Intersession & Spring 2019
 Last Day to Withdraw from a course (w/ "WP" or "WF" grade)
 Veterans Day (No classes or clinical)
 Registration for January 2019 Intersession & Spring 2019
 Thanksgiving Break
 Classes Resume as scheduled
 Last Day of Non-Radiography Course classes
 Reading Day
 All Course Final Exam Period
 Last Day to Register for January 2019 Intersession
 Final Grades Due Noon (EST)
 Christmas Break after completion of course responsibilities

Monday, August 20
 Monday, September 3
 Tuesday, September 4
 Saturday, September 8
 Tuesday, September 11

 Tuesday, September 11
 Wednesday, September 12
 Thursday, September 27

 Monday, October 8
 Friday, October 12
 Friday, November 2
 Tues., November 5 – Fri - November 9

 Thursday, November 8
 Sunday, November 11
 Mon., November 12- Fri., November 16
 Wed., Nov., 21 – Sun., Nov. 25
 Monday, November 26
 Saturday, December 8
 Sunday, December 9
 Mon., December 10 – Sat, December 15
 Friday, December 14
 Tuesday, December 18
 December 16, 2018 – January 13, 2019

 Wed., January 2 – Sat., January 19

2019 January Intersession

2019 Semester II/Spring Semester*

Radiography Courses begin
 Martin Luther King Holiday (No classes)
 Non-Radiography Courses begin
 Last day of Course Add/Drop (w/o "WP" or "WF" grades)
 Last day to submit "I" Change of Grades from Fall 2018
 President's Day Holiday (No classes)
 Undergraduate Mid-Term Grades Due
 Spring Break
 Classes resume as scheduled
 Last Day to File Pass/No Pass Option
 Heritage Day, Weston campus only
 Registration Meeting with Faculty Advisor for
 Summer 2019 & Fall 2019
 Last Day to Withdraw from a course (w/ "WP" or "WF" grade)
 Registration for Summer 2019 & Fall 2019
 Patriots Day Holiday (No classes)
 Honors Induction
 Easter Break
 Classes Resume as scheduled
 Last Day of Non-Radiography Course classes
 Non-Radiography Course Final Exam Period
 Radiography Final Exam Period
 Final Grades Due Noon (EST)
 Pinning Ceremony for May 2019 Graduates
 Commencement
 MR220 Begins (Didactic)
 Summer Session I 2019
 Memorial Day Holiday (No classes)
 Summer Session Clinical I
 Summer Session II 2019

Monday, January 14
 Monday, January 21
 Tuesday, January 22
 Tuesday, January 29
 Wednesday, January 30
 Monday, February 18
 Friday, February 22
 Monday, March 4 – Friday, March 8
 Monday, March 11
 Tuesday, March 12
 Saturday, March 16
 Monday, April 1 – Friday, April 5

 Friday, April 5
 Monday, April 8 – Friday, April 12
 Monday, April 15
 TBA
 Thursday, April 18 - Sunday, April 21
 Monday, April 22
 Thursday, April 25
 Saturday, April 27 – Friday, May 3
 Monday, April 29- Friday, May 3
 Monday, May 6
 TBA
 Saturday, May 11
 Tuesday, May 14 – Thursday, May 23
 Monday, May 13 – Saturday, June 22
 Monday, May 27
 Tuesday, May 28
 Mon., June 24 – Sat., August 3

*Note: *Schedule subject to change to meet the academic needs of the school*

Telephone Directory

LM/RC Radiography Program – LMH Campus

Main Number: 781/ 306-6600

Fax Number: 781/ 306-6710

Name	Title	Extension
Nancy Phoenix Bittner	Vice President for Education/Program Director	6608
Kristen Fannon	Program Faculty	6658
Nicole Sorrentino	Clinical Coordinator	6758
Colleen Walsh	Director, Student and Alumni Services	6645
Classroom		6035
Lab		6659

Regis College – Regis Campus

Main Number: 781/768-7000

Student Resources

LMH CAMPUS

Resource/Service

Academic Advising

Center for Academic Support (tutoring)

Change of Division, Leaves of Absence,

Withdrawal from Program

Course Registration & Exemptions

Financial Aid/Work Study Positions

Disability & Health Services

Immunization Records

Library

Media & AV Lab (Computers/Software)

Nursing Labs

Security

Student Organization Office

Tuition Payments/Payment Plan Arrangements

Student Services Fax

Name

assigned nursing faculty advisor,

LMH campus

Coordinator, CAS-Joan Beauchamp

Registrar, Jeidy Urena

Registrar, Jeidy Urena

Financial Aid Administrator, Rae

Daniel

Director, S & A Services, Colleen

Walsh

Coordinator, Student Health

Records- Kelly McFarland

Information Specialist-Terri Niland

(days); Marion Drago (evenings)

Karen Sawyer

Dara Michelson

Victor Nieves

Lisa Walsh

Bursar, Kimberly Phillips

Telephone

781/306-6688

781/306-6653

781/306-6653

781/306-6652

781/306-6645

781/306-6602

781/306-6606

781-306-6635

781/306-6639

781/306-6589

781/306-6689

781/306-6650

781/306-6142

Web Access Addresses

Lawrence Memorial/Regis College Website: www.lmregis.org

Course-Related Information: www.moodle.regiscollege.edu

Essential Functions of a Radiography Student

The American Society of Radiologic Technologists describes the scope of practice of radiography. The American Registry of Radiologic Technologists requires that candidates for their certification exam have demonstrated specified performance competencies. Both the scope of practice and the performance competencies involve cognitive, sensory, affective, and psychomotor performance requirements. These requirements, therefore, are necessary for participation in a radiography program. Listed below are the essential functions of a radiography student.

Radiography students should possess and demonstrate the following abilities:

Cognitive:

Ability to be oriented to time, place and person; organize responsibilities and make decisions. Critical thinking ability sufficient for clinical judgment: collect and analyze data to assist in problem solving; identify cause and affect relationship in clinical situations; develop, implement and modify if required, radiography exam protocols.

Sensory:

Visual ability sufficient for: observation and assessment of patient general condition and responses in both well and dimly illuminated environments; assess and analyze radiologic image levels of density / brightness, contrast degree and scale and degree of spatial resolution and the adequacy /completeness of diagnostic information present (this includes the ability to visually discriminate between 20% gray-scale differences on a trans-illuminated or CRT displayed image and visually resolve up to ten line-pairs per millimeter.)

Hearing ability sufficient to: assess and monitor patient sounds, such as cries for help, breathing, etc.; monitor alarms, tones and other equipment related auditory signals.

Tactile ability sufficient for: physical assessment which includes palpation including taking pulses and for therapeutic interventions which require tactile ability (e.g. insertion of tubes); assess degree of wetness / dryness of radiographic films

Affective:

Interpersonal abilities sufficient to effect positive interactions with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds (this includes the ability to establish a positive radiographer/patient relationship and a positive rapport with patients, their families as well as with members of the health care team.)

Psychomotor:

Physical abilities sufficient to move from room to room and to maneuver in small spaces. Gross and fine motor abilities sufficient to provide safe and effective radiography care such as lifting, moving and positioning patients; moving/using equipment, some of which is suspended approximately six feet from the floor; administer CPR; perform other skills associated with patient care and the production of radiologic images.

If a radiography student or applicant believes that he/she cannot meet one or more of the Essential Functions without accommodations or modifications, the Program Director in consultation with the Program Clinical Coordinator and the Director of Student and Alumni Services will determine, on an individual basis, if the necessary accommodations or modifications can be reasonably made.

Campus Security

The Program is committed to maintaining a safe and secure environment for its employees, students and visitors. As part of this commitment, the Program provides prevention programs and instruction. Prevention programs and instruction on drug and alcohol abuse, personal safety and fire and security policies are a part of orientation.

Security patrols on both campuses are conducted around the clock. A security officer is available to escort student or staff between buildings or to parking areas on either campus twenty-four hours a day.

The Campus Security departments maintain a close working relationship with the local Medford and Weston Police and Fire Departments, as well as state and federal law enforcement authorities.

Assault Prevention

Our program is fortunate to have safe campuses. However, students need to know how to be safe not only on these campuses, but in any other location. As part of the program's commitment to safety, assault prevention information is provided to all incoming students during orientation programs.

In addition, a variety of community agencies provide services for victims of assault and/or domestic violence. They are listed below:

Medford Police	911 or (781) 395-1212 - Emergency (781) 391-6404 (general number)
Domestic Violence Unit	(781) 391-6778
Mass Domestic Violence Crisis & Support Resources	(877) 785-2020 www.aardvarc.org
Weston Police	911 or (781) 893-4803
Rape Hotline	1-800-841-8371 www.barcc.org
Massachusetts Coalition Against Sexual Assault and Domestic Violence	(617) 248-0922 www.janedoe.org
Boston Area Rape Crisis Center	(617) 492-8306
Service Against Family Violence, Malden	(781) 324-2221
Legal Assistance: Malden Courthouse, Victim/Witness Advocate	(781) 322-2020
Website: Family Violence Prevention Fund	www.endabuse.org

Should an assault event occur, the student should contact Security and seek immediate treatment through LMH Urgent Care or Emergency department or through the students' primary health care provider. Even if you think you were not hurt, you may have internal injuries. Early testing and treatment for Sexually Transmitted Infections (STI's) and possible pregnancy can prevent further problems. Avoid eating, drinking, showering, bathing, douching, or changing your clothes before going to the doctor. These activities might result in destroying evidence. Evidence can be collected shortly after a sexual assault that can be helpful if you decide to prosecute. It is a good idea to have evidence taken even if you are uncertain about pressing charges. Evidence can be stored anonymously for up to six months. Should an assault occur, the student may choose to notify local police. Local police have officers trained within their Domestic Violence Unit to assist assault victims throughout the reporting, examination and follow-up processes.

Portal to Hope - comprehensive services to persons impacted by domestic violence, sexual assault and stalking crimes - office at Lawrence Memorial Hospital. (781) 306-6678 or www.portaltohope@aol.com.

Counseling - Counseling is available through the Regis College Counseling Service regardless of where the assault occurred. Counselors maintain lists of additional resources for victims of crimes. Referrals may be made through personal counseling or anonymously by telephone. Any student who is a victim of a crime and feels he or she needs assistance in living arrangements or a program schedule change should see the Director, Student and Alumni Services. The program will make reasonable accommodations for such persons whenever possible.

Discipline for Assault/Crimes – A full investigation will be made if a student is charged by another member of the Program with assault, rape or similar crimes. Based on findings of the investigation, the accused may be subject to judicial action up to and including dismissal. The complete dismissal policy and procedure are included elsewhere in this handbook. In addition to program sanctions, legal action may be taken by police authorities.

Crime Statistics

The Program believes that an informed public is a safety-conscious public. The following are statistics of criminal offenses occurring on the LMH campus property and reported to the Security and are provided in compliance with the Crime Awareness and Campus Security Act of 1990.

Occurrences on campus reported (calendar years):

	LMH campus		
	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests for the following crimes on campus

	2014	2015	2016
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

There have been no Hate Crimes reported on campus for the past three years.

All students are urged to continue their vigilance in observing and reporting any unusual occurrences. Students are an important part of our campus security!

Exterior Security

The Program maintains a very strong commitment to campus safety and security. Exterior lighting and building security are an important part of this commitment. Motor vehicle parking lots, pedestrian walkways,

and building exteriors are well lighted. Exterior doors on campus buildings are secured each evening by Security. No exterior doors are to be propped open. Shrubbery, trees, and other vegetation on campuses are trimmed on a regular basis. Any defects in lighting or building security should be reported immediately to the Assistant to the Vice President for Education, 781/306-6602, so that repair orders can be initiated.

Hazing

No form of hazing is allowed. Although no instances of hazing at the Program have ever been reported, Massachusetts General Laws (MGL c. 269, ss 17, 18 and 19) require that all students enrolled in post-secondary education receive copies of the provisions of this law which relates to hazing.

Hazing means “any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

According to Massachusetts Law, “whoever is the principle organizer or participant in hazing shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.” The law also requires anyone who knows that hazing is occurring and is at the scene of hazing shall report the hazing to appropriate law enforcement officials as soon as reasonably possible. Failure to report hazing shall be punished by a fine of not more than one thousand dollars.

Students involved in any way in hazing will also be disciplined by the program in accordance with the judicial policy.

Identification card Security System, LMH Campus & 300 Unicorn Park

An identification card security system controls access to all buildings on the LMH campus. Each photo identification card is individually programmed to allow access only to necessary areas. This computerized system permits individual cards to be deleted from the access system if lost or stolen and records when and where each card is used. The MelroseWakefield Healthcare Security Department maintains a file of all identification cards issued. Lost or stolen identification cards must be reported immediately to the Director, Student and Alumni Services. All identification cards must be returned prior to leaves of absence, withdrawal from the program and graduation. No security or fire doors are to be propped open at any time.

Reporting of Criminal Actions or Emergencies

All students, staff, faculty and visitors are to promptly report emergency situations and events which they observe, are victims of, or of which they have any knowledge to Campus Security. On the LMH campus, the Security Office is located near Urgent Care on the hospital ground floor. LMH Campus Security is reached by dialing “0” and asking for security. On the Regis campus, Security is located in College Hall room 102, Campus Safety and Security may be reached at extension **7111** (for information) or extension **7777** (for emergencies only). At Unicorn Park, Security can be reached at 781/760-5397 or dial 911 in an emergency.

Whenever any emergency call is received, Security responds immediately. If necessary, other on-campus personnel are called to assist. Assistance from the local police department, fire department and the Physical Plant Departments can be obtained immediately.

The Program campuses continue to be safe due to the vigilance of the Security Departments, faculty, staff and students. Students are an important part of this network of awareness and reporting. Suggestions to enhance security from students are most welcome and should be addressed to the Director, Student and Alumni Services on the LMH campus.

Harassment

Policy: It is the policy of Lawrence Memorial/Regis College Nursing & Radiography Programs to provide an environment for its students, faculty, staff and administration free of any sort of harassment. Harassment is a form of unacceptable conduct that undermines the integrity of the employment/educational relationship.

MelroseWakefield Healthcare, including LM/RC, is committed to maintaining a work environment that is free of harassment. Each person has a responsibility to minimize the incidence of harassment based on an individual's gender, race, color, national origin, ancestry, religion, disability (including history of disability and perceived disability), age, sexual orientation, gender identity, genetic information, military or veteran status, or any other classification protected by law (SeeMWHC Human Resources *Harassment* policy).

No individual should be subjected to unsolicited and unwelcome conduct regardless of its form: physical, visual, verbal or written. Any such conduct on the part of students, faculty, staff or administrators is totally unacceptable; considered a serious violation of policy, rules and practices; and will not be tolerated.

Failure to adhere to this policy will result in disciplinary action up to and including termination from the program/termination of employment. Any and all allegations of harassment will be investigated by the appropriate program administrator who is not involved in the allegation(s). The investigation will be carried out fairly, expeditiously, and with confidentiality sharing information only on a "need to know" basis.

Filing false allegations/accusations is also considered a serious breach of policy and, if confirmed, will result in disciplinary action.

It is both unlawful and contrary to policy for an individual to retaliate against an individual who, in good faith, files a complaint of harassment or who participates in the investigation of same.

Definitions:

Disability harassment: intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/enrollment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment/enrollment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work/educational performance or creates an intimidating, hostile or offensive working/educational environment.

Examples of sexual harassment include, but are not limited to:

- Unwelcome and unwanted sexual jokes, teasing, language, advances or propositions, etc.
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words.
- The display of sexually suggestive or offensive objects, pictures, posters or cartoons.
- Unwelcome and unwanted comments about an individual's body, sexual prowess or sexual deficiencies.
- Asking questions about sexual conduct.
- Unwelcome touching, leering, whistling, brushing against the body or suggestive, insulting or obscene comments or gestures.
- Demanding sexual favors in exchange for favorable performance reviews, assignments, promotions or continued employment, or promises of the same.

Internet and Telephone Harassment:

Use of technology in such a manner that harasses another or invades the privacy of another. This includes harassing or threatening telephone calls and/or postings on the internet, text messages, in "chat rooms", on social media outlets such as "Facebook" and "Twitter", or other similar conduct.

Other Prohibited Harassment

Harassment refers to any verbal, visual or physical conduct that denigrates or shows hostility or aversion to an individual on the basis of his/her gender, race, color, national origin, ancestry, religion, disability (including history of disability and perceived disability), age, sexual orientation, gender identity, genetic information, military or veteran status, or any other classification protected by law (each individually referred to as a "protected class"), which has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive work environment.

The following is a partial list of behavior which, when based on a protected class, may be considered harassment prohibited by this policy:

- Verbal or physical conduct that denigrates or shows hostility or aversion to an individual;
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts;
- Written, oral or graphic material, including e-mails and instant messaging, voice mails and/or text messages, sign and/or other displays that denigrates or shows hostility or aversion toward an individual or group because of his/her/their protected class(es) described above.

Procedure:

If a student, faculty member, staff person or administrator believes that he/she has been subjected to any form of harassment, whether by a faculty member, clinical supervisor, a fellow student or any other person with whom he/she comes in contact in connection with his/her function in the program, the student/employee should report the incident immediately to the faculty, Course Coordinator, Associate Director, Program Director, or Vice President for Education.

Responsibilities:

Program Faculty, Course Coordinators, Program Director and Associate Director:

1. Maintain a workplace free of harassment.
2. Contact the Vice President for Education immediately upon learning of a harassment claim.
3. Participate as needed in the investigation.
4. Maintain confidentiality to the greatest extent possible.

Vice President for Education:

1. Maintain a workplace free of harassment.
2. Maintain confidentiality to the greatest extent possible.
3. Begin a thorough investigation of the facts immediately, insuring protection of the rights of both the complainant and the individual who is alleged to have done the harassing.
4. Assure the complainant that a thorough investigation will be conducted and that confidentiality will be maintained to the greatest extent possible.
5. Interview all participants and witnesses, documenting each person's statement in writing, which the individual will sign.
6. Review with the General Counsel all facts associated with each claim.
7. Determine recommended action, convening the ad hoc Judicial Committee if appropriate.

Enforcement Agencies:

Massachusetts Commissions Against Discrimination (MCAD)
One Ashburton Place, Room 601
Boston, MA 02108
(617) 727-3990

Equal Employment Opportunity Commission (EEOC)
One Congress Street
10th Floor, Room 1001
Boston, MA 02114
(800) 669-4000

Complaint Confidentiality

The Program makes every effort to release information regarding a complaint or investigation of harassment only on a need-to-know basis. Employees and students should be aware, however, that information must be shared in order for an effective investigation to be conducted and, also, that any manager, supervisor, or instructor who receives a complaint of harassment from an employee/student, or who otherwise knows or has reason to believe that an employee/student is or has been subjected to harassment is expected to report the incident promptly to the Vice President for Education, LMH campus, for investigation.

Commitment to a Drug & Alcohol-Free Workplace

Policy – See *Illness, Injury, or Impairment* Policy

Drug and Alcohol Education Programs

Al-Anon and Al-Ateen of Massachusetts

The Al-Anon and Al-Ateen offer support groups for recovering alcoholics and their families. The meetings are free, confidential and anonymous. Meetings are held throughout the state; please visit their website for dates and times of meetings.

Website: <http://www.ma-al-anon-alateen.org/index.html>

Office Location: Al-Anon Family Groups of Massachusetts, Inc. 57 East Main Street, Suite 109, Westborough, MA 01581
Phone: 508.366.0556

Alcohol Answers – Evidence-Based Treatment and Support

AlcoholAnswers.org is a National Alliance of Advocates for Buprenorphine Treatment (NAABT), Inc. website. NAABT, Inc. was originally formed to educate the public about opioid addiction. The need for education on other addictive disorders has become clear and NAABT, Inc. has expanded to all addictions and evidence-based addiction treatments.

Website: <http://www.alcoholanswers.org/alcohol-education/alcohol-dependence-abuse.cfm>

Foundation for a Drug-Free World

The Foundation for a Drug-Free World is a nonprofit public benefit corporation that empowers youth and adults with factual information about drugs so they can make informed decisions and live drug-free.

Website: <http://www.drugfreeworld.org/drugfacts.html> .

Phone: 1-888-668-6378

Massachusetts Department of Health and Human Services

The Bureau of Substance Abuse Services (BSAS) oversees the substance abuse and gambling prevention and treatment services in the Commonwealth. Responsibilities include: licensing programs and counselors; funding and monitoring prevention and treatment services; providing access to treatment for the indigent and uninsured; developing and implementing policies and programs; and tracking substance abuse trends in the state.

Website: <http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse>

Office Location: Bureau of Substance Abuse Services, Department of Public Health, 250 Washington Street, Boston, MA 02108-4609

Phone: 617-624-5111

Massachusetts Substance Abuse Information and Education Hotline

Provides free and confidential information and referrals for alcohol and other drug abuse problems and related concerns. The Helpline is committed to linking consumers with comprehensive, accurate, and current information about treatment and prevention services throughout Massachusetts. Services are available 24 hours a day, 7 days a week.

Website: www.helpline-online.com

Phone: 800.327.5050

Narcotics Anonymous (NA)

NA is a community-based association for recovering drug addicts. Membership is open to all drug addicts, regardless of the particular drug or combination of drugs used and provides a recovery process and peer support network that are linked together. There are no dues or fees for membership.

Website: www.na.org

Helpline: 888.624.3578

***Detailed information regarding the specific services provided by the institutions on this page have been copied directly from institutions' websites or acquired materials.**

Judicial Sanctions

The Program has established clear sanctions for violations of its standards of conduct. These sanctions, ranging from warnings and mandatory referral to substance abuse programs to dismissal and/or referral to civil authorities for major and/or multiple offenses, will be applied consistently and fairly.

It is the policy of the Program to remove from the premises any student or employee who is unfit due to being under the influence of alcohol or illegal drugs, for his or her own safety and the safety of others. Any employee found in violation of the standards of conduct may be subject to judicial action up to and including dismissal. Sanctions imposed will be consistent with standard personnel policies and local, state, and federal law. Any student found on the Program premises with alcohol or unlawful substances will be subject to the following sanctions depending on the severity of the violation and the offender's prior history:

- Judicial warning
- Suspension from the Program
- Dismissal from the Program
- Referral for drug/alcohol counseling and education
- Referral to civil authorities
- Other appropriate alternatives

It is important that all persons understand the health risks, Program Policy, and legal consequences of substance use and abuse.

Health Risks Associated with Alcohol and Drug Abuse

As health-care educators and providers, the Program is concerned with the health of its staff and students. Abuse of drugs or alcohol affects the physical, emotional and social well-being of the user and frequently also affect the user's family, friends and colleagues. Significant health risks are associated with drug and alcohol abuse. These risks vary considerably depending on the nature of the abused substance.

Illicit drug use and alcohol abuse problems have become a national health concern. Drugs and alcohol are chemicals, and any chemical is potentially harmful. Drugs by their very nature cause reactions in the body. When administered by physicians in therapeutic doses, drugs have mostly beneficial effects, though no drug is without its negative side effects. But when a drug is abused or taken in a non-therapeutic dose or frequency, the negative effects of the drug become magnified and could pose a serious threat to the user.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal

can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Standards of Conduct

Consistent with existing local, state, and federal laws, the use, manufacture, sale, purchase, transfer or possession of a controlled substance by any employee or student is prohibited. Being under the influence or in possession of illegal drugs or alcohol by any employee or student while performing Program business or while in a Program facility is prohibited. Under no circumstances should an employee or student consume any alcoholic beverage on campus at any time or off campus prior to going to work or class.

Students and employees found in violation of this rule will be subject to judicial action up to and including dismissal. In addition, federal, state and local laws carry significant penalties for alcohol and drug related offenses.

Fire Safety

Fire Rules

Fire drills may be held at any time. Participation is mandatory for all persons present in the building. All students are responsible for knowing correct procedure for evacuating the classroom and lab.

The following are considered fire hazards and are subject to judiciary by the Administrative Committee or the Judicial Committee:

- failure to respond to fire drills
- tampering with fire detection or firefighting equipment, emergency lights, smoke detectors, or alarm systems
- propping fire doors open
- obstructing or blocking fire exits, corridors or stairways
- using electrical appliances such as hot plates, coffee pots, heating elements, toasters, frying pans, or popcorn poppers outside of the kitchen
- smoking in school, hospital buildings, or anywhere on campus, including parking lots
- burning candles, incense or potpourri

If anyone detects a fire, or a suspicion of a fire, that person must follow the acronym, RACE (Rescue, Alarm, Contain and Extinguish).

R.A.C.E.

1. **Rescue:**

Remove anyone in the immediate vicinity of the fire.

2. **Alarm:**

Sound the nearest fire alarm at once if it has not automatically been sounded. Telephone the switchboard in the hospital by dialing x246 and tell the exact location, type, and extent of the fire.

3. **Contain:**

Close the doors and windows of the room where the fire is located and close the doors in the hallway. This will prevent the spread of fire and smoke.

4. **Extinguish:**

If it is a small fire, use the nearest fire extinguisher to extinguish the blaze. (Remember the acronym PASS)

- P** - Pull the pin out of the extinguisher
- A** - Aim the hose at the base of the fire
- S** - Squeeze handle of extinguisher
- S** - use a Sweeping motion across the fire

When you are notified of a fire, verbally or by alarm (this can mean a fire or a fire drill), walk quickly to the nearest exit. If this exit is blocked, use the alternate exit.

Students should gather outside of the Courtyard Nursing Care Center and remain until the all clear is announced.

It is mandatory for all persons in the classroom or lab to participate whenever the alarm is sounded.

Insurance Coverage

Health

Students are required to be covered by a health insurance plan while enrolled in the Program. All full-time students will be enrolled in the Regis College's student insurance plan. Students who have other comparable insurance must submit proof of the alternate insurance to the Registrar for a revision of their bill. Students should know the terms of the insurance they have selected. Some insurance plans require referrals; others may require co-payments for each visit or treatment.

Liability Insurance

Student acting within the scope of their duties during assigned clinical experiences are protected under MelroseWakefield Healthcare's professional liability insurance policy. Students working in other roles (technician assistant), whether at MelroseWakefield Healthcare facilities or at outside agencies may not be covered by the hospital liability policy. Students may wish to purchase malpractice insurance to insure coverage beyond student clinical experiences. Should a clinical site require student(s) be individually covered by malpractice insurance, the student(s) will be required to obtain individual malpractice insurance prior to attending clinical experiences at that site.

Student Health Program

Student Health

Policy: The practice of radiography involves cognitive, sensory, affective, and psychomotor performance requirements. These requirements or essential functions are necessary for participation in the Radiography Program (see attachment: *Essential Functions of a Radiography Student*). If the administration or faculty of the Program believes that a student cannot meet one or more of the essential functions, the student will be referred for evaluation and/or treatment. The student may be suspended pending evaluation.

Students are fully responsible for meeting health and immunization requirements (see *Required Immunizations for Students*), and maintaining their physical and emotional health. Students will not be allowed to start/continue class/clinical experiences without documentation of all health and immunization requirements.

Should a student be deemed to have a health problem he/she must be cleared by the student health physician or appropriate health care provider in order to continue in the Program. Health clearance documentation will be filed in the student's health record. If the student is unable to continue in the program, he/she will request a leave of absence for health reasons or be administratively withdrawn.

Procedure:

1. Health records including required immunizations are to be completed and submitted to the Student Health Records Coordinator before enrollment.
2. Student Health Records Coordinator will inform students of any missing health information.
3. Students whose health record and required immunizations (flu vaccine when available) are not complete before course orientation will be removed from course enrollment by the Registrar and may be placed on a leave of absence by the Admission and Progression Committee.
4. The Student Health Records Coordinator will maintain and update immunization information lists for each class section and will post it on a limited access faculty website.
5. The Program Director or designee will submit student immunization status reports to clinical facilities as required by contracts.

Required Immunizations for Students

The following evidence of immune status is required for all students to be enrolled in any courses. These are required by Massachusetts General Laws, Chapter 79,s.15D; Massachusetts Department of Public Health (105CMR 220.700), as well as legal contracts with affiliating clinical agencies.

Immunity must be demonstrated through blood tests (titers) for some conditions as noted below. Copy of the complete laboratory report is required for each titer; physician's documentation of "positive titer" is not adequate.

Tetanus-Diphtheria-Pertussis

1. Primary series of tetanus-diphtheria immunizations
2. Tdap booster
3. TD booster within last 10 years, **unless** Tdap was given within past 10 years

M.M.R. (Measles, Mumps, Rubella)

1. Documentation of two doses of MMR on or after the 1st birthday, and at least 4 weeks apart; or laboratory evidence of immunity to Rubeola (Measles), Mumps, and Rubella (German Measles) as indicated by a positive titer.
2. If any titer is negative, you must have two doses of MMR vaccine (at least one month apart)

Chicken Pox (Varicella)

1. Documentation of two doses of Varicella vaccine at least 4 weeks apart; or
2. Laboratory evidence of immunity as indicated by a positive Varicella titer (IGG)
3. If varicella IGG titer is negative, two doses of Varicella vaccine required (4–8 weeks apart)

Hepatitis B

1. Three doses of Hepatitis B vaccine required unless immunity is demonstrated by Hepatitis B antibody titer (HbSAB)
2. Vaccine schedule:
 - 1st dose: as soon as possible
 - 2nd dose: 1-2 months after 1st dose (minimum of 4 weeks between doses 1 and 2)
 - 3rd dose: 4-6 months after 2nd dose (minimum 8 weeks between doses 2 and 3; overall a minimum of 16 weeks between doses 1 and 3)

Two of the three doses of hepatitis vaccine should be completed prior to enrollment; failure to adhere to time schedule between vaccines may require re-vaccination or titer

Meningococcal Vaccine

1. One dose meningococcal conjugate or meningococcal polysaccharide vaccine administered within the last five years

Flu Vaccine: Annual flu vaccine

Polio: (Strongly advised, but not required; more detailed information provided in Student Health Record)

1. Documented completed series of polio immunizations (In the absence of polio documentation, vaccination is assumed for students who attended school in the US. Students educated outside US may be at risk unless vaccinated)

TB (Tuberculosis): Two-step Tuberculin Skin Test (TST) required: two Mantoux tests using tuberculin purified protein derivative (PPD) injections. (Tine and monovac tests are not acceptable). If student has a documented negative PPD skin test within one year of enrollment, a second PPD must be administered and read prior to entering a clinical facility. If the PPD skin test was not done in the 12 month period, two PPD tests must be given. The second is planted 7-21 days after the first.

1. PPD must be “planted” (injected just under the skin) and subsequently “read” (evaluated for induration or “hardness”) 48 to 72 hours after the planting. Reading results as well as the dates of planting and readings must be documented by health care provider or Registered Nurse.

If **positive result or there is a known history of positive PPD**, Chest x-ray is required with result documented as well as evidence of counseling and/or treatment and an annual symptom screen.

2. If **negative** result, a second TST must be planted. This should occur 7 to 21 days after the first planting and subsequently read 48 to 72 hours later by a health care provider or RN. Results of the second reading must be documented as well as the dates of the second planting and reading.
3. Students are required to have annual Mantoux tests while enrolled to meet clinical agency requirements.

Chicken Pox and Shingles Exposure Policy

Varicella-zoster, the virus which causes chicken pox and shingles, is believed to be transmitted by the respiratory route and is highly contagious. Incubation period from an exposure to the development of rash is usually 10 to 21 days. The virus is believed to be contagious prior to the onset of rash.

Any student with a negative varicella titer and who has not yet completed the varicella immunizations, who has a known exposure to a patient with active chicken pox or shingles will not be allowed to participate in clinical activities until a 21 day incubation period has passed.

Guidelines for Protecting Faculty, Students and Patients from Infection

Policy: Faculty and students will comply with current Center for Disease Control guidelines for Standard Precautions in the care of all patients.

In the event of an exposure incident, the faculty member or student will follow the current MelroseWakefield Healthcare Exposure Control Plans for bloodborne pathogens.

Health Services, LMH Campus

Student health services, designed to maintain the physical and emotional health of student nurses, are provided by the physicians in the Urgent Care Center in the hospital. All students may access these services, but should realize that their health insurance will be billed. Some insurance plans require treatment or referrals through their own facilities.

Located via the Emergency Department at Lawrence Memorial Hospital, Urgent Care will provide services seven days a week, 9:00 a.m. to 9:00 p.m. Students wishing to be seen should be registered at least ½ hour before closing time.

The Urgent Care Center is dedicated to providing accessible, high-quality care for patients of all ages. They offer rapid, cost-effective, convenient access to most services with evening and weekend hours, all without needing an appointment.

When Urgent Care is closed, illness and injury services will be provided in the Emergency Department for situations that cannot wait until Urgent Care is open. Services will be billed to the student's insurance plan.

Health Services, Regis Campus

Health services are located in Maria Hall (rear entrance) and are available to students who are covered by the Regis College student insurance plan. Students are seen by appointment. Blood tests, strep screens and urine tests are done at Health Services and sent to a local laboratory. Health Services telephone number is (781) 768-7290. Health Services is open on weekdays, appointments are recommended. Students must have a complete health record on file, including health history, physical exam, and immunization record to receive treatment at the Health Service, except for emergencies. Health records submitted to LM/RC may be shared with Health Services on the Regis campus for students enrolled in the Regis College student insurance.

HIV-Post Exposure Prophylaxis Procedure

HIV exposure is a possibility if you have had a body fluid exposure either by “needle” stick, mucous membrane splash or skin wound. The job of the employee health department is to intervene as quickly as possible to lower your risk of acquiring any of the blood born infections, particularly HIV, Hepatitis B and Hepatitis C.

It has been shown to be particularly important, in the case of HIV, to begin preventive medications as early as possible, preferably within the first two hours of exposure to an infected body fluid. Because it takes about 72 hours to get back blood test results, which will show whether or not the patient whose body fluid you were exposed to actually has HIV, we start off by treating every student/employee as if you were actually exposed to an HIV positive patient. You will be given a five day supply of either two or three HIV suppressive medications by the employee health or emergency department physicians, depending on the type of exposure you have had. These will come with specific instructions and an informed consent package. You will be asked to begin these drugs immediately, to assure you the best available protection against acquiring HIV.

The source patient will be screened for HIV as well as Hepatitis B and Hepatitis C. When the source has been determined to be HIV negative (in about three to five days), the employee health physician will contact you with instructions to stop the medications. If the source is HIV positive, medications will be continued for 30 days. For your ongoing protection, you will continue to get HIV screening over a 12-month period, even if the source is HIV negative, since most people become HIV positive within 12 months of an HIV exposure. Even if a source patient is HIV positive, the risk of acquiring HIV from needle stick is about 3 in 1,000 and from skin or mucous membrane exposure about 1 in 1,000.

Because HIV, Hepatitis B and Hepatitis C can all be transmitted during pregnancy, breast feeding and sexual relations (including oral and anal), you will be counseled to practice safe sex and to avoid trying to get pregnant or breast feeding while the source patient is being screened for these infections. You will also be advised against blood, semen and organ donation, for 24 months.

You will have blood work done to make sure you do not already have HIV, Hepatitis B or Hepatitis C. If you have had the Hepatitis B vaccine series, your immune status will be verified by blood work.

A tetanus shot will be updated if appropriate.

The employee health nurses and physicians are available to answer any questions that you may have at any time.

Reporting Illnesses

1. If a student is absent on a class day and attendance is required, the student must notify the Program Director before the scheduled class time.
2. If the absence is on a clinical day, the student must notify the clinical area before the scheduled clinical time.
3. If a student is absent for several days and will miss non-radiography courses, the Regis Office of Academic Affairs should be notified at (781) 768-7162.

Required Health Maintenance Activities

1. Evidence of immunity (titer results and vaccines as necessary) to Rubella, measles, mumps and varicella.
2. Evidence of Hepatitis B vaccine series or positive titer.
3. Documented immunizations for polio, tetanus, diphtheria, pertussis, meningitis and annual flu vaccine.

Student Health Records

Students' health records are maintained by Castle Branch, the approved vendor for this information. For students covered under Regis College student insurance, a copy of the health record is also maintained in Health Services, Regis campus and is provided to them by the student.

Immunization records are shared with faculty for clinical facilities requesting such information. Otherwise, all student health records are confidential and information is not released without signed authorization from the student. Urgent Care physicians may discuss pertinent health problems, as deemed necessary, with the Vice President for Education or her Directors. Students are responsible for sharing personal health information that may affect safety and/or performance in the classroom and clinical areas.

Student Responsibilities

1. Students are responsible for maintaining currency in immunization status. Failure to do this may result in being denied entrance or continued attendance to class or clinical experiences.
2. Students are responsible for knowing the provisions of their own insurance plan. Some plans, particularly HMO's require treatment only through their own facilities. Students covered by the Regis College insurance plan should get referrals to be seen outside the health services, Regis campus.
3. Students are fully responsible for carrying out prescribed treatments and medications. The Program cannot be held legally responsible if students fail to do so.
4. After prolonged absence students should submit to the Program Director clearance to return to class/clinical from their health care provider.
5. Students planning elective surgery, including dental surgery, should do so to avoid conflict with course responsibilities. Plans must be approved by current course instructor(s). Upon return, the student must submit a physician's report of treatment and clearance to return to program to the Program Director who will send it to the Director, Student and Alumni Services for filing in the student's health record.

Treatment of Illnesses and Accidents

See *Illness, Injury or Impairment* policy

Program Policies

Academic Advising

Policy: All full-time radiography faculty members will serve as academic advisors to clarify, direct and support students in their academic endeavors. Each student will be seen by one of the faculty advisors at least once per semester once radiography courses begin.

Student responsibilities in the advisement process include communication with the advisor at least once each semester in order to share progress/problems and anticipated needs. Faculty advisor responsibilities include clarifying the goals, curriculum plan and requirements for the degree and communicating with assigned students at least once each semester. Documentation of advisement is kept by the advisor until graduation.

Registration of students for courses within the Program is managed by the Registrar, LMH campus in concert with the Director, Student and Alumni Services.

Academic Failure

Policy: A student may fail and repeat only one course within the entire curriculum.

A student who withdraws from a course or takes a leave of absence and is failing or on clinical warning at the time of withdrawal will have this course counted as a failure. Withdrawn/Failing (WF) will be noted on the transcript for the course.

A student who fails a course may progress in the curriculum and, at the next offering of that course, repeat the failed course on a space-available basis. If the failed course is prerequisite to another course, it must be passed before the student can take the requisite course. If the failed course is a radiography course, validation testing may be required (see Validation Testing Policy). A student who is not enrolled in any course in the curriculum is automatically placed on leave of absence for that period.

A student, who fails more than one course or fails the same course twice, whether taken at Lawrence Memorial/Regis College or elsewhere, is administratively withdrawn from the program.

Academic Integrity

Policy: Enrolled students are expected to maintain integrity in all academic pursuits including the writing of papers, examinations, assignments, records and other details relating to the assessment of student performance. In addition, enrolled students are expected to uphold the ethical standards of the nursing & radiography profession by demonstrating responsibility, accountability for safe clinical practice, and protection of the rights of the patient. Any dishonesty is subject to disciplinary action, which may extend from a failing grade in the work in question to dismissal from the Program.

Academic dishonesty includes:

- Accessing an exam without a faculty member present
- Opening a window or application while taking an exam or during an exam review
- Inventing data, quotes, or citations for reports
- Lying about reasons for absences or requests for extensions or rescheduling of exams
- Copying or sharing answers on exams or bringing “cheat sheets” to closed-book examinations, or using any electronic device in an exam for unapproved purposes, especially to access or transmit assistance on the exam

- Discussing what is/was on a specific examination with someone who has not yet taken it
- Copying or sharing answers on assignments without faculty permission
- Falsifying records, transcripts, recommendations, or other documents indicative of student qualifications
- Submitting the same paper in more than one class without prior permission
- Presenting someone else's ideas or words (including internet sources) as your own in written work, PowerPoint presentations, or other assignments
- Deception in the provision of patient care

The initial responsibility for resolving situations of academic dishonesty lies with the faculty member and student. Should there be a need, the matter is referred to the Course Coordinator and/or Associate Director and/or the Judicial Committee.

Academic Probation

Policy: A student, whose level of performance places them below the Program's criteria for good academic standing is placed on academic probation. This is a serious warning that the student's level of achievement is unsatisfactory. To be in good academic standing, a student must have a cumulative grade point average (GPA) of at least 2.0 (C). A student, who shows no signs of improvement at the end of the academic probation semester, will be placed on a mandatory leave of absence for at least one (1) semester. The student may return to the Program the following semester if the student can produce evidence that he/she would benefit from the opportunity of continuing the Program. The student may petition the Director, Student and Alumni Services in writing for re-entry to the Program.

Procedure:

1. The Registrar will notify the appropriate Associate Director of any student with a cumulative GPA of less than 2.0 (C) at the completion of each semester.
2. The appropriate Associate Director/Course Coordinator will confer regarding the student's level of achievement.
3. The appropriate Associate Director or designee will notify the student in writing that the student is being placed on academic probation including any recommendations.
4. An Academic Probation Notice will be completed and signed by the appropriate Associate Director and student.
5. The Administrative Committee will be informed of all Academic Probation Notices at the beginning of each semester.
6. The original signed document of the Academic Probation Notice will be retained in the student record in the Registrar's office and electronic copies will be distributed as follows:
 - 1 copy to the student
 - 1 copy to the appropriate Associate Director
 - 1 copy to the appropriate Course Coordinator
 - 1 copy to the student's Faculty Advisor
7. A student planning to return from a mandatory leave of absence must submit a written petition to the Director, Student and Alumni Services at least eight (8) weeks before the start of the semester. This petition should address the issues which led to the probation status and the remediation/changes which have occurred ensuring that there is a reasonable chance of success.
8. The Director, Student and Alumni Services will make a recommendation to the Admission and Progression Committee concerning the student's return to the Program.

9. The Admission and Progression Committee will make the final decision and will notify the student in writing.
10. Copies of the final decision will be distributed as follows:
 - 1 copy to the student
 - 1 copy to the appropriate Associate Director
 - 1 copy to the appropriate Course Coordinator
 - 1 copy to the student's Faculty Advisor
11. Academic Probation notice(s) are removed from the student's record upon successful completion of the Program.

Academic Standards

Policies for Passing Courses:

1. Radiography courses are either theoretical, integrated theoretical with laboratory, or are clinical courses.
2. In order to pass radiography theory or theory with lab courses, students must achieve a minimum of 78% (C+) grade including passing each respective Radiography course final examination and (if theory with lab) the lab practical exam. The final course grade in the theory with lab courses combines the theory grade with grading of laboratory work. The formula used to combine theory and lab grades is listed in each course curriculum sheet. Students are evaluated at the end of each course. The student is responsible for achieving the established objectives in each course.
3. In order to pass radiography clinical course, students must achieve a minimum of 85% (B). The grades for all radiography clinical courses are recorded on the transcript as Pass/Fail.

The grade for radiography clinical courses is based on a compilation of numeric scores achieved on:

- Exam Competency Evaluations
- Overall performance evaluations (inclusive of affective domain performance and overall clinical involvement)
- Image assessment evaluations
- Degree of completion of stated course objectives and Medical Terminology Assignments
- Grades on the Medical Terminology Tests

4. A minimum course grade of 2.0 (C) is required for all non-radiography courses.

Policies for Progression and Graduation:

1. In order to progress from one semester to the next, a student must have successfully completed all previous radiography courses in the curriculum and received a "Pass" grade for all previous clinical courses.
2. The student who does not attain, at the end of each semester, a cumulative grade point average (GPA) of 2.0 (C) will be placed on academic probation (refer to the Academic Probation policy),
3. A student may fail and repeat only one course within the entire curriculum.
4. In order to receive the Associate of Science degree with a major in Radiography, a student who was granted advanced placement into the program through acceptance of transfer credits or validation testing in radiography courses must successfully complete at least one half of the Lawrence Memorial/Regis College radiography courses as well as the required non-radiography courses in the curriculum.
5. A full-time student has a maximum of three (3) years from the date of matriculation to complete the educational program of studies (curriculum).

6. In order to be eligible for graduation, a student must have:
 - a. successfully completed all courses within the curriculum;
 - b. achieved at a minimum, a cumulative grade average of 2.0 (C);
 - c. fulfilled financial obligations; and
 - d. completed the program exit clearance process
7. A student may participate (walk) in the graduation ceremony after demonstrating successful completion of all the radiography courses and clinicals in the curriculum and all but one of the required non-radiography courses. The student must complete the outstanding course by the end of August following the ceremony in order to be awarded the degree.

Academic Honors:

A student who achieves a final cumulative GPA of 3.45 or above, at the end of the Program, graduates with honors. College honors are based on the following grade point average criteria:

- 3.90 summa cum laude
- 3.70 magna cum laude
- 3.45 cum laude

A transfer student must achieve a cumulative GPA of 3.45 or above on courses used for transfer in order to be eligible for honors.

Administrative Withdrawal

Policy: Applicants who do not complete their admission process within one year will have their applications administratively withdrawn. Accepted students who do not begin classes will be administratively withdrawn. Students on leave of absence or who have requested an admission deferral who do not confirm their intent to begin classes by the date specified from the Program Director will be administratively withdrawn from the program. Enrolled students who fail to attend classes/clinical for two weeks and do not contact the school may be administratively withdrawn from the program.

Annual Disclosure to Students

Policy: As required by U.S. Department of Education, Lawrence Memorial/Regis College annually provides a notice directly to all enrolled students describing the following consumer information and its location:

1. General financial aid information
2. General Information about the school
3. Availability of employees for information dissemination
4. Drug and Alcohol abuse prevention information
5. Program's completion or graduation rate
6. Placement of and types of employment obtained by graduates of the Program
7. Clery Act (campus security)
8. Family Rights and Privacy Act (FERPA)

Attendance: Radiography Courses and Clinical

Policy: : Attendance is required at all clinical experiences, clinical conferences, examinations and mandatory program activities (See *Mandatory Program Activities in Addition in Addition to Curriculum Hours*). If a student is absent for an examination and fails to notify the course faculty or follow the *Examination* policy and procedure, the highest grade the student can achieve on that exam should a make-up be granted, is C+ (78%). Class attendance is strongly encouraged and becomes mandatory if the student is placed on unsatisfactory performance warning or on academic probation. When attendance is mandatory, all absences are recorded on the Cumulative Record.

The student may be required to show evidence of medical clearance after an absence and prior to returning to the Program. A student will be placed on warning when clinical absenteeism interferes with the achievement of student learning outcomes within the respective semester's course work. A student's standing following prolonged or repeated absences is determined individually by the faculty in the course. Make-up clinical preceptorships may be required and a fee charged if a student is unable to meet the objectives, exam competency requirements or course requirements, or when the faculty is unable to have sufficient opportunity to evaluate the student by the completion of the course.

Should the Lawrence Memorial/Regis College Radiography Program be officially closed and classes or clinical are cancelled, notice will be announced on the designated television and radio stations. In the event of stormy weather and Program closure has not been announced, the decision as to whether or not to go to the assigned clinical affiliation is left to the best judgment of the student. While clinical attendance is mandatory, if the student believes that driving to clinical would pose an unacceptably high risk of harm/accident, the student must notify the assigned clinical instructor and the Program Director as with any clinical absence and notify the Program. If during the day, inclement weather starts after students are at clinical, the clinical instructor may dismiss the students early as clinical responsibilities allow.

Procedure:

In the event of a radiography class absence:

1. The student must notify the course faculty and Program Director before the scheduled class time.
2. On the day of return to the Program, the student must contact the course faculty whose class was missed to plan make up assignments and/or examinations. Assignments may be given at the discretion of the course faculty.
3. The course faculty will advise the student on when the opportunity to make up the missed examination will be granted. The student may be required to make up the missed examination on the day of return to the program. The examination must be made up within one week of return.

In the event of clinical absence, the following procedure must be followed:

1. The student must notify the Clinical Instructor at the assigned site by phone or e-mail and the Program Director, Program Clinical Coordinator and Program Faculty member by e-mail before the scheduled clinical time.
2. If a student must leave a clinical placement for any reason, the student must notify the responsible Clinical Education Setting's Clinical Instructor immediately and the Program Director or Program Clinical Coordinator as soon as possible.
3. The student must notify the appropriate clinical and Program faculty if unable to attend scheduled clinical conferences.
4. After a clinical absence, the student must meet with the Clinical Instructor on the day of return to the program to receive instructions regarding missed clinical experience. Preceptored clinical assignments may be given by the Clinical Instructor after consultation with the Program Director or Program Clinical Coordinator.
5. If a supplemental, additional clinical experience is recommended in order to meet course competencies and/or objectives, the clinical faculty with the Program Director or Program Clinical Coordinator will make arrangements for a supervised, preceptored experience. If the make-up activity takes place in the lab, then a supplemental lab fee will be charged.
6. If a scheduled simulation/skills lab is missed and must be made up, the student will make arrangements through the Program Director.

7. The Program Director will notify the Bursar, LMH campus, of the make-up activity and charges. The fee is billed by the Bursar, LMH campus.
8. In the event of absence from mandatory program activities (see attachment entitled Mandatory Program Activities in Addition to Curriculum Hours"): The student must notify the Program Director or other appropriate person before the scheduled activity and make arrangements for completion. A fee established by the program may be charged if special arrangements are needed to complete the activity. The fee is billed by the Bursar, LMH campus.

Canceled Classes

Should inclement weather force the cancellation of all classes, official notice will be given on local radio and television stations.

The Regis College is committed to the safety of its community members and recognizes that individual commute times and distances do vary. In short, students, faculty and staff are advised to use their own best judgment regarding their personal safety when inclement weather conditions exist.

Each campus makes its own decision regarding class cancellation. Cancellation of one campus does not necessarily result in cancellation at the other campus. Students should listen for both announcements.

All students are encouraged to listen to the listed station(s) and not to call the Hospital or Program switchboards or secretaries.

In the event storm conditions are not better the next day, please follow the same procedure.

LMH Campus

Class cancellation notices are made on Channels 7 and 56 News. Decisions regarding closure will be made as early as possible; the word "CLOSED" will be used.

Channels 7 and 56 carry both Regis College, Regis campus and Lawrence Memorial, LMH campus closing announcements.

Regis Campus

Occasionally, inclement weather will require the College to cancel classes, delay the start of classes, or close the school. The decision to close the College due to inclement weather for all or part of day, or to have a delayed opening, is made as early as possible, but is often affected by rapidly changing conditions. In general, decisions regarding all day closings and delayed openings are made by 6 a.m. and decisions affecting evening classes are made by 3 p.m. Announcements will be made on the following radio and television stations:

WBZ Channel 4 and News Radio 1030/AM
WCVB Channel 5
WRKO Channels 7 and 56
WFXT FOX 25

In cases in which the college has sufficient advance notice of an instructor's inability to meet a class, a class cancellation will be posted on the Academic Dean's bulletin board outside College Hall 216.

If an instructor is absent from a class that has not been officially canceled, students should wait for 15 minutes, and then a member of the class should report to the Academic Dean, who will dismiss the class.

Off-Campus Classes and Activities

Cancellation of classes and other activities at off-campus locations will be based on the situation governing the location where the classes or activities are held.

Class/Clinical Entry

Policy: Prior to class and/or clinical entry, students must meet all health and immunization requirements, pay all tuition and fees, and enroll in a health insurance plan. Evidence of completion/enrollment in prerequisite/corequisite courses is also required for class and clinical entry. In addition, current Basic Life Support (BLS) provider level from the American Heart Association is required for clinical participation.

Furthermore, students may be blocked from class and clinical entry at any time for failure to comply with Program policies or, in certain instances, until judicial proceedings are completed.

Procedure:

1. Bills are to be paid to the Bursar or a payment plan established to be cleared for course entry.
2. Student Health Record form including required immunizations is to be completed before entrance.
3. The Health Records Coordinator will regularly verify health requirement status of students and will notify students of incomplete health requirements. If requirements are not met in a timely manner, the Course Coordinator/Program Director will block the student(s) from class/clinical.
4. Students must enroll or waive health insurance on-line annually.
5. The Registrar will monitor receipt of evidence related to prerequisite and corequisite courses and will notify student and appropriate Course Coordinator/Program Director if evidence is not received.
6. Students will not be allowed to start/continue class/clinical experiences without the appropriate documentation.

CLEP (Exemption by Examination)

Policy: CLEP (College Level Examination Program) may be used for the prerequisite high school courses: Algebra, Chemistry, Biology and/or Physics. The minimum acceptable score is that recommended by the American Council on Education.

CLEP or national Advanced Placement Examinations may be used for exemption from certain non-radiography courses within the curriculum. The acceptable passing grade for CLEP or national Advanced Placement Examinations is that established by the appropriate department of the College. Exemptions by examination within the curriculum count toward the maximum of the six exemptions allowed.

Procedure:

1. Students wishing to use CLEP or national Advanced Placement Examinations for exemption must contact the Registrar, LMH campus.
2. Students are responsible for making all arrangements for taking the appropriate examinations and having the results sent directly to the Registrar, LMH campus

Clinical Supervision

Policy: Student participation at their assigned Clinical Affiliate must without exception be appropriately supervised as per the “Direct Supervision” and “Indirect Supervision” policies of the Joint Review Committee on Education in Radiologic Technology. The JRCERT defines “Direct Supervision” as there being an ARRT certified technologist present in the room, observing the student at close hand while the student is performing the study. The JRCERT defines “Indirect Supervision” as there being an ARRT certified technologist in the immediate area, close enough to be vocally called should the student require assistance.

Procedure:

1. Until the student has covered a given radiologic exam/study in class, has passed their laboratory competency assessment, and their Exam Competency assessment in the Clinic, they **MUST** be **DIRECTLY** supervised while performing any radiologic exam.
2. Once the student has passed the Clinical exam competency evaluation, they may perform that specific exam under “INDIRECT supervision.
3. Should a repeat exposure be necessary the student **MUST NOT** perform the repeat until and unless an ARRT certified technologist ascertains that the student knows how to correct the error causing the repeat **AND** comes in and **DIRECTLY** supervises all portions of the repeat exam exposure
4. All films **MUST** be approved by a technologist before submitted to the Radiologist
5. Failure of a student to follow this Clinical Supervision policy will result in disciplinary action being taken with possible expulsion from the program.

Communicable Disease

Policy: As stated in the Student Health Policy, should a student contract a communicable disease, which may cause harm to patients, other students or staff members, they are to follow the procedure outlined below:

Procedure:

1. If the student, program administration or program faculty believe that the student cannot meet one or more of the essential functions or may cause harm or transmit illness to patients and/or staff, the student is required to be evaluated by a health care provider.
2. The student may be withheld from participating in the program pending evaluation and written clearance by the student’s health care provider.
3. A student must be cleared by the health care provider prior to returning to participating in program activities. Health clearance documentation will be filed in the student’s health record by the Student Health Records Coordinator.
4. If the student is unable to continue in the program, he/she will request a leave of absence for health reasons or be administratively withdrawn from the Program.

Whenever a student is directly involved with a patient during their assigned clinical affiliation, they must strictly adhere to the precepts of Universal Precautions. In particular, in cases where there is a risk of contact with a patient’s body fluids, wearing of gloves, and where appropriate, gowns and/or splash guard masks is mandatory. In cases of caring for a patient with an air born communicable disease, appropriate use of masks is mandatory.

Complaint/Grievance

Policy: Through Grievance Committee students have an opportunity to resolve academic and non-academic conflicts when other means have not resulted in satisfaction. The Grievance Committee shall be established as an ad hoc Committee of the Faculty Organization when a written grievance is submitted to the Vice President for Education. All information related to the Grievance Committee proceedings is strictly confidential.

The duties of the Grievance Committee are:

1. Provide students an opportunity to resolve academic and non-academic conflicts when other means have not resulted in satisfaction.
2. Provide students with an easily accessible and fair means of being heard.
3. Insure a mechanism for prompt and equitable response.
4. Contribute in a positive way toward the development of mutual respect and trust between students and faculty through communication and ultimate reconciliation.

The membership of the Grievance Committee is selected by the Vice President for Education and shall include:

1. Three faculty members (a minimum of two who are Radiography faculty, full-time and/or adjunct) who are not involved in the grievance.
2. Three student representatives (not involved in the grievance), One *alumnus/a* member may serve as one of the three students.
3. A mediator who is not associated with the Program.

Meetings will be held as follows:

1. The ad hoc Grievance Committee is established by the Vice President for Education whenever the need arises.
2. The Vice President for Education is responsible for calling a preliminary meeting within two weeks from the time a written grievance is received and will notify the members of the committee in writing.

Procedure:

1. Student(s) may initiate the grievance procedure by submitting a written grievance to the Vice President for Education. The Vice President for Education will establish the Grievance Committee. Student(s) filing a grievance will be referred to as the grievant(s).
 - a. The grievance must be a well-defined written statement of the grievance. Factual evidence and background information must be included.
 - b. The name(s) of the person(s) against whom the grievance is filed must be included. This person(s) will be referred to as the respondent(s).
 - c. Group grievances should be prepared and submitted by representatives selected by the group. The signatures of all those being represented must be included.
2. All written communication between the committee and the grievant or group grievance representative(s) and respondent(s) shall be sent by registered mail or e-mail.
3. The Vice President for Education will schedule a preliminary meeting within two weeks of receiving the grievance to determine if there is justification for the grievance. At the preliminary meeting, an orientation to the policy and procedures of the committee will be provided.
 - a. Notification will be sent at least three days in advance to committee members.
 - b. The grievant or group grievance representative(s) will be notified of the date of the meeting and should be available to the committee in the event that clarification is needed.
 - c. A faculty committee member will be elected by the Grievance Committee to serve as Chairperson.
 - d. A faculty committee member shall be appointed secretary by the Chairperson.

- e. If the committee finds no justification for the grievance, the grievant or group grievant will be notified in writing of the reason for such a finding within two weeks of the preliminary meeting. The Chairperson will also notify the Vice President for Education that the grievance will not be pursued by the committee and the reason for such a finding.
 - f. If the Committee finds justification for the grievance, the committee will proceed with steps 4 through 13.
4. When there is justification for the grievance, the Chairperson notifies the grievant or group grievance representative verbally and in writing that the grievance will be heard within two weeks.
5. The Chairperson will schedule a subsequent meeting within two weeks of the preliminary meeting and will send written notification at least three days in advance to:
 - a. Committee members
 - b. Grievant or group grievance representatives(s)
 - c. Respondent(s)
6. Both parties may be accompanied by a support person who will remain silent during the proceedings unless called as a witness. Legal representation is not allowed.
7. At this meeting, both respondent(s) and a grievant or group grievance representative(s) will be present and the nature of the grievance and evidence leading to the grievance will be shared by the Chairperson.
 - a. Both parties will be given full opportunity to present factual evidence and witnesses that are relevant to the issue at hand.
 - b. The committee is not bound by legal rules of evidence. It relies on reasonable evidence and application of program policies. It is mindful of due process as it is the responsibility of the committee to determine if evidence presented does or does not validate the grievance.
8. Voting
 - a. A quorum (2/3), representing an equal student/faculty ratio, is required for voting.
 - b. A majority vote is required for determining justification of a grievance and for committee decisions on a grievance.
 - c. The mediator may only vote to break a tie.
 - d. Voting is done by written ballot.
 - e. The mediator counts the ballots and destroys them.
9. Minutes of meetings relating to a grievance
 - a. The secretary will record accurate minutes for all meetings related to a grievance.
 - b. The minutes must be signed by the Chairperson and the secretary of the committee.
 - c. To assure accurate record keeping, a tape recorder may be utilized.
 - d. Minutes and tapes will be locked in a designated place determined by the committee.
 - e. Minutes and tapes will be made available to members of the Grievance Committee for the purpose of review.
 - f. To maintain confidentiality, the submitted written grievance, minutes and tapes will be locked upon resolution of the grievance and will be kept for five years by the Vice President for Education. After five years, this information will be destroyed by the Vice President for Education.
10. The decision of the committee will be delivered by the Chairperson in writing to the respondent(s) and grievant or group grievance representative(s) within two weeks following the committee decision. The Vice President for Education will be notified of the committee decision at this time.
11. If the grievance is validated, the Vice President for Education will initiate the appropriate action.
12. If the respondent is the Vice President for Education, and the grievance is validated, the selected mediator will confer with the Vice President for Education and together they will initiate the appropriate action.

13. If the committee decision results in dissatisfaction, either party may seek appeal, through a written statement to the Vice President for Education (or the mediator, if the respondent is the Vice President for Education) within two weeks of notification of the committee finding. Appeals will be heard on issues of due process only. The decision of the Vice President for Education or Vice President for Education and mediator is final.

Complaint of Alleged Violation of JRCERT Standards

Policy: If after completing the program's Grievance procedure, a student or students are still not satisfied with the result if the issue directly refers to an issue or issues of the program's being in non-compliance with the JRCERT Standards, the student(s) may submit, in writing, a signed complaints about issues to:

The Joint Review Committee in Education in Radiologic Technology
Attention: Chief Executive Officer
20 North Wacker Drive, Suite 2850
Chicago, IL 60606

Complaints must cite the specific JRCERT Standard and Objective(s) thought to be violated. Evidence substantiating the allegation must be included. Once the program has received notification from the JRCERT, the Program must respond, in writing, within two work weeks. Any corrective action recommended by the JRCERT must be implemented within four weeks of receipt.

A permanent file of complaints and actions is to be kept in the Program Office Files.

Confidentiality

Policy: Information regarding patients, faculty, staff, students and clinical site personnel is considered confidential. Confidentiality is defined as safekeeping of data and/or information that is restricted to individuals who have need, reason and permission for access. Preserving confidentiality is a requirement by law and a basic foundation of the health care profession. As future healthcare providers, students have a legal and ethical responsibility to safeguard patient and employee information. Furthermore, student information is protected under the Family Education Rights and Privacy Act (FERPA).

All students and faculty are expected to respect and reserve the confidential nature of all information related to patients to the extent required by the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009. Protected Health Information (PHI), whether in a medical record, electronic data, or as information shared verbally with co-workers is confidential and may be disclosed only to those with a need to know. Employees or other authorized users have a responsibility to safeguard all medical and personal information about patients and their families. Students receive detailed information regarding Health Insurance Portability and Accountability Act (HIPAA) of 1996 at the start of courses and must adhere to all provisions of this Act.

Student information, whether in a student record, program database or as information shared verbally among administrators, faculty and staff is confidential and may be disclosed only to those with need to know. Administrators, faculty and staff have a responsibility to safeguard all academic and personal information about students. Administration, faculty and staff receive detailed information regarding FERPA at the start of employment and must adhere to all provisions of the act.

The indiscriminate or unauthorized review, use, or disclosure of personal information, medical, educational or otherwise, regarding any patient, faculty, staff, student and clinical site personnel is strictly prohibited. Violation of confidentiality may be grounds for disciplinary action, up to and including dismissal/termination. Legal action, including fines and/or imprisonment may be imposed under federal and state law.

GUIDELINES

1. Individuals with access to information about patients, employees, students, or business matters may only obtain information that is necessary for patient care or educational purposes. Data access must not occur simply to satisfy a curiosity. *Regardless of the format in which information is obtained, i.e., verbal, written, electronic, etc., it must be treated with the same level of confidentiality.*
2. Access of information other than what is required in the care of patients or teaching of students is a violation of HIPAA, *even if you don't tell anyone else.*
3. Taking photographs or video of patients, employees or students without written permission is strictly prohibited. Photographs of patients and employees require additional written agency permission.
4. **Verbal Communication:**
 - a. Patient and student information should not be discussed where others can overhear the conversation, e.g., in hallways, on elevators, on the "T", at restaurants, at social events, etc. It is **not** okay to discuss clinical or student information in public areas, even if a name is not used. This can raise doubts with patients, students and others about our respect for privacy and maintenance of confidential information.
 - b. Telephone conversations or dictation of patient or student information should not occur in locations where others can overhear.
5. **Written Information:**
 - a. Students are strictly prohibited from printing patient information from any computer at any clinical agency.
 - b. Printing patient information from Meditech is strictly prohibited at all MelroseWakefield Healthcare campuses. Printing will be monitored by Information Services.
 - c. Confidential papers, reports, and computer printouts should be kept in a secure place.
 - d. Information about patients and students must always be protected. Any patient or student identification information must be deleted. Communication about patients, faculty, staff, students and clinical site personnel over social networks, (e.g., Twitter, Facebook, on other social networks; e-mail; text messaging) is strictly prohibited.
6. **Computer Information:**
 - a. Do not share passwords.
 - b. Passwords should not be written down where others can find and/or use them.
 - c. Do not log on and let someone else use a computer under your password.
 - d. Log off the computer system when leaving a workstation.

EXAMPLES OF HIPAA BREACHES⁽¹⁾

- A student accesses the electronic health records of a high-profile patient who is treated at one of our clinical sites.
- A student forgets to log off a computer screen with identifiable patient information and others can view it.
- A student accesses the electronic health records of a patient who they cared for previously: just for curiosity.
- A laptop is stolen that contains Protected Health Information (PHI) and/or Personally Identifiable Information (PII).
- A student posts about the care of a patient or a situation at a clinical facility on Facebook.
- A student texts patient initials, room number and the hospital name to the instructor.
- Misdirected e-mail that lists a patient's identifiable information.
- A student accesses the records looking for information on friends or family members out of curiosity (without a business-related purpose).
- A student takes a cell phone picture of a patient, a census board, or a computer screen.
- A student prints patient information and takes it home.
- An unencrypted mobile device that is used for e-mail has e-mails containing patient or hospital information and is lost or stolen

- Intentional non-work related access by a student of her neighbor's information.
- A student talks about a patient in the cafeteria or elevator.
- A student misplaces the paper work that has initials, diagnosis and room number.

- **ONLY ACCESS NEED TO KNOW INFORMATION**
- **NEVER TAKE PICTURES IN THE CLINICAL AREA**
- **NEVER PRINT ANY PATIENT INFORMATION**
- **NEVER PUT THE HOSPITAL NAME ON ANY FORM**
 - **NEVER COPY PATIENT INFORMATION**

Copyright Compliance

Overview and Guidelines: The Lawrence Memorial/Regis College Nursing and Radiography Programs *Copyright Compliance Policy* refers to copyright and fair use in the course management system and classrooms. Information in this policy derives from and adheres to the Regis College *Copyright Compliance Policy*, available at http://regiscollege.edu/library/copyright_policy.cfm and provides practical advice and guidance to LM/RC faculty, staff, students, and others on appropriate and inappropriate use of print and electronic resources under US Copyright law. It is not a substitute for legal advice which should be obtained, when necessary, as the law has many gray areas.

In addition, The Higher Education Opportunity Act (HEOA) of 2008 includes provisions to combat the unauthorized distribution of copyrighted material through illegal peer-to-peer distribution of intellectual property and requires all institutions participating in Title IV, HEOA programs, to have a plan in place to combat such distribution.

Policy:

Faculty, staff and students are expected to be compliant with the U.S. Copyright Act (Title 17, U.S. Code and HEOA) as relates to the use of print and electronic copyright-protected works in educational settings including peer-to-peer file sharing. In addition, faculty, staff and students are required to demonstrate knowledge of copyright laws by participating in those learning activities required by the Lawrence Memorial/Regis College Nursing and Radiography Programs.

Copyright-related questions should be directed to the designated copyright advisor (Librarian) in the MelroseWakefield Healthcare Fahey Health Sciences Library.

Annual Disclosure, Education, and Consumer Information

The LM/RC *Copyright Compliance* policy, which includes HEOA information, is posted:

- On the LM/RC student web site as part of the *Student Handbook*
- In the community section of the MOODLE courseware system
- In the LM/RC *Student Handbook*

In addition, HEOA-specific information is prominently displayed by the public-access computers in the Fahey Health Sciences Library.

General Information about Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

A work is protected by copyright from the moment it is fixed in any "tangible medium of expression," i.e., paper, film, computer disk/memory, even if it does not contain a formal copyright notice such as the word "copyright" or the © symbol.

This means that virtually any creative work - including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials such as analysts' and consultants' reports; non-print materials including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works - is almost certainly protected by copyright. Copyright law does not protect ideas, data, or facts. Works created by the US federal government are in the public domain and can be used freely unless otherwise designated.

All LM/RC-produced materials (print or digital) are copyrighted unless a written statement by the work's creator (faculty or staff) is included or posted granting permission to use including any specific restrictions/circumstances.

Copyright Rules Depending on Type of Use of Material(s)

- ✓ **Classroom Handouts:** Based on fair use analysis, classroom handouts fall into two categories - one that requires permission and one that does not. If the handout (e.g., journal article, newspaper article) is a new work for which the individual could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, they may use that work without obtaining permission for that one time. However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, permission must be obtained to use the work.
- ✓ **Coursepacks [Print and Electronic]:** All articles, chapters and other individual works in any print or electronic coursepack require copyright permission. Copyright permission is usually granted for only the academic period the coursepack is in use, e.g., if a faculty member asks permission to use an article for a course in Spring 2010 and permission is granted, they cannot use that article in a coursepack in Fall 2010 without requesting permission again. Faculty should request permission for the ENTIRE PERIOD the material(s) is to be used in class.
- ✓ **Course Management Systems (e.g., MOODLE):** One may not post any type of files electronically in course management system sites. Faculty may post the link (when available) through which the article, image, chapter, etc. can be retrieved or post the citation to it and have people retrieve it on their own.
- ✓ **Reserves:** If the library owns a copy of a publication or work, the library may place that copy on reserve without obtaining copyright permission.
- ✓ **Photocopying by Students:** Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies for distribution to classmates, or copying material from consumable workbooks all require copyright permission.
- ✓ **Peer-to-Peer File Sharing:** Downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- ✓ **Obtaining Copyright Permission(s):** The copyright advisor is available to provide copyright clarification or information on whether or not copyright permission is needed, but it is the responsibility of the individual to obtain the permission.

Alternatives to Illegal File Sharing

Educause provides and maintains a list of alternatives for legally downloading copyrighted materials at <http://www.educause.edu/legalcontent>. This link is also available in the LM/RC student web site.

Technology-Based Deterrents

Illegal file sharing is prevented by the MelroseWakefield Healthcare (MWHC) IS Department (of which the LM/RC computer network is a part) via the use of Websense, a web security filtering tool. The MWHC Technical team also monitors for inappropriate file sharing activity on a regular basis.

Summary of Penalties

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at

not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information see the Web site of the U.S. Copyright Office at: <http://www.copyright.gov>

In addition, the Lawrence Memorial/Regis College reserves the right to use Judicial Warning or convene the Judicial Committee should any student be found to be in copyright infringement.

Periodic Review of Effectiveness

The plan will be reviewed every five years in accordance with the LM/RC *Policy Review* administrative policy.

The following criteria may be used in assessing plan effectiveness:

- Periodic review and update of disclosure and education information for clarity, relevance, and accuracy
- Periodic review of other institutions’ practices to determine if there may be different approaches applicable to the LM/RC environment
- Review results of student acknowledgments regarding their awareness of copyright obligations under the law.
- Monitor/track judicial warnings and actions related to copyright infringement incidents.

Criminal Background Check

Policy: A Criminal Background Check will be required of every accepted applicant/student prior to enrollment in radiography courses and annually thereafter in keeping with relevant Massachusetts regulations and policies*. The Program may also request a Criminal Background Check on a student at any other time during enrollment. All applicants/students will be informed that a Criminal Background Check will be required. If requested, a copy of the Criminal Background Check policy will be provided. All enrolled students must disclose immediately to the Vice President for Education if they have been charged and/or convicted of any criminal offense in Massachusetts or any other state or jurisdiction at any time during enrollment. The charge for the Criminal Background Check is paid on-line by the applicant/student directly to the vendor selected by the Program.

Unless otherwise provided by law or regulation, a criminal record will not automatically disqualify an applicant/student. Applicants/students whose Criminal Background Check results indicate potential inability to hold an RTR license or who meet the discretionary disqualification or the lifetime presumptive disqualification of Massachusetts regulations and policies will be notified Said students will be interviewed to elicit further information and informed of the possibility that they may not be allowed to enroll or continue enrollment in the Program, sit for the American Registry of Radiologic Technologists (ARRT) Radiography Exam or be issued an RTR license by the Commonwealth of Massachusetts Department of Public Health, Radiation Control Program (Mass DPHRCT). Any agency may refuse to accept a student as a result of a Criminal Background Check and Lawrence Memorial/Regis College assumes no obligation to locate an alternative site and cannot guarantee the completion of degree requirements. Certain specified criminal convictions result in permanent ineligibility for licensure as a Radiographer in Massachusetts and national certification by the AART. Applicants/students with such criminal convictions will be administratively withdrawn from the Program.

All personnel receiving Criminal Background Check results will be authorized to receive such information.

Criminal Background Check information is maintained in the office of the Vice President in a locked file. Criminal Background Check reports are kept on a password-protected computer by the Vice President of Education. Criminal Background Check reports and records are removed/destroyed three years after the student graduates or leaves the Program.

Procedure:

1. Student Health Records Coordinator will provide information regarding Criminal Background Check information to accepted applicants who have paid deposits and then annually to all students.
2. Accepted applicant and students will submit their Criminal Background Check request and payment on-line to the vendor prior to class entry annually.
3. Criminal Background Check results are reviewed by the Student Health Records Coordinator. If a positive criminal record is received, the Student Health Records Coordinator will closely compare the record provided by the vendor with the information in the student database and any other identifying information provided by the applicant/student to ensure that the record relates to the applicant/student. After review, positive Criminal Background Check results are shared with the Vice President of Education.
4. If the Criminal Background Check results indicate a record, the applicant/student is notified immediately and interviewed for further information. The applicant/student is provided with a copy of the Criminal Background Check record and policy; is informed of potential registration and/or licensure issues or necessity for withdrawal from the Program; and is given an opportunity to dispute the accuracy and relevance of the record.
5. An applicant/student who wishes to challenge the accuracy of the Criminal Background Check shall be provided information on how to correct a criminal record. If the Criminal Background Check record provided does not exactly match the identification information provided by the applicant, the designated program administrators will make a determination based on a comparison of the Criminal Background Check record and documents provided by the applicant/student.
6. If the designated program administrators reasonably believe the record belongs to the applicant/student and is accurate, a determination of suitability for the student role in the Program and future professional licensure will be made. Factors considered in determining suitability may include, but not be limited to the following:
 - a. Relevance of the crime to the student role and potential for licensure
 - b. Nature of the work to be performed
 - c. Time since the conviction
 - d. Age of the candidate at the time of the offense
 - e. Seriousness and specific circumstances of the offense
 - f. The number of offenses
 - g. Whether the applicant/student has pending charges
 - h. Any relevant evidence of rehabilitation or lack thereof
 - i. Any other relevant information, including information submitted by the candidate or requested by the Program or its clinical affiliates
7. The Vice President for Education or designee will inform the applicant/student of the decision and the basis for the decision in a timely manner.
8. The applicant/student may be deferred from course enrollment or placed on a leave of absence to allow time for a complete and thorough investigation of the Criminal Background Check findings.

*105 CMR 950.000 Criminal Offender Record Checks; 105 CMR Department of Public Health 115 CMR Department of Mental Retardation; 115 CMR 11:00 Criminal Offender Record Checks;
Policy #97-2 Criminal Offender Record Information Policy for DMH and vendor employees, volunteers and students
ARRT Ethics Review Pre-Application Package (www.arry.org/pdfs/ethics)
Commonwealth of Massachusetts, Department of Public Health CMR 125.001-023

Disabilities and Educational Accommodation

Policy: Lawrence Memorial/Regis College is committed to ensuring the full participation of all students in its programs. Students with previously documented disabilities that interfere with the student's ability to learn and to meet course and clinical student learning outcomes must disclose their disability in order to request accommodations. Students, who feel they may have a disability, but have never been tested or diagnosed, should contact the Director, Student and Alumni Services to request information regarding outside testing services. Testing and completion of disability documentation is the responsibility of the student.

Upon receipt of all required documentation, the student with disabilities will be provided with reasonable educational accommodations. No accommodations will be made without completed documentation submitted to the Director, Student and Alumni Services. Accommodations are not retroactive; therefore, students are advised to seek disabilities services as early as possible.

The most recent copy of the educational accommodation plan remains a part of the student's academic record. An accommodation plan may be modified at any time after meeting with the Director, Student and Alumni Services, and mutually agreeing on changes. Students should see the Director, Student and Alumni Services each semester to review/modify their educational accommodation plan to maximize their success in the Program. It is the student's responsibility to share and review the educational accommodation plan with the faculty..

Educational accommodations do not guarantee success in the program, but are intended to guide the student and faculty members in ways to assist student learning.

Although accommodations will be made while in the program, the student/graduate must request accommodations for the professional licensing examination from the appropriate licensing board.

Procedure:

1. Student must disclose their disability to the Director, Student and Alumni Services, in order to request accommodations.
2. Students who believe they have a disability may request testing information from the Director, Student and Alumni Services.
3. The student must meet with the Director, Student and Alumni Services for an intake interview.
4. Disability documentation, submitted to the Director, Student and Alumni Services, must include a self-report and full assessment and testing results from a licensed professional as described in the guidelines for documenting disabilities.
5. Documentation must be current and post high school (within the past three to five years).
6. The Director, Student and Alumni Services will develop an individual educational accommodation plan based on the intake interview and all documentation received.
7. The student will meet with the Director, Student and Alumni Services to review and accept the plan. The plan is signed by both the student and the Director, Student and Alumni Services.
8. Copies of the plan are shared as follows:
 - One (1) copy to the student
 - One (1) copy to the Registrar to be filed in the student academic record
 - One (1) copy retained by the Director, Student and Alumni Services
9. Student meets with the Program Director and provides a copy of the plan. The plan is reviewed together and implementation of the plan is discussed.
10. Student must meet with the Director, Student and Alumni Services at least once each semester to review and edit the plan as needed.

11. After completion of the curriculum, if the student applies for accommodations from the licensing board, the student notifies the Director, Student and Alumni Services in writing. Student is notified that the request for accommodations from the licensing board must be made prior to taking the exam.

12. The Director, Student and Alumni Services provides documentation to the licensing board as required.

Dress Code

Policy: Students are representatives of the Radiography Program, Regis College and MelroseWakefield Healthcare. They are expected to maintain a professional image both in and outside the hospital. In clinical areas, a neat and clean professional appearance is important for safety/infection control and to confirm patient's expectations that they are cared for by professional staff. Any student who does not adhere to the dress code may be asked to leave the class or clinical area until properly dressed/groomed.

Clinical areas:

In the clinical area while caring for patients, students wear the approved program uniform. This consists of a regulation scrub top and pants, stockings or socks and shoes. Students may wear a navy blue or white short or long sleeved t-shirt under the scrub top. Shoes must have rubber or composition soles. Open toe shoes may not be worn. Clog style nurses shoes may not be allowed in all affiliating clinical agencies where students are assigned. Student photo ID badge must be worn visibly while on patient units. All uniform clothing is available through the Program's approved vendor.

Jewelry must be simple and basic and not interfere with patient care. Only 1-2 simple rings and one pair of stud earrings worn in the ear are allowed. Other visible piercings (including facial and tongue jewelry) \ are not acceptable in the clinical setting and visible tattoos are to be covered when possible. Perfume, heavy scents and fragrances are not allowed in patient areas and, in non-clinical areas, any fragrance should be mild and considerate of others' intolerance or allergies. Make-up, if worn, must not be excessive. Nails should be short and neatly trimmed; artificial nails are not allowed due to infection control standards; only clear and light neutral nail polish may be worn.

Students are expected to be neat and clean. Hair should be neat, clean and conservative in style and color. For example, blue, green or bright shades of purple etc. are not acceptable. When caring for patients, hair must be worn away from the face and off the shoulders. Beards and mustaches must be neatly trimmed. Basic hygiene practices should be followed to avoid offensive breath, body odor, or heavy smoke odor. Chewing gum is not allowed in the clinical setting and the odor of alcohol is never acceptable.

Non-clinical areas including classrooms:

Clothing must reflect a neat and clean appearance. Transparent or revealing attire is not acceptable; midriffs should be covered and low necklines avoided. Feet must be covered.

Dropping or Withdrawing from a Non-Radiography Course

Policy: A student may drop or withdraw from a non-radiography course within the specified time published by Regis College.

A course dropped during the first two weeks of the semester will be deleted from the student's record. A course dropped from the third through the ninth week of the semester will remain on the student's record and be graded as WP or WF. A student who withdraws from a course without proper authorization receives a grade of F (0.0%). Once a student is registered for a course, the student must officially withdraw or may automatically receive an F.

Procedure:

1. A written request to drop or withdraw from the course is to be submitted to the Registrar, LMH campus.
2. The Registrar, LMH campus, will approve or deny the request in writing after conferring with the Program Director and/or the Director of Student and Alumni Services.
3. If approved, the Registrar, LMH campus, will notify the Registrar, Regis campus, of the withdrawal.
4. If the request is approved, the last date of attendance will be used to calculate the amount of financial aid the student is eligible to receive and the tuition refund.
5. A student who is not enrolled in any course in the curriculum is automatically placed on a leave of absence.

Dropping or Withdrawing from a Radiography Course

Policy: Students may request to drop a radiography course before it begins or withdraw from a radiography course at any time thereafter. Students who withdraw from a radiography course and are not enrolled in any other non-radiography course in the curriculum are automatically placed on a leave of absence.

Students may request to withdraw from a radiography course only once during the curriculum.

A student who withdraws from a radiography course (after the midterm examination) and is failing at the time of withdrawal will have this course counted as the one allowable failure.

A student who withdraws from a radiography course which runs concurrently with other radiography courses in which the student is enrolled is automatically withdrawn from any co-requisite courses

Prior to re-enrollment in radiography courses, a student who has successfully completed or exempted out of any prior radiography courses may be required to validate previous radiography knowledge (See Validation Testing Policy).

Procedure:

1. A student desiring to withdraw from a radiography course must meet with the Program Director and then with the Director, Student and Alumni Services.
2. A written request to drop or withdraw from a radiography course is to be submitted to the Director of Student and Alumni Services and must include the reason for the request.
3. The request is presented to the Admission and Progression Committee and is considered on an individual basis by the Committee.
4. The student will be notified of the decision within a reasonable time by the Admission and Progression Committee.

5. If the request is approved, the last date of attendance will be used to calculate the amount of financial aid the student is eligible to receive and the tuition refund.
6. A student who drops a radiography course before the course begins will have no notation on the transcript.
7. A student who withdraws from a radiography course after the course begins and is passing at the time of withdrawal will have withdrawn noted on the transcript. A student who is failing the course at the time of withdrawal, will have withdrawn failing indicated on the transcript.
8. A student who has dropped or withdrawn from a radiography course will take the course at a time stipulated by the Admission and Progression Committee. This will be determined on a space basis after completion of any required validation testing.
9. A student planning to repeat a dropped or withdrawn course must contact the Registrar to arrange validation testing and clinical evaluation well in advance of the anticipated return date. All testing must be completed by July 15th to be enrolled the following year.

Education Mobility

Policy: Educational mobility enables an individual to move from one educational level to another with acknowledgment of acquired competencies and minimal repetition of previous learning. Lawrence Memorial/Regis College policies and procedures for Advanced Placement are designed to recognize previous radiography education without regard to race, color, national origin, religion, age, gender, sexual orientation, disability, or veteran status. Applicants presently or previously enrolled in a radiography program may be granted advanced placement within the curriculum upon passing theory and clinical validation testing.

Lawrence Memorial/Regis College also builds a solid foundation for future endeavors in professional development and educational mobility. Regis College provides the structure for multiple entry and exit points beginning with the associate degree and continuing through the master's degree. Students who graduate from the Lawrence Memorial/Regis College's associate degree radiography program have the opportunity for a seamless transition into a higher degree at Regis College. Students may earn their *Bachelor of Science* degree in Medical Imaging and/or their *Master of Science* degree in one of the many degrees that Regis College offers, including Health Administration, Regulatory and Clinical Research Management, or Biomedical Sciences.

The Bachelor of Science degree in Medical Imaging builds on the knowledge the student has acquired in the associate of science degree in Radiography for advance placement in the workplace focused directly in the medical imaging field. The program contains courses at the graduate level so that student can continue directly into the graduate degree programs with fewer required courses to complete the Master's degree.

In order to facilitate the advanced placement of its graduates, Lawrence Memorial/Regis College also works with other college and university radiography programs.

End of Course Evaluation

Policy: By the end of each course, students will complete an evaluation of the course and of the instruction in the course via use of the appropriate evaluation tool. Results of these evaluations will remain confidential until grades have been submitted to the Registrar.

Procedure:

1. Students will be provided with course and instruction evaluation tools prior to the completion of each radiography course (classroom, laboratory and clinical).

2. The completed evaluations will be collected by a student and placed in a sealed envelope and immediately turned in to the Vice President for Education.
3. The results from the completed evaluations will be distributed to course faculty after grades have been submitted to the Registrar.

Examinations: Radiography Courses

Policy: Examinations/Assessment - Evaluation Mechanisms and weighting of examinations for each radiography course are determined by the faculty and are specified in the course syllabus.

Each radiography course may have a comprehensive mid-term and final examination covering material presented to date.

The final examination must be passed in order to pass a radiography course. The passing grade on the final examination is 2.3 (78%) in all radiography courses. If this grade is not achieved, students passing the course going into the final examination will be offered the opportunity to take one alternate final examination. The alternate final examination must be taken between one day and one week after the original final examination and/or at the discretion of the faculty. If the student passes the alternate examination with a 2.3 (78%) or above, the highest grade that will be recorded is a 2.3 (78%), which will be used to calculate the final course grade. If the student fails the alternate exam (second final exam), the student fails the course and the grade submitted to the Registrar will be a grade of 0.0 (F) for the course.

Failure to take examinations by the end of the semester will result in an incomplete grade. A student who receives an incomplete grade will schedule a completion date with the Program Director or the Clinical Coordinator. All examinations must be completed within two weeks after course completion. Failure to meet this completion date will result in the conversion of the incomplete grade to an F (0.0) grade, which will be submitted to the Registrar, LMH campus.

Examination grades will be made available as determined by course faculty. Grades for each examination will be finalized at a time period determined by course faculty.

If a student is absent for an examination/assessment/evaluation and fails to follow the program's attendance policy and procedure, the highest grade the student can achieve is a 2.3 (78%). A pattern of absenteeism from examinations may result in a judicial warning.

Testing accommodations will be made only for those students who have an educational plan on file and have shared the plan with appropriate faculty.

Procedure for students reviewing their examinations:

1. Students may take notes pertaining to areas of weakness, but may not copy examination questions for responses during exam reviews. At the discretion of the faculty, students may be allowed to keep certain tests.
2. For all other tests, students may take notes pertaining to areas of weakness, but may not copy examination questions or responses. In order to maintain examination security, notes recorded by the student may be reviewed by the faculty in attendance.

Exemption from Non-Radiography Courses

Policy: Students may be exempted from five (5) non-radiography courses if they have completed equivalent, approved courses, appropriate CLEP or national Advanced Placement Examinations in keeping with the pre-requisite/co-requisite policy. If a student upon acceptance has satisfactorily completed more than five transferable courses, the person may petition in writing to the Registrar, LMH campus for consideration to be allowed one additional exemption.

To be considered for exemption the course grade must be 2.0 (C) or better. Courses taken at Regis College will not be counted as exemptions.

Equivalent courses in Anatomy and Physiology will be accepted for exemption if they have been taken within the past four (4) years. There is no time limit on other equivalent required courses. Students who have taken an equivalent Anatomy and Physiology I and II course sequence beyond the time limits may be eligible to take approved review courses.

CLEP or national Advanced Placement examinations are acceptable for certain courses. Course work leading to an attained bachelor's degree will be evaluated on an individual basis.

A non-radiography course that is canceled by Regis College must be taken in keeping with the pre-requisite/co-requisite policy and, if taken at another college, will not be counted toward the five allowable course exemptions.

Procedure for accepted students:

1. Accepted students must have an official transcript(s) and CLEP or national Advanced Placement Examinations results, if applicable, sent from the college, university or test center to the Registrar, LMH campus.
2. The applicant must request exemption(s) completing the Request for Exemption form and submit it to the Registrar. A catalog and/or course description for the course involved may be requested from the applicant to confirm that the course(s) taken are comparable to those in this program.
3. Exemption materials of an accepted applicant will be reviewed by the Registrar, after the deposit has been paid. Those applicants who have not provided the necessary materials will be notified and will not be exempted until the required documentation is received and approved.
4. All courses will be reviewed for equivalency by the Registrar. Consultation will be sought when necessary with appropriate College personnel.
5. If exemption is granted, written documentation will be placed in the student's permanent record. The Registrar will notify the applicant of exemption status.
6. Pertinent information on exempt courses will be recorded on transcripts.
7. Exempt courses are not computed in the cumulative average.

Procedure for currently enrolled students:

1. A student wishing to take a non-radiography course for exemption will submit a completed Request for Exemption form to the Registrar, LMH campus. A catalog and/or course description may be requested from the student to confirm that the course(s) taken are comparable to those in this Program.
2. Requests for taking a non-radiography course for exemption during the summer session must be submitted before May 1st.
3. Requests for taking a non-radiography course for exemption during fall semester must be submitted before July 15th.
4. Requests for taking a non-radiography course for exemption during spring semester must be submitted before November 15th.
5. If the course is deemed equivalent for exemption, the Registrar will return the request form with written approval.
6. If the Registrar determines that the course is not equivalent, the request form will be returned denying exemption.

7. An enrolled student who takes a non-radiography course at another college without following the above exemption process may not be exempted from the course.
8. A student who fails a course is not bound by the above deadlines (see #2, #3, and #4). A course, which is repeated due to failure, will not be counted as one of the five allowable exemptions.
9. A student taking a course at another college due to cancellation of a course is not bound by the above deadlines (see #2, #3 and #4).
10. An official transcript of the completed course and grade must be submitted to the Registrar, LMH campus for exemption to be registered on the transcript.
11. A student wishing to use CLEP or national Advanced Placement Examinations for exemption(s) must see the Registrar. The student is responsible for all arrangements for taking appropriate tests and for having results sent directly to the program.
12. The student will be notified by the Registrar of exemption status.
13. Pertinent information on courses accepted for exemption will be recorded on transcripts.
14. Grades earned in courses accepted for exemption are not computed in cumulative average.

Exit Interview Prior to Graduation

Policy: Students in their final semester will have an exit interview with the Program Director or assigned faculty member to share their evaluation of the school and make recommendations for improvement.

All written and verbal data collected is confidential and will be reported in the aggregate.

Procedure:

1. The Program Director assigns each faculty a list of graduating students in their final semester within the last six (6) weeks of the program graduation date.
2. Each interviewer will arrange an individual meeting at a time convenient to both parties.
3. The interviewer will confirm all required sign-offs have been completed by checking the on-line clearance data.
4. The interviewer will utilize the Exit Interview form as a guide for the interview.
5. Results of the Exit Interviews are retained for use in the Program's Assessment Plan.

Financial Assistance

Policy: Financial assistance may be available to students experiencing unanticipated financial hardship.

Procedure:

1. Student requesting financial hardship completes the Request for Financial Assistance form. This form is available in the office of the Financial Aid Administrator.
2. The student obtains required financial information from the Financial Aid Administrator who also signs the form. The completed form is submitted to the Director, Student and Alumni Services.

3. The Director, Student and Alumni Services meets with the Vice President for Education to determine student's eligibility.
4. The Financial Aid Administrator notifies the student regarding the decision.
5. For amounts over \$500, a no-interest promissory note will be signed by the student.

Grade Calculation

Grading Radiography Courses

Policy: The Radiography course grades indicate the extent to which the student has achieved the objectives of the course. For all Radiography theory and theory with lab courses, students must achieve a C+ (78%) grade or better, pass all final examinations, and for lab courses, pass all lab practical exams. For each clinical course, the student must achieve a grade of "PASS" to progress in the program.

Percentages are used to compute all grades. All work is weighted as determined by the faculty teaching the course in consultation with the Program Director. The total weight for all evaluation methods in each course must equal 100%.

Courses not completed are recorded as incomplete, withdrew/pass or withdrew /fail. All course work must be completed within two (2) weeks after the end of the course. Failure to meet this completion date will result in the conversion of the incomplete grade to a grade of F (0.0) and this grade will be submitted to the Registrar, LMH campus.

Grading Non-Radiography Courses

Non-radiography course grades are determined by a combination of class work and examinations. A minimum course grade of 2.0(C) is required in all non-radiography courses. Courses taken at other colleges also require at least a 2.0 (C) for course exemption.

Procedure: Grading Radiography Courses

1. All theory work is graded and recorded on a percentage basis rounded to the hundredth (second digit after the decimal place):

To round to the nearest hundredth, look at the number in the thousandth's place (just to the right of the hundredth).

Examples: $77.459 = 77.46$
 $77.449 = 77.45$

2. Each grade is multiplied by its percentage of worth, e.g., an exam worth 15% of the theory grade would be calculated as follows:
 $77.50 \times .15 = 11.625 = 11.63$ (a product)
 $74.30 \times .15 = 11.145 = 11.15$ (a product)
 $77.20 \times .15 = 11.582 = 11.58$ (a product)

3. The final theory grade is the products added together, rounded, and recorded as a whole number:

To round to a whole number, the first number ONLY after the decimal place is considered.

Examples: below 77.5 rounds down to 77
 77.5 and above rounds up to 78

4. The grades are then submitted to the Registrar, LMH campus, to be recorded on the student's transcript and for determination of grade point average (GPA) and awards.

95 – 100%	4.0	A
90 – 94%	3.7	A-
86 – 89%	3.3	B+
83 – 85%	3.0	B
80 – 82%	2.7	B-
78 – 79%	2.3	C+
73 – 77%	2.0	C
70 – 72%	1.7	C-
66 – 69%	1.3	D+
63 – 65%	1.0	D
60 – 62%	0.7	D-
59 and below	0.0	F

5. Letter grades are recorded on transcripts

6. Courses not completed are recorded as

I - Incomplete
 WP - Withdrew/Pass
 WF - Withdrew/Fail

Procedure: Grading Non-Radiography Courses

The quality of a student's course work is indicated by grades with the following significance descriptors:

<u>Grade</u>	<u>Quality Points</u>	<u>Grade</u>	<u>Quality Points</u>
A	4.0 (superior)	D	1.0 (less than satisfactory)
A-	3.7	D-	0.7
B+	3.3	F	Failure
B	3.0 (better than average)	P	Pass
B-	2.7	I	Incomplete
C+	2.3	WP	Withdrew/Pass
C	2.0 (satisfactory)	WF	Withdrew/Fail
C-	1.7	AU	Audit
D+	1.3		

Identity Theft Prevention

Policy: In order to detect, prevent and mitigate identity theft, the following procedures will be followed in keeping with the Federal Trade Commission (FTC) "Red Flag Rules" regulation of the Fair and Accurate Credit Transactions Act (72 FR63718, Sections 114 and 135). A Red Flag is a pattern, practice or specific activity that indicates possible identity theft. Red Flags include:

- Name discrepancies
- Address discrepancies
- Presentation of suspicious identification or other documents that may have been altered or forged
- Photograph on identification documents that do not match the appearance of the person presenting the documents
- Notification from student, employee or a service provider that a security breach may have occurred

Instances of suspected identity theft must be reported immediately to the Registrar and to the Director, Student and Alumni Services for full investigation. This *Identity Theft Prevention* policy will be reviewed/revised at least every four years.

Procedures:**Detection:**

1. Application to Programs require the applicant's full name. Names on all supporting materials (transcripts, certificates, test scores, financial aid applications) must match names on application. In cases where names do not match, the applicant will be requested to provide verification (marriage license, court record of name change).
2. Official transcripts from previously attended high schools and colleges are required as part of the application to the Programs.
3. International students are required to send official transcripts from foreign schools to an approved documentation service for translation and verification. Prior education assessment reports are sent directly from the translation service company to the Admissions Office.
4. International students must present original documents related to their legal status within the United States and must keep the Vice President for Education apprised of any change in status. The Director, Student and Alumni Services and the Vice President for Education are trained to detect document forgery and alteration.
5. All students must have a Criminal Background check prior to clinical nursing courses (see *Criminal Background* policy for details).

Prevention:

1. All students are required to complete a student information form at the start of each semester to ensure information is current including name, address, telephone number, cell phone number with cell service provider, and e-mail. This information is updated each semester in the student database system.
2. Student academic and financial records are maintained in locked files in the offices of the Registrar, Financial Aid Administrator and Bursar. Access to student records is limited to those who require access in the performance of job responsibilities per the *Student Record* policy. Offices and files are locked when offices are not occupied.
3. Access to the web-based programs are limited to administrators, faculty and staff whose job responsibilities require access. Access is further restricted by individual password protection.
4. The student management database is hosted at a secure off-site facility through a contracted service provider. Details of the database security protection are included in the vendor contract located in the office of the Director, Student and Alumni Services.
5. Student identification numbers are randomly assigned by the student management database system. Social security numbers are not used as identification numbers and are classified as non-directory student data.
6. Service providers involved in billing and collection of tuition and loans must have written security processes that comply with federal government requirements including the "Red Flag Rules." The only information that is shared with service providers is information required to perform credit checks, perform address searches and properly bill and collect payments. Such student information includes student name, address, telephone numbers, social security number and date of birth.
7. Administrators, faculty and staff whose job responsibilities require access to student/employee records are trained in Family Educational Rights and Privacy Act (FERPA) and no student/employee information is provided to others without documented permission of the student unless compelled by law.

Mitigation:

1. Reports of suspected identity theft will be investigated by the Director, Student and Alumni Services to determine if there has been a security breach.
2. If a breach is detected, action will be taken to prevent further identity theft breaches. The targeted student/employee will be notified of the breach. Additional actions may be taken including disciplinary actions and notification of the attempted fraud to law enforcement.

(Adapted from SUNY Ulster's Red Flag Identity Theft Prevention Program, May 2009.)

Illness, Injury, or Impairment

The intent of this policy is to minimize/control risks and to assist students who are ill, injured, or impaired.

ILLNESS/INJURY

Policy: Students who become ill or injured in the classroom or clinical setting will report to the faculty responsible for the student to determine the appropriate course of action.

Procedure:

1. In the event of student accident/injury on the LMH campus
 - a. The student is to report the illness/accident/injury to the faculty. In non-emergency situations, the student is directed to LMH Urgent Care or for illness, the student may choose to see their own primary care provider.
 - b. In an emergency situation faculty member will call 911. The student or faculty must fill out an incident report on the online patient safety reporting system (RL6).
2. In the event of illness or injury at a clinical site, the ill/injured student, is directed per the policy of the agency to appropriate level of care. In acute/emergency situations, the policy of the agency is followed for accessing care urgently. Reporting of the event is to be completed per the agency policy. Associated medical and hospitalization charges not covered by insurance are the responsibility of the student.

During clinical learning experiences in the hospital(s), students are not employees, and thus, are not covered by Workman's Compensation. Accident/injury care expenses will be billed to student's health insurance plan.

DRUG/ALCOHOL USE

Policy: The Lawrence Memorial/Regis College Nursing and Radiography Program (Program) is committed to maintaining an environment free of drugs and alcohol for all members of the Program community and is committed to meeting its obligations under the Drug-Free Schools and Communities Act Amendment of 1989 and Drug and Alcohol Abuse Prevention Regulations (1990). The Program's policy is to assure a safe and efficient environment free from the effects of drug and/or alcohol abuse. All current and future students shall be given a copy of this drug and alcohol policy. Students may be asked to volunteer for drug screening if it is required by an assigned clinical agency.

Drug and alcohol use/abuse affects performance and the safety of employees, students and patients. Students who need assistance in dealing with drug and/or alcohol abuse problems are encouraged to use the confidential services of the Program's Student and Alumni Affairs Coordinator.

The Program prohibits the unlawful manufacture, transfer, purchase, possession, or use of alcohol or any illegal drug by employees or other members of the Program community, whether on or off its premises, while working for or representing the Program. Students found in violation of this statement of a drug and alcohol-free workplace will be subject to judicial action up to and including dismissal.

It shall be a condition of enrollment that each person abide by the terms of this statement, and must, under federal law, notify the Program of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Program will notify the federal contracting agency or granting agency within ten (10) days after receiving actual notice of a criminal drug statute conviction occurring in the clinical setting.

The Program may discipline the student up to and including dismissal.

Procedure

1. When a student is found to have a positive drug screen for illegal drugs, the student will be subject to the *Judicial Process* policy of the Nursing and Radiography Programs.
2. Confidential Program counseling services will be offered to the student.
3. When a student is suspected of being under the influence of alcohol and/or drugs
 - a. The responsible faculty will assess the student in person to verify suspicion.
 - b. If it is concluded that the student does not appear to be under the influence of alcohol or drugs and if the student is able to perform clinical duties, the student will return to his/her clinical responsibilities.
 - c. If there is reasonable cause to believe that the student is under the influence of alcohol, drugs, or both or the student admits to being under the influence, the faculty should:
 - i. On the LMH or Melrose campus: remove the student from the department, classroom, or unit and inform the student of their observations and concerns.
 - ii. At non- Melrose/Wakefield Healthcare clinical sites: follow the substance abuse policies of the clinical facility.
 - iii. The faculty should assist the student to obtain safe transportation home and initiate *Judicial Process* policy of the Nursing and Radiography Programs.
4. Alert Program Administration about the situation.

Judicial Process

Policy: The faculty reserves the right to discipline with or without a judicial warning any student whose conduct, pattern of tardiness/absenteeism, breach of academic integrity, or unsafe clinical practice may make it inadvisable for the student to remain in the Program. All information related to the Judicial Committee proceedings is strictly confidential.

Participation in an illegal act is grounds for immediate dismissal from the Program.

The ad hoc Judicial Committee will make decisions regarding status of a student in case of:

1. Illegal acts
2. Unsafe clinical practice (e.g., serious errors potentially affecting clients' life or safety)
3. Breach of academic integrity (see *Academic Integrity* policy)
4. Inappropriate conduct (e.g., breach of patient confidentiality)
5. Pattern of tardiness or absenteeism

The membership of the Judicial Committee shall include:

1. Vice President for Education, Chairperson
2. Program Director
3. Director, Student and Alumni Services
4. Appropriate faculty
5. One uninvolved faculty member appointed by the chairperson
6. In the event that one of the members initiates the judicial procedure, the chairperson will appoint an alternate, uninvolved faculty member
7. In the event that one of the members is unable to attend the meeting of this Committee, the chairperson will appoint an alternate, uninvolved faculty member.

Procedure:

1. A faculty member who is involved in the issue requests the Vice President for Education to convene a meeting of the Committee.
2. The Committee must convene within a reasonable period of time after the request for a meeting has been initiated. However, if the student under consideration wishes more time prior to the meeting, the student may petition, in writing, the Vice President for Education, who will try to establish mutually satisfactory arrangements.
3. The student will be notified of the charges and the Vice President for Education may not allow attendance at class and/or clinical assignments until the committee reaches a decision.
4. The student may have a non-participating support person/advisor present. Legal representation is not allowed.
5. The Vice President for Education will appoint a secretary to tape, record or keep minutes of the proceedings up to the time of committee deliberation. These records will be kept by the Vice President for Education. Confidentiality of the records will be maintained by following the same procedure used by the Grievance Committee.
6. Both the person initiating the judicial proceedings and the student involved will present their side of the case in each other's presence to the committee. The committee may question both parties after they have presented their case. The student may question or comment to the person(s) making the allegations. Neither party may be present during deliberation of the committee.
7. There will be a formal motion and a vote taken -- the votes, pro and con, to be recorded. All members will be required to be present and a concurrence of at least four pro votes are necessary for whatever discipline the committee deems appropriate, up to and including dismissal.
8. The student will be verbally informed of the decision of the committee and counseled by the Vice President for Education.
9. Written notification will be sent to the student.
10. If dismissed, an exit summary will be completed by the Program Director and include the reason for dismissal.

Judicial Warning

Policy: Students are placed on judicial warning when professional conduct in class or clinical, breach of academic integrity, pattern of tardiness/absenteeism in clinical, or unsafe clinical practice may make it inadvisable for the student to remain in the Program. Absences occurring due to a verified health problem are addressed in the policy, *Student Health*.

If the action for which a judicial warning is being issued occurs in an Affiliate Clinical Education Setting, the appropriate Clinical Instructor and/or Clinical Supervisor may, if the situation is sufficiently serious, immediately remove the student from the clinical site and advise the student to report to the Program Director or Program Clinical Coordinator immediately after leaving the clinical premises. The Clinical Agency Supervisor or designated Clinical Instructor shall as soon as possible, notify the Program Director or Program Clinical Coordinator, regarding the removal of the student from the clinical site and follow up the verbal notice in writing.

If the behavior for which the student was placed on judicial warning continues, any faculty may request to convene a meeting of the ad hoc Judicial Committee.

Procedure:

1. The faculty member, intending to place a student on judicial warning, will confer with the immediate supervisor and Assistant Director prior to issuing the judicial warning.
2. The Vice President for Education will be informed and sign all judicial warnings before they are issued.
3. The faculty member has a conference with the student who is being placed on judicial warning. Both faculty member and student sign the warning. This copy is retained in the student record in the Registrar's office.
4. Electronic copies of the Judicial Warning are distributed as follows:
 - 1 copy to the student
 - 1 copy to the Vice President for Education
 - 1 copy to the Program Director
 - 1 copy to the Director, Student and Alumni Services
5. Judicial Warning notices are removed from a student's record when the student successfully completes the program.

Leave of Absence

Policy: A student may be granted leave of absence for a period not to exceed one year in total. Radiography students must complete the curriculum within three years of the initial enrollment date.

A student who withdraws from a radiography course and is not enrolled in any other course is automatically placed on leave of absence. A student on Academic Probation who shows no signs of improvement by the end of the next semester may be required to take a leave of absence. The Judicial Committee may require a student to take a leave of absence.

A student who takes or is placed on a leave of absence and is failing any radiography course at the time the leave is granted, will have that course counted as a failure.

A student returning from a leave of absence, who has successfully completed or exempted out of any radiography course(s), may be required to validate previous radiography knowledge (see Validation Testing policy).

Procedure:

1. A student desiring to take a leave of absence must contact the Director, Student and Alumni Services.
2. A completed Leave of Absence Request form is to be submitted to the Director, Student and Alumni Services.
3. Leave of absence requests are considered by the Admission and Progression Committee and are decided on an individual basis. Requests by students on judicial warning are referred to the Judicial Committee for decision.
4. If the request is granted, the date of the receipt of the written request will be used in calculating any refund according to the refund schedule.
5. The student will be notified within one week of the decision of the Admission and Progression or the Judicial Committee.
6. A student planning to return from a leave of absence must contact the Registrar to arrange validation testing (written and clinical evaluation) well in advance of the anticipated return date. All testing must be completed by July 15th to be enrolled for the fall semester and by December 15th to be enrolled for the spring semester and May 1st to be enrolled for the summer semester

7. In the event that a student does not return at the time stipulated by the Admission and Progression Committee or the Judicial Committee, the student is administratively withdrawn from the program.

Library Overdue Materials

Policy: As borrowers, students are responsible for the safekeeping and timely return of all library materials signed out to them. If borrowed materials are not returned to the Fahey Health Sciences Library by the date due, overdue notices will be sent as reminders that the material is due back to the library and prompt return of the material is expected.

Procedure:

1. Notices of overdue materials are distributed by library staff to students on a regular basis.
2. Outstanding materials must be returned upon receipt of the first overdue notice.
3. If the overdue item is not returned upon receipt of the first notice, a second notice will be sent and the student will be charged a **\$20 non-refundable** overdue fee on their current semester bill.
4. If the item is not returned upon receipt of the second notice, the student will be notified that unless the item is returned by a specified date, the student will be charged an additional **\$25 non-refundable** overdue fee on their current semester bill.
5. Until such time as the overdue material has been returned or the requisite fees applied, no other library materials will be signed out to the student.

Note to File: Corrective

Policy: The Note to File form is to be used to write an anecdotal note, describing any event, or incident, or behavior, which an instructor/faculty member deems worthy of being documented and placed in the student's file for future reference/use. It is to be used to document instances of performance behavior which may appear to fall below Radiography Program standards.

NOTE: This form does NOT replace the Unsatisfactory Performance or Judicial Warning forms which should continue to be used for the more serious situations such as patterns of sub-optimal behavior, absence, and for any instance of clinically unsafe/illegal/unethical behavior, etc.

1. Note to file form is to be used for all appropriate situations.
2. Notes to File: Corrective will be placed in the student's record in the Program office.
3. All Notes to File: Corrective will be kept until the student successfully completes the Program, at which time they will be destroyed.

Note to File: Recognition

Policy: The Note to File form is to be used to write an anecdotal note, describing any event, or behavior, which an instructor/faculty member deems worthy of being documented and placed in the student's file for future reference/use. It is to be used to document instances of performance or behavior, which may be notably better than or over and above the Program's normal level of expectation for all of its students.

1. Note to File: Recognition form is to be used for all appropriate situations.
2. Note to File: Recognition will be placed in the student's record in the Registrar's office.
3. All Notes to File will be kept until the student graduates or permanently leaves the program, at which time they will be destroyed.

Payment Policies

Billing:

Students will be billed for tuition and fees prior to each semester/summer session in which they are enrolled. The timely payment of tuition and fees is the student's responsibility. Bills are payable by the due date schedule listed below:

Semester/Session	Bill Mailed	Bill Due Date
Fall	Mid-June	July 15 th
Winter	At time of registration	At time of registration
Spring	Mid-November	December 15 th
Summer	At time of registration	May 1 st

The discharge of all financial obligations is prerequisite to class entry, promotion and graduation. Students will not be considered enrolled in the Program until tuition and fees are received or a payment plan contract is in place.

Students receiving financial aid must pay any remaining balance not covered by financial aid, by the above due dates. Students' financial aid is not considered final until students have completed all necessary paperwork to ensure disbursement of funds.

****Late accepts to the Program:** Students accepted after the published semester bill due dates, will be given two (2) weeks to make their payment or payment plan arrangements.

Payment Options:

Pay your bill online: go to www.lmregis.org and click "Pay My Bill"

Cash, check or debit/credit card: Students may pay their bill in full by the above bill due dates. Acceptable payment options include cash, check or debit/credit card.

Monthly Payment Plan: Students may also pay tuition and fees through a monthly payment plan administered by the Bursar. Payment plans are available for the Fall and Spring semesters only. There is a **\$50 / semester Payment Plan Service Fee (PP fee)**. Re-enrollment is required each semester. Payment plan schedule is listed below:

Fall Semester	Spring Semester
July 15 th – 25% of tuition balance	December 15 th – 25% of tuition balance
August 15 th – 25% of tuition balance	January 15 th – 25% of tuition balance
September 15 th – 25% of tuition balance	February 15 th – 25% of tuition balance
October 15 th – 25% of tuition balance	March 15 th – 25% of tuition balance

Students that are late on their payment plan will be charged late fees based on schedule below:

1st time late = \$50

2nd time late = \$100

For example: Payment due August 15th. If not paid by September 1st a \$50 late fee will be assessed to the student's account. Next payment due September 15th. If not paid by October 1st an additional \$100 fee will be assessed to the student's account.

Removal from Payment Plan: Any student that is late more than two (2) times will lose their privilege to utilize a payment plan for subsequent semesters. All future semesters will need to be paid-in-full by the tuition due date.

Private Educational Loans/PLUS Loan: In many cases, students need to borrow additional loans after exhausting their Federal Stafford Loan eligibility (we recommend students first apply for financial aid and borrow with federal student loans). Information regarding private educational loans can be found at www.finaid.org. LM/RC does not endorse any individual lender. Students who have questions regarding private loans are encouraged to contact the Financial Aid Administrator.

Delinquent Accounts/Bursar Holds

Any student that has not satisfied their financial obligations to the Program will have a Bursar hold placed on their account, which may have the following consequences:

- Grades, transcripts and diplomas will be withheld
- Blocked from future course registration
- Assessed a late fee
- Dropped from class and/or clinical
- Be referred to a collections agency. The student may be liable for the outstanding balance, collection costs, and any legal fees incurred by the Program during the collection process. LM/RC has the right to report accounts placed with collections agencies to the credit bureaus.

Return Check Fee:

The return of a check (electronic or paper) issued to Lawrence Memorial/Regis College will result in a \$25.00 returned check fee being placed on the account of the student on whose behalf the check was presented for each returned check, no matter the reason.

Each account will be allowed two (2) returned checks after which payment by check will not be accepted. This includes returned electronic payments. Written notification on how to resolve the returned check will be sent to the person whose account was affected. A hold will be placed on the account affected until the returned check has been redeemed.

Important Note: A returned check may automatically result in a hold on the account affected, which may preclude participation in any or all of the following activities: further check writing privileges, class registration, receipt of grades, issuing transcripts and/or diplomas.

Returned Check Payment Methods

1. Cash: Pay in person at the Bursar's Office. Obtain a cash receipt for your records. DO NOT MAIL CASH.
2. Certified Funds: Make cashier's check, money order, or other certified funds payable to Lawrence Memorial/Regis College. Include your name, current address and phone number on the face of the check.

Deliver in person or mail certified funds to:
Lawrence Memorial/Regis College
Attn: Bursar's Office
170 Governors Avenue
Medford, MA 02155

Withdrawal from Program:

Students have 30 days after withdrawing from the Program to pay any outstanding balance.

Billing disputes:

Discrepancies in your bill should be addressed in writing to the Bursar. Include your name, permanent home billing address, email address, dollar amount in question, and any other information you believe is relevant. If there is a billing problem, pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds. Disputes must be made within two (2) months of the final date of the semester charges being disputed.

Prerequisites/Corequisites in the Curriculum

Policy: Prerequisites must be successfully completed before enrolling in the requisite courses.

Corequisites must be taken concurrently with requisite courses, if not successfully completed in advance.

Requisite Course & No.	Prerequisite Course & No.	Corequisite Course & No.
BI 105 Anatomy & Physiology I	None	
BI 106 Anatomy & Physiology II	BI 105	
MR 100 Introduction to Radiologic Tech & Lab	BI 105	
MR 101 Rad. Procedures & Related Anat. I & Lab	MR 100	MR 140; MR 120; MR131
MR 131 Radiologic Physics	MR 100	MR 101; MR 140; MR 120
MR 120 Radiologic Clinical I	MR 100	MR 101; MR 140: MR131
MR 140 Patient Care in Radiography	MR 100	MR 101; MR131; MR 120
MR 102 Rad. Procedures & Related Anat. II & Lab	MR 101; MR 140; MR 120; MR131	MR 112; MR 121; MR 231
MR 112 Radiologic Imaging II & Lab	MR 101; MR 140; MR 120; MR131	MR 102; MR 121; MR 231
MR 231 Radiologic Biology & Protection	MR 101; MR 140; MR 120; MR131	MR 102; MR 112; MR 121
MR 121 Radiologic Clinical II	MR 101; MR 131; MR 120; MR131	MR 102; MR 112; MR 231
MR 220 Radiologic Clinical III	MR 102; MR 112; MR 231; MR 121	
MR 201 Rad. Procedures & Related Anat. III & Lab	MR 220, BI 106	MR 211; MR 221
MR 211 Radiologic Imaging III & Lab	MR 220	MR 201; MR 221
MR 221 Radiologic Clinical IV	MR 220	MR 201; MR 211
MR 240 Advanced Radiologic Technology	MR 201; MR 211; MR 221	MR 222; MR 250
MR 250 Radiologic Pathophysiology	MR 201; MR 211; MR 221	MR 222; MR 240
MR 222 Radiologic Clinical V	MR 201; MR 211; MR 221	MR 240; MR 250
SO 201 Introduction to Sociology	None	
ID 304 Exploring Ethics	None	
EN 105 Writing Seminar	None	

Requisite Course & No.	Prerequisite Course & No.	Corequisite Course & No.
EN 106 Critical Reading, Thinking & Writing	EN 105	
MA 210 Statistics	None	
SP 100 Spanish for Health Professionals	None	

Program Exit

Policy: An Exit Summary is written on any student who is withdrawn or dismissed from the Program. These summaries remain in the student's academic record ad infinitum.

To exit the Program, all student obligations must have been met including the return of all library books; receipt of all required transcripts; all financial obligations are met; financial aid exit interview completed and student ID badge returned. Failure to complete all required obligations will result in a hold on transcripts until all requirements are met. In addition, for all graduating students, a hold will be placed on obtaining the required verification signature of the Program Director to finalize the student's score on the ARRT exam.

Procedure: Graduating Students

1. Student clearance information will be posted and dated on the shared drive (Program Exit tracking document) by the Bursar, Financial Aid Coordinator, Librarian, and Registrar after each student has completed the respective graduation requirements.
2. Student ID badges and radiation monitoring badges will be collected by the Program Director. Program Director will review posted clearances. If not yet cleared by the Bursar, Financial Aid Coordinator, Librarian, or Registrar, the student will be informed to see the appropriate person to be cleared
3. The Clinical Coordinator will complete by dating that a student's competencies are complete. The Program Director will date that the didactics are complete.
4. The Program Director will sign off on the ARRT verification form that the student has completed all program requirements ONLY after all items on the check-list have been appropriately dated. Should there be any items NOT dated and the Program Director responds to the ARRT that the student has NOT completed all requirements; the ARRT will nullify the student's score and record of having taken the ARRT Exam.

Procedure: Withdrawn/Dismissed Students

1. A student wishing to withdraw from the program must submit a written request including the reason to the Director, Student and Alumni Services (e-mail acceptable).
2. If a student is dismissed from the program, the Vice President for Education as chairperson, Judicial Committee, will notify the Director, Student and Alumni Services.
3. The Director, Student and Alumni Services notifies the Program Director and the Admission and Progression Committee of the withdrawal or dismissal.
4. The Director of Student and Alumni Affairs will check with the appropriate support staff to verify that the student has completed the respective exit requirements as noted by the Bursar, Financial Aid Coordinator, Librarian, Registrar and Student and Alumni Affairs Coordinator. If the student has not been fully cleared, the student will be directed to see the appropriate person to get cleared
5. The student's Program Director completes an Exit Summary Form. The Exit Summary Form is signed by the Program Director, the Director, Student and Alumni Services, and by the student. The Director, Student and Alumni Services writes the Exit Summary for those students who have only taken non-radiography courses and no Program Director signature is required

6. The Exit Summary Form remains as part of the student's record ad infinitum.\
7. Within three months of a student's withdrawal from the Program, an e-mail will be sent requesting completion of the on-line Student Attrition Tool to determine reasons for leaving and suggestions for program improvement.

Radiation Safety and Monitoring

Overview: The National Council on Radiation Protection (NCRP) has published, as its guideline and, state and federal agencies have promulgated regulations for a recommended annual exposure dose limit for individuals employed as radiation workers. These levels are 50mSv (5,000 mrem) per annum, with a cumulative level not to exceed a level calculated by the formula "10 mSv times the age of the worker". The NCRP has also published as a recommended annual exposure dose limit for those who may "occasionally" be exposed to radiation in the workplace, a level of 5 mSv (500 mrem) per annum. The Commonwealth of Massachusetts Department of Public Health, Radiation Control Program has adopted and enforces these guidelines within its regulations.

The Radiography Program Administration and Faculty have established as the annual exposure dose limit for students enrolled in its program, the level of 5mSv (500 mrem) per annum. Upon consultation with Certified Radiation Health Physicists, and in the experience of the Program administration and faculty, this level (which is 1/10th that recommended for the radiation worker), is "As Low As is Reasonably Achievable" (ALARA) for radiography students. The program has established a trigger dose of 1.25 mSv (125 mrem)

Policy: In order to help assure that this ALARA level is not exceeded by its students, the Radiography Program Administration will:

- Regularly monitor radiation exposure levels for all radiography students and faculty while they are attending their regularly scheduled clinical education activities at their assigned Clinical Education Setting and during laboratory exercises on campus, which involve the use of the lab's energized equipment.
- Maintain, in perpetuity, radiation exposure measurement records for all enrolled students, program administrators and faculty
- Make available for review by all students, administrators and faculty, their respective exposure measurement readings, both cumulative and periodic
- Forbid the practice of any student ever actively "holding for support or restraint" any patient while that patient is being exposed to X-Radiation
- Require all Program students, administrators and faculty to wear their assigned radiation monitoring device, at all times while attending their assigned Clinical Education Center for program related activities. The monitoring device is to be worn at the collar, outside of any personnel radiation-shielding apron.
- Require all Program administrators, faculty and students to affix their initials after their reading on the posted periodic radiation monitoring report
- Notify, in writing, any individual monitored by the Program, of any radiation exposure levels which exceed the Program's trigger dose levels
- Require the individual so notified to respond, in writing, to the Program Director: 1) describing where they were assigned during the monitoring period and 2) offering a possible reason for their dose to exceed the Program's ALARA level.
- Endure that the Program's notification to the student shall be made within a time period not to exceed three weeks from its receipt of the report. The individual receiving the notification must respond within fourteen calendar days of receipt of the notification.
- Forbid any student or faculty member from remaining within either of its energized lab rooms while an X-Ray exposure is being made
- All Students will view the MRI Safety Video and complete the MRI Pre-Screening Form prior to the start of the Radiography Clinical experience

Any student who knowingly and/or willfully breaks any of the above stipulations will be subject to judiciary action up to and including expulsion from the Program.

Readmission of Students

Policy: Readmission policies are designed to encourage the re-enrollment of academically qualified students. The applicant will be readmitted if, after review by the Admission and Progression Committee, the Program Director believes that the applicant has a reasonable expectation of successful completion of the Program.

Applicants who left the program due to academic failure (failure of two (2) or more courses or failure of the same course twice) will not be considered for readmission for at least one year and must provide explanation for previous failures with evidence of effective interventions for change.

Prior to re-enrollment, a student who has successfully completed or exempted out (through transfer from a different program) of any radiography course(s) may be required to validate previous radiography knowledge (see Validation Testing policy). Radiography courses completed more than 15 months prior to the request for re-enrollment must be repeated. Fees will be charged for testing and clinical evaluation.

A student who does not pass validation testing (either written, laboratory or clinical), may be given the opportunity to remediate and re-test once for each radiography course using an alternate final exam or clinical experience. A student will be re-enrolled upon successful completion of written, laboratory and clinical validation testing and space availability.

Procedure:

1. Applicants for readmission must submit a new application and application fee as well as a written explanation for previous failure(s) with a description of any interventions or activities the applicant feels have successfully addressed the prior deficiencies/reasons for failure.
2. After initial review of applicant's readmission file (which will include all previous academic and judicial warnings), the Admission and Progression Committee will decide to either not recommend readmission or to interview the applicant.
3. If it is decided to interview, the applicant will be interviewed by the Admission and Progression Committee (minus the Vice President for Education).
4. The Admission and Progression Committee will present the application and the Committee's recommendation to the Vice President for Education.
5. The Vice President for Education will make the final decision on readmission.
6. Each applicant will be notified in writing of the final decision.
7. An applicant who is readmitted must contact the Registrar to arrange validation testing well before established deadline dates. Placement in the program will be based on the applicant's results on validation testing (see *Validation Testing* policy) and the availability of space and resources.
8. A readmitted student is required to submit a non-refundable \$500 readmissions deposit fee to reserve a place in the class. The fee is credited towards tuition upon enrollment.

Student Records

This policy is in compliance with the Family Educational Rights and Privacy Act of 1974, which is an amendment to the Elementary and Secondary Act of 1965. This is also identified as Public Law 93-380.

Policy: The following information is maintained in the students' records at various times during the admission process and during enrollment/graduate status:

A. Academic Record

- Discarded when student enters program
 1. References
 2. Interview Form
 3. Miscellaneous informal communication with prospective applicant

- Discarded when student completes/leaves program
 1. Application for Admission
 2. Acceptance Letter
 3. Exemption Notices
 4. Clinical Evaluation Summaries
 5. Unsatisfactory Performance Warning Notices
 6. Judicial Warning Notices
 7. Academic Probation Notices
 8. Student Handbook Acknowledgement Forms
 9. MIS Confidentiality Agreement
 10. Verification of Health Insurance Form
 11. Note to File

- Retained ad infinitum
 1. Official complete high school transcript or GED
 2. Official complete post-secondary transcript(s), if applicable
 3. Official TOEFL score, if applicable
 4. Final official transcript
 5. Final Summary or Exit Summary

B. Financial Record -- retained at least four (4) years

C. Radiation Monitoring records are kept ad infinitum

All records are maintained under the supervision of the Vice President for Education. The academic records are filed in the Registrar's office, LMH campus. They are accessible to the Vice President for Education, Program Director, current faculty members, the LM/RC secretaries, Registrar, Bursar and recognized regulatory and accrediting organizations.

The financial records are confidential and are in the office of the Financial Aid Administrator. They are accessible to the Vice President for Education, Director, Student and Alumni Services, Financial Aid Administrator, Financial Aid Clerk, and federal government and internal auditors.

Radiation Monitoring records are kept in the office of the Program Director.

All students have a right to inspect their own academic records and to challenge them. A student writes to the Vice President for Education to request review of his/her own record. If the accuracy of a record is challenged and the discrepancy cannot be resolved through informal proceedings, the student may request a formal hearing by writing to the Vice President for Education. A hearing will be conducted by an official of Regis College who does not have a direct interest in the outcome. Students, dissatisfied with the results of a hearing, may submit an explanatory statement for inclusion in the academic record.

Rights accorded to parents of students are transferred to a student who is 18 years of age, or is attending an institution of post-secondary education, therefore, permission or consent is required of the student only to have access to records or to release information.

Information is released to prospective employers or educational institutions only if a signed authorization from the student or graduate is received. Information, which is requested, may include academic achievement and evaluation of clinical performance. No materials will be sent if payment of loan monies received through the program is delinquent.

For additional information, a copy of Public Law 93-380 is available in the Health Sciences Library.

Tobacco-Free Environment

Policy: The MelroseWakefield Healthcare has a *Tobacco Free* policy on all of its campuses. No smoking is allowed on MelroseWakefield Healthcare property at any time.

The program bans the student and/or faculty from smoking or tobacco use during all assigned classes, labs, and clinical experiences. The residue smoke and smell has been known to trigger asthmatic attacks in individuals whose respiratory status is compromised.

Procedure:

1. Students are provided with the policy as part of their Student Handbook and Policy Manual.
2. By signing the Program's Student Handbook Acknowledgement Form, students agree to strictly adhere to this *Tobacco-Free* policy
3. Failure to follow the *Tobacco-Free* policy during assigned class, labs, and clinical hours will have a negative effect on the evaluation of the student in courses and may result in judiciary action.

Transcripts

Policy: Policy: Transcripts are maintained on all students who have been or are currently enrolled in the Program. A final official transcript is retained in the student and/or graduate record ad infinitum.

College transcript paper is utilized for official transcripts. The transcript is official if stamped by the Registrar and imprinted with the Program seal. An official transcript may only be released to the student in a sealed envelope, which is signed across the closure and labeled with "official transcript enclosed."

Two (2) official transcripts are issued at no charge upon graduation; additional copies are issued for a fee established by the College. Transcripts are not released if there is any outstanding indebtedness to the Program.

Procedure:

1. Final grades are recorded in letters.
2. Cumulative grade point averages are automatically calculated at the end of each grading period.
3. Official transcripts are signed or stamped by the Registrar, LMH campus.

Procedure for Transcript Request:

1. Transcripts must be requested utilizing the National Student Clearinghouse. The link to the transcript service may be found on the Program's website, www.lmregis.org.
2. Transcript requests must be paid at the time of order.

Unsatisfactory Performance Warning

Policy: The passing grade in all radiography theory and theory with lab courses is 78% (C+). A grade of "PASS" for clinical courses is 85% (B). Students are placed on Academic Warning when, in either theory; theory with lab; or clinical courses, their grade is below the respective passing grade.

The grade average is determined at mid-semester, after midterm examination and mid-semester clinical performance evaluations are completed, or any time thereafter. A student may be placed on clinical warning at any time. Class attendance becomes mandatory when a student is placed on warning. Warnings are not issued for non-radiography courses.

Procedure:

1. The faculty member, intending to place a student on unsatisfactory performance warning, will confer with Program Director prior to issue of the warning.
2. If the warning is for unsatisfactory clinical performance, a copy of the form should be prepared specifying objectives/performance competencies not being met and any appropriate comments.
3. The faculty member will have a conference with the student who is being placed on warning.
4. The warning is to be signed by the Program Director, the faculty member and the student.
5. The original copy is retained in student record in the Registrar's office and two (2) copies are distributed by the faculty member as follows:
 - 1 copy to the student
 - 1 copy to appropriate Program Faculty
6. The Program Director may confer with the Vice President for Education, as needed.
7. Warning notices are removed from the student record upon completion of the Program.

Use of Program Name/Logo

Policy: No person or group shall use the name/logo of Lawrence Memorial/Regis College Radiography Program, unless approved and authorized by the Vice President for Education or designee. The name/logo of the Program may not be used for unauthorized commercial purposes.

Validation Testing

Policy: Validation of previous radiography knowledge is done to verify adequate knowledge and skills prior to placement in radiography courses. Testing may be required for students seeking advanced placement as radiography program transfer students and for students who have interrupted their radiography studies by withdrawing from or failing a radiography course or taking a leave of absence.

A student who has successfully completed or who has applied for advance placement out of any radiography course(s) will be required to validate previous radiography knowledge if six (6) months or more has elapsed since the student's last enrollment in the program. If less than six months have elapsed, the record must show that the student was maintaining a passing grade average or C+ (78%) or better and had participated in at least 50% of the most recent radiography course and/or clinical experiences in order to continue in radiography courses without validation testing. Any student who fails or withdraws failing (WF) from a radiography course, will be required to validate previous radiography knowledge.

Validation testing will include content from appropriate radiography courses (classroom, laboratory and/or clinical). Validation of radiography knowledge is done through written validation testing (based on a compilation of courses' past final exams) and may include demonstration of performance competency in a selected clinical facility/simulated laboratory. Fees will be charged for each validation evaluation.

A student who does not pass validation testing, written, clinical or laboratory, will be given the opportunity to remediate and retest once using an alternate final exam/clinical or laboratory evaluation. A student who fails the retest will not be allowed to progress in the curriculum. The student may repeat the course, which was not validated or withdraw from the program.

To be enrolled in radiography courses, all validation testing must be completed by July 15th for the fall semester; December 15th for the spring semesters and April 15th for the summer semester.

Validation tests are valid for twelve (12) months. After twelve (12) months, a student must retest and pass all required validation tests in order to be enrolled in radiography courses.

A student who fails or withdraws failing near the end of a course may be unable to progress in Radiography the next semester. A student will be re-enrolled on a space available basis after successful completion of validation testing.

Procedure:

1. A student requesting or required to take validation tests must contact the Registrar, LMH campus, well before deadline dates to make arrangements for the assessment(s).
2. Payment for validation assessment is due on or before the assessment date(s).
3. The Registrar will notify the student of assessment results within a reasonable time frame after testing.

Voluntary Declared Pregnancy Policy for Radiography Program Faculty and Students

Overview: This policy has been formulated to be in full accord with the published guidelines of the Nuclear Regulatory Commission (NRC) regarding radiation exposure to the developing fetus*. In addition, it meets local, state and federal radiation control and anti-discrimination regulations. Pregnancy related issues other than those relating to radiation exposure are addressed in the Student Health and Student Health Disclosure policies.

Policy: Should a student or faculty member become pregnant while employed / enrolled in the Radiography Program, she is under **NO** requirement to declare her pregnancy status to any individual associated with the program. Should she voluntarily elect to declare her pregnancy status, she may do so by using the “*Voluntary Declaration of Pregnancy for Radiography Program Students*” form, and submitting it to the Program Director. At any time after she declares should she wish to reverse that decision she may do so by submitting her intention in writing to the program director. At that time her status will revert to that in effect before her declaration.

Should she elect NOT to declare her pregnancy status, or reverse her declaration, it is understood that the program is under no requirement to afford any measures with regard to radiation safety other than those, which are routinely afforded to all radiography students and faculty.

Should she declare and submit the declaration form to the Program Director, the following measures will become effective for the duration of her pregnancy or declaration, while she is enrolled within or employed by the program:

1. The individual will be expected to continue to carry out all assignments and duties without change or restriction, whether or not there is the potential of the individual receiving an exposure to secondary and/or scatter radiation as a routine condition of practice, during that assignment. This expectation is inclusive of all academic, laboratory and clinical activities.
2. The individual will be issued a second radiation-monitoring device. The device is to be worn at waist level at all times within the clinical environment. An electronic monitor will be available for use during scheduled lab sessions where the energized x-ray equipment will be in use. Should the individual be in

an area requiring the wearing of a personnel-shielding apron, the monitoring device must be at the waist, underneath the apron.

3. The Program will provide the individual with a “wrap-around” apron shielding device which is to be worn whenever the individual is directly observing or actively participating in any activity where there is a potential for secondary/scatter radiation exposure (e.g. fluoroscopy, bedside radiography, inter-operative radiologic procedures, cardiovascular/interventional radiologic procedures, etc.).
4. The Program will inform the appropriate individuals at the student’s assigned clinical education setting of the declaration

Whether or not the student decides to voluntarily declare her pregnancy status, it is strongly advised that she confer with her own private health care provider(s) about the physical performance requirements and demands which are associated with the practice of radiography (refer to the Essential Functions of the Medical Radiographer located in the Program Handbook).

Should the individual decide, for personal or medical reasons, to suspend her enrollment in the program, she is to follow the program’s Leave of Absence policy.

***NOTE:**

The NRC has established as a guideline, and the relevant state and federal agencies have promulgated regulations stipulating that exposure levels below 0.5 rem (500 millirem) spread equally over the nine-month gestation period, pose no measurable increased risk factor to the developing fetus. Furthermore, the Program has established as its annual dose limit for students enrolled in the program, the ALARA level of 0.5 rem (500 millirem) averaged equally over a 12-month monitoring period. Any potential effects to secondary/scatter radiation exposure during the regular practice of a student or faculty member in the Radiography Program are further mitigated by:

- The low energy and low amounts of scatter radiation exposures typically present to a medical radiographer or radiography student during their active participation in clinically related functions.
- The radiography students having been instructed to regularly and assiduously adhere to all appropriate time / distance / shielding practices.
- The fact that the developing fetus, inside the mother, receives an extremely small fraction of any radiation exposure dose the mother may receive.

Tuition & Fees

Bursar

All payments for tuition bills and fees are to be made to the Bursar, LMH campus, whose office is located on the first floor in the Hallway of Help. Payments may be made between 8:00 a.m. – 4:00 p.m. Appointments may be scheduled outside office hours. Check office door for posted hours, if changed. You may also email bursar@lmh.edu for assistance.

Tuition & Fees 2018-2019

	Pre-Fall	Fall I	Spring I	Summer I	Fall II	Spring II
*Tuition for radiography lab & clinical courses (\$870/credit) 3 cr	\$2,610	\$7,830	\$10,440	\$4,350	\$11,310	\$7,830
*Tuition for radiography theory courses only: 3 or 4 credit course = \$1,885/course						
*Tuition for non-radiography courses 3 or 4 credit course = \$1,885						
*Science review courses \$1,000/course						

Fees

Registration Fee	\$50 / semester (summer)
Comprehensive Fee (Year 1 and Fall Year 2)	\$480 / semester
Comprehensive Fee (Final semester)	\$1,080 / semester
Science Course Lab Fee	\$150 / science course

Other charges

Criminal Background Check	\$35 paid on-line directly by student yearly
Health Immunizations Tracking	\$35 paid on-line directly by student one-time
Health Insurance	TBD (2017-2018 rates were \$2,583)
Validation Testing	\$50 / written test
Lab/Clinical Skills Validation Testing	\$100 / clinical validation
Supplemental Lab	\$50 / session

Fees and other charges are non-refundable.

Tuition charges are refundable depending on date of drop or withdrawal. Please refer to the Program's *Refund Policy*.

The above tuition, fees and other charges are subject to change. Lawrence Memorial/Regis College reserves the right to change the above amounts and will notify students in a timely manner of changes as they occur.

Costs, Billing and Refunds

Costs and Billing: Students should refer to the *Payment Policy* for details on payments, due dates and billing options.

Students are required to purchase uniforms from the designated uniform company before entrance to the program. Accessory items, including stethoscope, watch, scissors, penlight with pupil gauge and nurse's shoes may be purchased through the uniform company or independently.

Students are required to have their own mobile device to access required reference software. Whether using a currently owned mobile device or purchasing a new device, the device must be compatible with our selected vendors' required software.

Textbooks and required software for radiography courses may be ordered on-line each semester. Payment must be made at the time the order is placed. Books for non-nursing/non-radiography courses may be purchased at the Regis College bookstore.

In addition to published fees, graduates will be required to pay for the cost of the licensure examination and pinning and graduation attire.

Costs are subject to change without notice.

Refunds:

Tuition and selected other fees are refundable according to the following conditions. Notice of withdrawal must be made in writing to:

Registrar
 Lawrence Memorial/Regis College
 170 Governors Avenue
 Medford, MA 02155

Withdrawal Date	% Tuition Charged	% Tuition Refund
Prior to start of classes	0%	100%
Within first two weeks	20%	80%
Third week	40%	60%
Fourth week	60%	40%
Fifth week	75%	25%
After fifth week	100%	0%

No refunds allowed after 5th week or before the student has completed all obligations including the return of all library books; receipt of all required transcripts; all financial obligations are met; financial aid exit interview completed and student ID badge returned. The student who is withdrawing/withdrawn complete the Program Exit Form demonstrating all obligations have been met.

The Regis Campus Residence Fee is refundable according to the above schedule for each semester.

Return of Title IV Refund Policy (for Financial Aid recipients)

Federal regulations require Title IV federal financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

Note: there is no correlation between the College's Withdrawal/Refund Policy and the Return of Title IV Refund Policy.

The following fees are non-refundable:

- Comprehensive NSNA
- Criminal Background Check/Immunization Check fee
- Validation Testing
- Acceptance Deposit
- Return from LOA Deposit

The program pin, graduation, and NCLEX-RN or Registry Review Course fees are refundable only for students who do not complete the Program.

Miscellaneous

- Non-nursing/non-radiography courses are required unless equivalent courses have been taken and exemptions granted.
- Students are required to purchase uniforms from McGill's, Inc., Manchester, NH, before entrance at a cost of approximately \$125. Accessory items, including stethoscopes, watch, scissors and nurses' shoes may be purchased through McGill's or another store.
- Students order texts either online or directly from a suggested textbook distributor. Books for non-nursing/non-radiography courses are purchased separately at the Regis College Bookstore, Regis campus.
- Students are required to be covered by a health insurance plan and are enrolled in the Regis College plan unless proof of comparable insurance coverage is provided to the Registrar.
- Meals may be purchased on both campuses and at most clinical sites. Students are expected to make provisions for their own meals when scheduled for learning experiences away from the school.
- Students are responsible for arranging their own transportation.
- Bills are payable according to the payment due dates (see *Payment Policy*). The discharge of all financial obligations is prerequisite to class entry, promotion and graduation. Students will not be considered registered in the Program until tuition is received.
- Costs are subject to change without notice.
- Graduates will be required to pay for the cost of the licensure examination, approximately \$450.

Payment Policies

Billing:

Students will be billed for tuition and fees prior to each semester/summer session in which they are enrolled. The timely payment of tuition and fees is the student's responsibility. Bills are payable by the due date schedule listed below:

Semester/Session	Bill Mailed	Bill Due Date
Fall	Mid-June	July 15 th
Winter	At time of registration	At time of registration
Spring	Mid-November	December 15 th
Summer	At time of registration	May 1 st

The discharge of all financial obligations is prerequisite to class entry, promotion and graduation. Students will not be considered enrolled in the Program until tuition and fees are received or a payment plan contract is in place.

Students receiving financial aid must pay any remaining balance not covered by financial aid, by the above due dates. Students' financial aid is not considered final until students have completed all necessary paperwork to ensure disbursement of funds.

****Late accepts to the Program:** Students accepted after the published semester bill due dates, will be given two (2) weeks to make their payment or payment plan arrangements.

Payment Options:

Pay your bill online: go to www.lmregis.org and click “Pay My Bill”

Cash, check or debit/credit card: Students may pay their bill in full by the above bill due dates. Acceptable payment options include cash, check or debit/credit card.

Monthly Payment Plan: Students may also pay tuition and fees through a monthly payment plan administered by the Bursar. Payment plans are available for the Fall and Spring semesters only. There is a **\$50 / semester Payment Plan Service Fee (PP fee)**. Re-enrollment is required each semester. Payment plan schedule is listed below:

Fall Semester	Spring Semester
July 15 th – 25% of tuition balance	December 15 th – 25% of tuition balance
August 15 th – 25% of tuition balance	January 15 th – 25% of tuition balance
September 15 th – 25% of tuition balance	February 15 th – 25% of tuition balance
October 15 th – 25% of tuition balance	March 15 th – 25% of tuition balance

Students that are late on their payment plan will be charged late fees based on schedule below:

- 1st time late = \$50
- 2nd time late = \$100

For example: Payment due August 15th. If not paid by September 1st a \$50 late fee will be assessed to the student’s account. Next payment due September 15th. If not paid by October 1st an additional \$100 fee will be assessed to the student’s account.

Removal from Payment Plan: Any student that is late more than two (2) times will lose their privilege to utilize a payment plan for subsequent semesters. All future semesters will need to be paid-in-full by the tuition due date.

Private Educational Loans/PLUS Loan: In many cases, students need to borrow additional loans after exhausting their Federal Stafford Loan eligibility (we recommend students first apply for financial aid and borrow with federal student loans). Information regarding private educational loans can be found at www.finaid.org. LM/RC does not endorse any individual lender. Students who have questions regarding private loans are encouraged to contact the Financial Aid Administrator.

Delinquent Accounts/Bursar Holds

Any student that has not satisfied their financial obligations to the Program will have a Bursar hold placed on their account, which may have the following consequences:

- Grades, transcripts and diplomas will be withheld
- Blocked from future course registration
- Assessed a late fee
- Dropped from class and/or clinical
- Be referred to a collections agency. The student may be liable for the outstanding balance, collection costs, and any legal fees incurred by the Program during the collection process. LM/RC has the right to report accounts placed with collections agencies to the credit bureaus.

Return Check Fee:

The return of a check (electronic or paper) issued to Lawrence Memorial/Regis College will result in a \$25.00 returned check fee being placed on the account of the student on whose behalf the check was presented for each returned check, no matter the reason.

Each account will be allowed two (2) returned checks after which payment by check will not be accepted. This includes returned electronic payments. Written notification on how to resolve the returned check will be sent to the person whose account was affected. A hold will be placed on the account affected until the returned check has been redeemed.

Important Note: A returned check may automatically result in a hold on the account affected, which may preclude participation in any or all of the following activities: further check writing privileges, class registration, receipt of grades, issuing transcripts and/or diplomas.

Returned Check Payment Methods

1. Cash: Pay in person at the Bursar's Office. Obtain a cash receipt for your records. **DO NOT MAIL CASH.**
2. Certified Funds: Make cashier's check, money order, or other certified funds payable to Lawrence Memorial/Regis College. Include your name, current address and phone number on the face of the check.

Deliver in person or mail certified funds to:
Lawrence Memorial/Regis College
Attn: Bursar's Office
170 Governors Avenue
Medford, MA 02155

Withdrawal from Program:

Students have 30 days after withdrawing from the Program to pay any outstanding balance.

Billing disputes:

Discrepancies in your bill should be addressed in writing to the Bursar. Include your name, permanent home billing address, email address, dollar amount in question, and any other information you believe is relevant. If there is a billing problem, pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds. Disputes must be made within two (2) months of the final date of the semester charges being disputed.

MelroseWakefield Healthcare Employee Tuition Discount

Policy: A 25% tuition discount on clinical nursing and radiography courses only is available to eligible MelroseWakefield Healthcare employees and their immediate family members (spouse and children). To qualify, the employee must have worked for MelroseWakefield Healthcare at least 22 ½ hours per week for a period of six (6) months or more and must continue employment (at least 15 hours/week) during the enrollment period.

Procedure:

1. Upon acceptance into the Program, the eligible student may apply to the Human Resources Department for the tuition discount. The employee's work status will be verified with the Human Resources Department by the Bursar to determine eligibility.
2. The Bursar will apply a 25% discount to the clinical nursing and radiography course tuition on the bill each semester after verifying eligibility.

Employees continue to be eligible for tuition reimbursement for non-nursing/non-radiography courses in accordance with health system policy. Tuition reimbursement questions should be forwarded to the Human Resources Department.

Wellforce (Lowell General Hospital, Circle Health & Tufts Medical Center) Employee Tuition Discount

Policy: A 20% tuition discount on clinical nursing and radiography courses only is available to eligible Lowell General Hospital, Circle Health and Tufts Medical Center employees and their immediate family members (spouse and children). To qualify, the employee must have worked for Lowell General Hospital, Circle Health, or Tufts Medical Center at least 22 ½ hours per week for a period of six (6) months or more and must continue employment (at least 15 hours/week) during the enrollment period.

Procedure:

1. Upon acceptance into the Program, the eligible student may apply to the Human Resources Department for the tuition discount. The employee's work status will be verified with the Human Resources Department by the Bursar to determine eligibility.
2. The Bursar will apply a 20% discount to the clinical nursing and radiography course tuition on the bill each semester after verifying eligibility.

Employees continue to be eligible for tuition reimbursement for non-nursing/non-radiography courses in accordance with health system policy. Tuition reimbursement questions should be forwarded to the Human Resources Department.

Federal Work Study Opportunities

Listed below are part-time positions available to students. Students must apply for financial aid and have demonstrated financial need to qualify. Payment for hours worked is made through the hospital payroll department. Checks are issued weekly. Complete job descriptions are available from the Financial Aid Administrator.

Community Tutor
Faculty/Staff Assistant
Tutor (Private and Open Sessions)

Student Services

Academic Advisement

Policy: All full-time radiography faculty members serve as academic advisors to clarify, direct and support students in their academic endeavors. Each student will be seen by one of the faculty advisors at least once per semester once Radiography courses begin.

A student or faculty member may request a change in the advisor assignment if such a change will improve the advising situation.

Student responsibilities in the advisement process include communication with the advisor at least once each semester in order to share progress/problems and anticipated needs. Faculty advisor responsibilities include clarifying the goals, curriculum plan and requirements for the degree and communicating with assigned students at least once each semester. Documentation of advisement is kept by the advisor until graduation.

Registration of students for courses within the Program is managed by the Registrar, LMH campus in concert with the Director, Student and Alumni Services.

The Program Director will inform students of the advisement process upon enrollment to full time medical courses.

Disability Services/Educational Accommodations

Lawrence Memorial/Regis College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability of any nature) and, as a result, need reasonable academic accommodation to participate in class, take tests, or benefit from the Program's services, then you should speak with the Director, Student and Alumni Services, for a confidential discussion of your needs. This should be done at the earliest possible time in the semester to maximize your academic success. See *Disabilities and Educational Accommodations* policy for full details and procedures.

Please note that academic accommodation will not be provided unless appropriate documentation is submitted. Educational accommodations are not retroactive.

Financial Aid

A comprehensive financial aid program is administered by the Program. Detailed information is contained in a separate Financial Aid Handbook, published annually and distributed to all enrolled students. Please refer to the Financial Aid Handbook for further information. Questions regarding Financial Aid may be directed to the Financial Aid Administrator.

Facilities

The following facilities are accessible to students 24 hours a day, seven days a week. Students must use their identification cards to access these areas.

Libraries

Robert J. Fahey Health Sciences Library, LMH Campus

All faculty and students are encouraged to use the library for borrowing, research and study purposes. The library is located on the first floor of the Residence Building and is accessible to students 24 hours a day, seven days a week except during the summer. It is staffed by a professional Librarian from 8:30 a.m. - 4:30 p.m., Monday through Friday and by an Associate Librarian from 5:00 - 10:00 p.m., Monday through Thursday. During summer vacation, it is available during regularly staffed hours, 8:00 a.m. - 4:00 p.m., Monday through Friday. The library circulation policies are as follows: Books in the circulating collection may be checked out for three week periods and may be renewed if they are not in demand. References and Reserve books do not circulate. Journals do not circulate. The Librarian will send out overdue notices when necessary.

Reference services and bibliographic instructions are provided to students. However, as part of the educational experience, students are expected to perform their own literature searches with the assistance of the library staff. A copy machine, utilizing a debit-card system, is available to students. Debit cards can be purchased from the library staff. A copyright notice is prominently displayed in the library in accordance with the Copyright Law. The library is not responsible for copyright infringement by an individual. Materials not available in the library's book and journal collection can be obtained by the Librarian through interlibrary loan. Sufficient lead time must be given to the Librarian.

Computers are available for searching radiography literature and the World Wide Web. Training in computer searching is provided in the second semester/year of the program. In addition, one computer is available for word processing only. Students should schedule the use of library computers in advance to insure availability. Additional word processing computers are available in the computer laboratories located on the second floor of the residence building. Accessing adult web sites is inappropriate and contrary to the educational goals of the library and the program. Students may not use school computers for this purpose.

Students are encouraged to make suggestions regarding the purchase of new materials for the library. Recommendations will be evaluated by the Librarian and may be purchased, budget permitting.

The library is a place for quiet study and talking should be kept to a minimum at all times. Study groups should utilize the conference rooms available on the third floor. Noisy patrons may be asked to leave the library, if necessary. Food and drinks are not allowed in the library.

Regis College Library, Regis Campus

Students have full access to the Regis College library with approximately 130,000 volumes and over 1,270 current periodical subscriptions. Online databases include Searchbank with its access to General Reference Center, Expanded Academic Index ASAP, Health Reference Center, and General Business File ASAP and FirstSearch, a service which provides access to over 68 databases in a variety of subject areas. CD-ROM databases include CINAHL, ERIC, PsychLit, LawDesk and Sociofile. A terminal dedicated to the Internet is available for academic research in the Reference Room.

Student Lounge / Study Rooms

A small lounge equipped with a refrigerator and microwave is located just outside the Radiography classroom. In addition, a large lounge on the third floor of the Residence Building is available to all students. This lounge is equipped with TV and comfortable seating for student convenience. At one end is an efficiency kitchen with refrigerator, microwave, sink and a dining area. Six study rooms are also available on the residence third floor.

Parking

Parking, LMH/MWH Campus

Policy: All students must register their cars with Security on the LMH campus. Students are responsible for knowing and adhering to parking policies to facilitate the operation of the hospital in order to best serve patients, visitors, staff and students. Failure to comply may result in the student being blocked or removed from class and/or clinical experiences, fines assessed, loss of campus parking privileges and/or booting or towing of the car. The student may also be placed on judicial warning. All fines must be paid to the Bursar prior to completing the course during which the fine(s) were assessed. Students whose fines remain unpaid at the end of the course will not be allowed to progress into the next course(s) and may lose their space in the class.

During the day and evening/weekend, students are required to park in designated campus areas (see below) and are to use regularly scheduled shuttle buses to and from the Melrose-Wakefield hospital. Students are not permitted to park on streets in the hospitals' neighborhoods.

Off-Campus Parking Locations

Melrose-Wakefield Hospital

Off-campus parking for MWH is located in the Square One Mall (Route 1 South in Saugus) in designated areas. Students are not allowed to park in the Deering Street, Melrose parking lot.

Procedure:

1. Shuttle bus schedules are posted on student bulletin boards and are available from the Director, Student and Alumni Affairs or from MWH Security.
2. All students must register their cars with LMH Security Dept. during orientation week; otherwise see Security Office, ground floor LMH near the Lab.
3. Issued parking stickers must be affixed to the car as directed by Security.
4. Students park cars in designated areas in campus sites during the day and evening/weekend.

Shuttle Service in Inclement Weather

In general, MelroseWakefield Healthcare tries to ensure that shuttle and parking services are maintained at normal levels. In the event that weather prohibits this, there is an Inclement Weather & Shuttle Bus Information Line that will be updated if there is any change to parking and shuttle procedures. Security, under the direction of the Administrator-On-Call, will update this line as needed throughout the day providing up-to-date information for travel and parking requirements until normal operations have resumed.

Weather and Shuttle Bus Line numbers:

781/979-6000 (Melrose-Wakefield campus)

Parking, Unicorn Park

All students who own or use a motor vehicle on campus must park in the parking garage behind the 400 Unicorn Building.

Parking, Regis Campus

1. All students who own or use a motor vehicle on campus must register it with the Campus Police Office and obtain a valid parking decal which must be displayed on the vehicle. Parking decals must be renewed each academic year. This must be completed at the time of registration.
2. At the time of registration, it will be necessary for each student to have in his/her possession a valid driver's license, registration certificate, and license plate number.
3. Unregistered vehicles may not use the College' parking facilities and will be towed at the owner's or user's expense.
4. Students must park in the lower lot next to the Athletic Facility or the lot at the side of the Student Union.
5. Student parking is not authorized in any areas on campus other than those listed above at any time between 7:00 a.m. and 5:00 p.m., Monday through Friday. Students may, however, park in the upper lots before and after these designated hours and on weekends, provided vehicles are moved prior to 7:00 a.m. on weekday mornings.
6. There is no student parking at any time in the parking lot directly behind College Hall.
7. A copy of the current campus parking and traffic regulations will be issued at the time of vehicle registration. Included in these regulations is the monetary fine assigned to each type of violation. All fines and towing charges related to Regis campus parking are payable to the Controller's Office, Regis campus.
8. Temporary parking permits for less than 14 days are available from Campus Police. Vehicles remaining on campus longer than 14 days must display a valid parking decal.

Miscellaneous

ATM Machine

There is an ATM machine located on the ground floor of the hospital in the corridor leading towards ED/Urgent Care.

Book Purchase

Information on the purchase of required radiography textbooks is provided prior to the start of each semester. Students may purchase at any book vendor or retailer.

Cafeteria

The Lawrence Memorial Hospital cafeteria is located on the ground floor of the hospital and is open 6:30 a.m. to 3:00 p.m., Monday - Friday. Hot and cold meals are available at reasonable cost during the following hours:

Breakfast:	6:30 a.m. - 9:30 a.m.
Lunch:	11:15 a.m. - 1:30 p.m.

The Micro Mart is open 24/7 and requires your ID badge to enter.

Vending machines are located in the café, as well.

The 300 Unicorn Park cafeteria is located in the lobby and is open from 8:00 a.m. – 4:00 p.m.

Cellphones, Pagers and Classroom Courtesy

The answering of communication devices while seated in the classroom and library is disruptive to the teaching process and is not allowed. Cellphones and pagers should be turned off or on a low volume/vibrate mode when in the classrooms. If a call comes in and the student must answer, the student must exit the room to take the call.

Identification Cards

LMH Campus/300 Unicorn Park

An identification card security system controls access to the Residence building on the LMH campus and the computer lab/classrooms at Unicorn Park. Each photo identification card is individually programmed to allow access only to necessary areas. This computerized system permits individual cards to be deleted from the access system if lost or stolen and records when and where each card is used. The MelroseWakefield Healthcare Security Department maintains a file of all identification cards issued. Lost or stolen identification cards must be reported immediately to the Director, Student and Alumni Services. All identification cards must be returned prior to leaves of absence, withdrawal from the program and graduation. There is a charge for replacement identification cards.

Students who do not have an identification card to access LMH campus buildings may be asked to show valid ID cards before Security will unlock doors for them.

Note: Students found to be responsible for altering an ID card or possessing any official form of ID card which has been altered may be immediately suspended or dismissed from the Program. Students found to be in possession of another student's ID card, regardless of their attempt to utilize it, may be immediately suspended or dismissed from the Program, LMH campus.

Regis Campus

Photo identification cards are required to utilize the College services, attend specific functions or gain entry to specific buildings or events. ID cards are issued to all new students at the beginning of each semester and are retained until graduation or departure from the institution.

Campus Police and other authorized personnel of the College reserve the right to request that a student provide such identification when the student is on the premises of the College. Students must be able to produce a valid ID card at all times. It is the responsibility of each student to secure and retain an identification card. Lost or stolen cards should be reported immediately.

To request a new ID, please e-mail ids@regiscollege.edu with first and last name and student ID number. E-mails received prior to 12:00 noon will be available for pick up at 4:30 p.m. E-mails received after 12:00 noon will be available the following day. A \$20 replacement charge will be required at the time of pick up.

Prior to receiving the ID card or validation sticker, the student must satisfy the following conditions:

1. Register for courses during the semester for which the card is valid.
2. Satisfy all financial obligations to the Program.

Note: Students found to be responsible for altering an ID card or possessing any official form of ID card which has been altered may be immediately suspended or dismissed from the Program. Students found to be in possession of another student's ID card, regardless of their attempt to utilize it, may be immediately suspended or dismissed from the radiography program, LMH campus.

Mail and Messages, LMH Campus

All students are required to notify the Registrar on the LMH campus promptly if their name, address, e-mail and/or telephone numbers change.

Bulletin boards are for official program/course business. Non-relevant notices will be removed from bulletin boards and disposed of at the discretion of the Program Director.

The Student Organization Bulletin Board is located at the entrance to the corridor on the first floor of the classroom building. Meeting schedules and minutes of meetings, as well as special events, are posted here for all students.

The Internet is another communication source for the school community. Currently, the school's website, www.lmregis.org, provides general school information, including all catalog information, articles about the school, forms for application or transcript and the academic calendar. Most items are directed towards people who are interested in learning about our program. MOODLE serves the LM/RC community with announcements and information of interest to students, which can be accessed at <http://moodle.regiscollege.edu>. MOODLE provides course information for selected courses, which will allow students to download a course syllabus or course schedule from home. It also may be used for grade postings, electronic discussion groups and bulletins, depending on how each course implements it. Students' MOODLE accounts are set up after they are registered for courses each semester. Contact the Multimedia Specialist if you have any questions regarding these services.

Notification Regarding Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. "Education records" are "those records, files, documents and other materials" which 1) contain information directly related to a student; and 2) are maintained by an educational institution. (20 U.S.C § 1232g(a)(4)(A); 34 CFR § 99.3). FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally speaking, FERPA allows schools to disclose education records or personally identifiable information from education records in the following circumstances: with the written consent of the student, if the disclosure meets one the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information.

Pursuant to WAC 478-140-024(5), directory information at Lawrence Memorial/Regis College may include:

- Student's name
- Street address
- E-mail address
- Telephone number
- Date of birth
- Dates of attendance
- Degrees and awards received
- Major and minor field(s) of studies
- Class

FERPA allows schools to release a student's directory information to anyone unless the student informs the Registrar that he or she does not wish directory information to be released.

NO to Release of Directory Information

Students who do not wish to authorize the release of directory information may request non-disclosure when they sign the Handbook and Directory Acknowledgement form each year. Furthermore, students may choose to opt out of directory information at any time by informing the Registrar in writing.

Students must be aware that restricting the release of their directory information has other consequences. For instance, a FERPA restriction makes it difficult or impossible for potential employers to verify students' enrollment, or to verify the fact that the student has earned a degree from Lawrence Memorial/Regis College. The Program cannot notify home town papers about awards and honors received (e.g., Honor's list). For this reason alone, many students choose to remove their FERPA restriction.

Uniforms and Equipment

Uniforms consist of navy blue scrub top and scrub pant. LM/RC's uniform vendor is McGill's, Inc. Uniforms may be purchased through McGill's, Inc., 410 Chestnut St., Manchester, N.H., 03101, telephone # 603-627-3472. The Lawrence Memorial/Regis College patches will be given out during the MR 100 course in August. The patch must be sewn on the right upper sleeve (1-inch below the shoulder seam). The uniform consists of a minimum of two set of navy blue scrub tops/pants. In addition, you will need at least one pair of comfortable shoes. The only restrictions as to style and color are:

- No bright colors (If a running/walking shoe, it may have a color logo from the shoe manufacturer, e.g., the Nike "swoosh", but must otherwise be plain white)
- No open-toe shoes
- No "backless" clogs (your entire foot, toe to heel, must be covered)
- All leather shoes are preferred due to the non-absorbent quality of the leather

Students are expected to maintain a professional image both in and outside the hospital. This dress code includes, but is not limited to, the following:

In the Clinical Area

- Jewelry: Only 1 to 2 simple rings and one pair of small stud earrings worn in the ear are allowed. Visible body piercing and visible tattoos are not acceptable in the clinical area. Tongue pierces/jewelry are also considered inappropriate.
- Perfume and excessive makeup are not allowed.
- Fingernails should be short and neatly trimmed. Only clear or light neutral nail polish may be worn. Artificial nails are not allowed as they do not meet the standards according to guidelines for infection control practices.
- Hair should be clean and must be worn away from the face and off the shoulders. Beards and mustaches must be neatly trimmed. Hair color should be reasonably conservative in keeping with a professional image. For example, blue, green, or bright shades of purple, etc. are not considered acceptable.
- Shoes: Shoes must be all white and have rubber or composition soles. Open toe shoes and clogs may not be worn. If running/walking shoes are worn, they must be all white (manufacturer logo may have color).
- When preparing for clinical assignments, students are required to wear their lab coat with a name pin over their street attire. Shorts, jeans and sweat-pants are not allowed in any patient area.
- An official LM/RC Radiography Program photo identification badge may be required in some clinical agencies

In the Classroom:

- It is not necessary to wear a uniform in the classroom, but students are expected to dress appropriately. Jeans are permitted.
- Although shorts may be worn during warm weather, it is expected that they be of a suitable length.
- Swim suits and halter tops are not considered suitable as tops to skirts, shorts or pants.
- Shoes must be worn at all times in classroom buildings.

Voter Registration

As part of the Higher Education Amendment, this institution must provide you with the opportunity to register to vote. You may request a voter registration form on-line using the Voter Registration link on the Program's internal website:

<https://moodle.regiscollege.edu> under "LM/RC Community"

Student Organization

The Student Organization provides a formal structure, which contributes to the general welfare of the student through activities and self-regulation. It assists students to develop independence, self-expression, leadership and fosters a spirit of closeness among the classes, as well as understanding and cooperation among the students. Student Organization enhances citizenship through participation in program activities and community service.

All students hold membership in this organization, which meets at least two times a semester. Each class elects its own officers annually who serve as voting members of the Student Organization Governance Board. Classes also annually elect representatives to certain Faculty Organization committees. Officers of the Student Organization are elected each semester.

Funding

Students pay a small fee each semester that supports Student Organization activities. Funds are kept in a bank account separate from Program funds. Balances and fund use are discussed at Student Organization meetings. The Secretary/Treasurer of Student Organization has charge of the funds of the Organization along with Director, Student and Alumni Services. The Director, Student and Alumni Services is a signatory on the account. Individual classes may not have separate bank accounts, but may raise funds and use them for approved class determined activities. Class funds are deposited and withdrawn through the Student Organization account and the Director, Student and Alumni Services tracks all monies for each class.

Student Organization By-Laws

ARTICLE I - Name

The name of this organization shall be the Student Organization.

ARTICLE II - Purposes

1. The Student Organization provides a medium of communication, cooperation and action between students and between students and faculty and staff.
2. The Student Organization plans and implements social activities, community service projects and other events and programs for the student body.

ARTICLE III - Functions

1. Handles the affairs of the organization.
2. Collaborates on the activities and issues of the classes and Student Organization.
3. Plans Student Organization activities including community service projects and events.
4. Manages the finances of the organization.
5. Administers the Student Organization Award and the Peer Contribution Award.
6. For nursing students, encourages participation in National Student Nurse Association (NSNA) and the Massachusetts Student Nurse Association (MaSNA).

ARTICLE IV - Membership

1. Members — All enrolled students in the Lawrence Memorial/Regis College Nursing and Radiography Programs.
2. The Faculty Coordinator shall be a permanent advisor to Student Organization.
3. A faculty member shall be elected by the Student Organization every two years to serve as the elected advisor.

ARTICLE V - Student Organization Governing Board

All Nursing Program and Radiography class officers will be considered members of the Governing Board of Student Organization.

ARTICLE VI - Officers

1. The officers of the organization shall consist of a President, Vice-President and Secretary/Treasurer.

2. Class Officers and/or Student Representatives who have been enrolled in the Program at least one semester are eligible to be elected as Student Organization officers.
3. Class Officers elect Student Organization officers for the next semester at the last Student Organization meeting of the semester.
4. Officers shall serve for one academic year and may be reelected.
5. Students having been elected as Student Organization officers at the end of a semester, who choose to change division for the following semester and, therefore do not hold a class officer role, may, after discussion and approval by the new class, share a class office and, therefore, be eligible to maintain a Student Organization officer position.

ARTICLE VII - Responsibilities of the Officers

Section 1. President

- a. Presides at all meetings of the Organization.
- b. Schedules all meetings.
- c. Acts as official representative of the student body whenever necessary.
- d. Orients the incoming President.

Section 2. Vice President

- a. Assists President in duties at the request of, or in the absence of, the President.
- b. Posts notices of all meetings at least one week in advance of the meeting.
- c. Promotes community service activities among all students and participates in said projects.
- d. Orients the incoming Vice President.

Section 3. Secretary/Treasurer

- a. Types, signs and keeps the minutes of all Student Organization meetings on file.
- b. Reads the minutes of the previous meeting of Student Organization.
- c. Posts a copy of the minutes on the Student Organization bulletin board and submits one copy to the President and Faculty Advisor within two weeks of the meeting.
- d. Has charge of the funds of the Organization along with the Director, Student and Alumni Affairs.
- e. Gives a verbal report of the finances at each meeting.
- f. At the end of each semester has the report audited by the incoming Treasurer and Faculty Advisor.
- g. Orients the incoming Secretary/Treasurer.

ARTICLE VIII - Meetings

1. The Student Organization shall meet a minimum of two times a semester.
2. Special meetings may be called by any members upon written request to the President.
3. Notice of meetings shall be posted at least one week in advance.

ARTICLE IV - Attendance

1. It is the responsibility of class officers to attend Student Organization meetings. If a member is unable to attend, they should send a fellow student as an appointed substitute.
2. All students in the Program, as members of Student Organization, may attend any and all meetings.

ARTICLE X - Quorum

At least one class officer or an appointed substitute from every class shall constitute a quorum.

ARTICLE XI - Voting

1. Only class officers or appointed substitutes are eligible to vote.
2. The Faculty Advisors may not vote or veto any action of the Organization, but may express feelings of the faculty and propose options. Faculty Advisor may delay action on an issue pending consultation with the faculty.
3. Issues are decided by majority vote of the class officers or appointed substitutes comprising the quorum.
4. A written ballot will be held at the request of any student.

ARTICLE XII - Finances/Budget

1. Fees collected from enrolled students will make up the budget allocation for the Organization each semester.
2. The fiduciary accounts available to Student Organization shall consist of a checking account and a savings account. The checking account will be used for operational expenses incurred by the Student Organization and will be disbursed at the discretion of members of the Student Organization Governing Board after review by the Director, Student and Alumni Affairs.

ARTICLE XIII - Awards and Recognition

Student Organization will provide funding for recognition of four to six graduating students each semester. Criteria for student nominations and selection are listed in the *Student Handbook*.

ARTICLE XIV - Class Organization

1. Each Nursing Program class shall annually elect the following class officers:
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer (This position may be split/shared by two students at the discretion and needs of individual classes.)
2. Each Radiography class shall annually elect a President and Treasurer to Student Organization.
3. If a vacancy exists for a position during a semester when full elections are not held, a special election may take place to fill the open position.
4. Each nursing division shall also elect annually representatives to the Nursing Program Faculty Organization, the Curriculum Committee and the Technology Subcommittee.
5. Meetings
 - a. Class meetings shall be called when necessary by the class President.
 - b. Notice of class meetings shall be posted at least one week in advance and the Faculty Advisor shall also be notified.
 - c. All class members are encouraged to attend.
 - d. Reports will be given by representatives of standing Nursing Program Faculty Organization committees and Student Organization.

6. Responsibilities of Class Officers
 - a. President shall call and preside at meetings, have the power to call emergency meetings, be in charge of class activities and fund raisers and have the power to create ad hoc committees.
 - b. Vice President shall assist the President and assume duties of the President in President's absence, shall post notices of all class meetings, and shall notify their Faculty Advisor of class meetings. The Vice President shall promote community service activities sponsored by Student Organization
 - c. Secretary/Treasurer shall keep minutes of all meetings and submit signed copy to the class President and Faculty Advisor within two weeks of the meeting. Secretary/Treasurer shall collect class dues, keep a written record of receipts and disbursements and submit a report to the class at each meeting.
7. Responsibilities of Student Representatives to Nursing Program Faculty Organization and Curriculum Committee
 - a. Attend Committee meetings monthly, as scheduled by Program Administration.
 - b. Attend Student Organization meetings to report activity of Committee.
 - c. Serve as liaison between the student body and the administration and faculty and bring before the Student Organization information regarding curricula and the academic environment of the Nursing Program.

ARTICLE XV - Amendments

1. Amendments may be proposed by any class officer or upon the petition of 10 percent of the membership of the Student Organization.
2. In order for an amendment to be adopted, it must receive a two-thirds vote of the class officers, be approved by the faculty, posted on the bulletin board for at least two weeks and finally receive a majority vote in Student Organization.
3. If an amendment receives the necessary vote in the Student Organization, it shall be adopted and go into effect immediately.

ARTICLE XVI - Parliamentary Authority

Robert's Rules of Order, (1990) shall be the organization's parliamentary authority.

Continuing Studies

Lawrence Memorial MRI Post-Graduate Certificate

What is it?

- It is an MRI certificate program that runs September through June.
- There will be four courses based on the ASRT curriculum and ARRT content Specifications.
- MRI Competency based Clinical internship is flexible (16 hours/week schedule), to accommodate clinical affiliate.
- Advanced clinical placement available for those currently working in MRI.

How does it Work?

- Graduates of a Radiography program that are either RT(R) or registry eligible qualify to apply to the certificate program.
- The program will run from June through December.
- After completion of the program students will be qualified to sit for the ARRT MRI exam.

Why formal education?

- As of January 2016, the ARRT will require all applicants for post primary certification to complete formal education in order to qualify for the exam.
- According to the ARRT, in 2012 only 72.1% of examinees passed the MRI exam and the average score was 79.4
- Formal education reinforces material being taught on the job and ensures all technologists are being provided with key concepts for physics and image production.

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Lawrence Memorial CT Post-Graduate Certificate

What is it?

- It is a CT certificate program that runs from February through June.
- There will be four courses based on the ASRT curriculum and ARRT content Specifications.
- CT Competency based Clinical internship is flexible (16 hours/week schedule), to accommodate clinical affiliate.
- Advanced clinical placement available for those currently working in CT.

How does it Work?

- Graduates of a Radiography program that are either RT(R) or registry eligible qualify to apply to the certificate program.
- The program will run from January through the beginning of June.
- After completion of the program students will be qualified to sit for the ARRT CT exam.

Why formal education?

- As of January 2016, the ARRT will require all applicants for post primary certification to complete formal education in order to qualify for the exam.
- According to the ARRT, in 2012 only 77.9% of examinees passed the CT exam and the average score was 79.4
- Formal education reinforces material being taught on the job and ensures all technologists are being provided with key concepts for physics and image production.



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