



WEBSITE COMPLIANCE CHECKLIST

Program Number: #0628 Program Name: Southwest University

Use the table below to assure the program is in compliance with **Objectives 1.1** and **1.6** of the JRCERT 2021 **Standards**. For each required published policy, procedure, or relevant information, include a direct link to either the program’s or sponsoring institution’s website. Once all links are provided in the table below, email the completed checklist to mail@jrcert.org. Programs are required to submit this information no later than **May 3, 2021**.

Required published program and/or sponsoring institution information	Direct link to information on program or institution’s website (if within the student handbook, please include the page number with the link)
Admission and transfer of credit policies	https://southwestuniversity.edu/wp-content/uploads/2021/04/catalog-29.1.3.1-2021.pdf Admission: pg. 8, Transfer: pg. 30
Tuition, fees, and refunds	https://southwestuniversity.edu/wp-content/uploads/2021/04/catalog-29.1.3.1-2021.pdf Transfer: pg. 26
Graduation requirements	https://southwestuniversity.edu/wp-content/uploads/2021/04/catalog-29.1.3.1-2021.pdf page 35
Grading system	https://southwestuniversity.edu/wp-content/uploads/2021/04/catalog-29.1.3.1-2021.pdf Page 17
Program mission statement, goals, and student learning outcomes**	https://southwestuniversity.edu/wp-content/uploads/2020/01/college-of-imaging-x-ray-technologist-program-statements.pdf Statement and goals: pg. 1, Learning outcomes pg.2
Accreditation status**	https://southwestuniversity.edu/colleges/college-of-imaging/#AASRS
Articulation agreement(s)	N/A
Academic calendar	https://southwestuniversity.edu/wp-content/uploads/2021/04/catalog-29.1.3.1-2021.pdf Page: 7.
Clinical obligations	Microsoft Word - SU Radiography Clinical Handbook 2017.docx (southwestuniversity.edu) Page 10
Grievance policy and/or procedures	https://southwestuniversity.edu/wp-content/uploads/2021/04/catalog-29.1.3.1-2021.pdf Page 33.
Program Effectiveness Data on JRCERT provided template**	https://southwestuniversity.edu/wp-content/uploads/2020/12/RADS-Southwest-University-Program-Effectiveness-Data-2020.pdf

Any item that is not applicable, please indicate in the link section.

**These items must be listed directly on the program’s home webpage. All other required information is acceptable via the sponsoring institution’s webpage, program webpage, or the student handbook. If the above information is included in the student handbook, the handbook must be accessible via the program’s home webpage.

Glossary of Terms

Academic calendar: the official institutional/program document that, at a minimum, identifies specific start and end dates for each term, holidays recognized by the sponsoring institution, and breaks.

Accreditation status: a statement of the program's current standing with the JRCERT. Per JRCERT Policies 10.000 and 10.700, accreditation status is categorized as one of the following: Accredited, Probationary Accreditation, and Administrative Probationary Accreditation. The program must also identify its current length of accreditation award (i.e., 8-year, 5-year, 3-year, probation). The JRCERT publishes each program's current accreditation status at www.jrcert.org.

Articulation agreement: A formal partnership between two (2) or more institutions of higher education. Typically, this type of agree is formed between a hospital-based program and a community college or a community college and a four (4) year academic institution with the goal of creating a seamless transfer process for students.

Clinical obligations: relevant requirements for completion of a clinical course including, but not limited to, background checks, drug screening, travel to geographically dispersed clinical settings, evening and/or weekend clinical assignments, and documentation of professional liability.

Grievance policy and/or procedure: a grievance is defined as a claim by a student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation. The program must have a policy/procedure to provide individuals an avenue to pursue grievances. If the institutional policy/procedure is to be followed, this must be clearly identified and provided to students. The policy/procedure must outline the steps for formal resolution of any grievance. The final step in the process must not include any individual(s) directly associated with the program (e.g., program director, clinical coordinator, faculty, administrator). The procedure must assure timely resolution. The program must maintain a record of all formal grievances and their resolution. Records must be retained in accordance with the institution's/program's retention policies/procedures. Additionally, the program must have a procedure to address any complaints apart from those that require invoking the grievance procedure (e.g., cleanliness of classroom). The program must determine if a pattern of any grievance or complaint exists that could negatively affect the quality of the educational program.

Program effectiveness outcomes/data: the specific program outcomes established by the JRCERT. The JRCERT has developed the following definitions and criteria related to program effectiveness outcomes:

Credentialing examination pass rate: the number of graduates who pass, on first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation.

Job placement rate: the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences. The JRCERT has defined not actively seeking employment as: 1) graduate fails to communicate with program officials regarding employment status after multiple attempts, 2) graduate is unwilling to seek employment that requires relocation, 3) graduate is unwilling to accept employment due to salary or hours, 4) graduate is on active military duty, and/or 5) graduate is continuing education.

Program completion rate: the number of students who complete the program within the stated program length. The program specifies the entry point (e.g., required orientation date, final drop/add date, final date to drop with 100% tuition refund, official class roster date, etc.) used in calculating the program's completion rate. When calculating the total number of students enrolled in the program (denominator), programs need not consider graduates who attrite due to nonacademic reasons such as: 1) financial, medical/mental health, or family reasons, 2) military deployment, 3) a change in major/course of study, and/or 4) other reasons an institution may classify as a nonacademic withdrawal.