



Southwest University

1414 Geronimo Dr.

El Paso, TX 79925

(915)778-4001

AAS Radiological Science Program

Student Handbook



Table of Contents

Section 16

Introduction.....6

 Welcome to Southwest University 6

 Introduction 6

 Governing Board..... 7

Section 28

Program Information8

 Mission..... 8

 Goals 8

 Purpose 8

 Accreditation 8

 Program Description 9

 Applying for Admission 10

 Admission Requirements 10

 Important 12

 Technical Standards 13

 Class Scheduling 13

Section 315

Academic and Practice Information15

 Academic Standing 15

 Attendance..... 16

 Classroom..... 16

 Punctuality 16

 Test Administration and Make-up 17

 Tardiness and quizzes 17

 Excused Absences 18

Core Classes.....	18
Leaves of Absence.....	19
Petition to Return to the Program.....	20
Textbooks and eBooks	20
Outside Employment	20
Externship Clinical Experience	21
Externship/Clinical	21
Site Placement	21
Transportation	21
Grading.....	22
Tutoring.....	22
Academic Advisement	23
Student Advisement Procedure.....	23
Didactic Procedure.....	23
Clinical Procedure	23
Academic and Behavioral Advisement.....	23
Progression in the AAS RS Program	24
Graduation Requirements.....	24
ARRT Exam Verification	25
Withdrawal	25
Readmission	25
Section 4.....	28
Student Discipline	28
Expectations	28
Disciplinary Actions.....	28
Academic Misconduct.....	28
Academic Discipline Process	29
Sanctions That May Be Imposed.....	29
Non-Academic Misconduct	29
Alcohol, Drugs & Illegal Substance Abuse	29
Violence.....	30
Weapons	30

Sexual and Other Unlawful Harassment.....	30
Forced Sexual Contact	31
Section 5.....	32
Student Safety and Welfare	32
Health Insurance.....	32
Professional Liability Insurance	32
Communicable Disease	32
Workplace Hazards	32
Radiation Safety	33
Radiographic Laboratory.....	33
Exposure Monitoring	33
Overexposure.....	34
Pregnancy.....	34
Pregnancy Declaration Form	36
Immunizations.....	37
Flu Vaccine	37
TB Testing and CPR Requirements.....	37
Criminal Background Checks	38
Section 6.....	39
Student Rights	39
Non-discrimination	39
Accommodating Students with Disabilities	39
Federal Family Educational Rights and Privacy Act	40
Right of Appeals	40
Special Grievance Policy.....	40
Arbitration & Mediation	43
Section 7.....	44
Professionalism	44
Expectations	44
Appearance	45
Official Uniforms/ Dress Code	45
Healthcare students:.....	45

Grooming	46
Student Identification	46
Language	46
Section 8	47
Miscellaneous	47
Guests	47
Food, Drink, Tobacco	47
Cell Phones/ Electronic Devices	47
Breaks/Vacation/Leaves	48
Access to School Resources	48
Appendix A	49
Scope of Practice	49
Appendix B	51
Code of Ethics	51
Appendix C	53
Advisory Board	53
Acknowledgment	54
MRI Screening Form	55

Section 1

Introduction

Welcome to Southwest University

Welcome to the Associate of Applied Sciences in Radiological Sciences (AAS RS) Program at Southwest University at El Paso. We would like to congratulate you on committing to further enhance your education.

The following pages contain information regarding many of the policies and procedures of Southwest University.

Introduction

This handbook is designed to assist you in attaining success throughout the AAS RS Program. To ensure effective education, each individual participating in the program must have a full understanding of the responsibilities and considerations involved. On the following pages, you will find important information about the University and the AAS RS Program, as well as policies, procedures, and expectations that affect radiography students at Southwest University at El Paso.

This handbook is not a complete statement of all policies at Southwest University at El Paso. Additional information is provided in the General Policies for Southwest University - Students Handbook. As a student of Southwest University at El Paso, you are subject to all policies, procedures, rules, and regulations established by Southwest University at El Paso. You are advised to be familiar with this handbook and with the current University Catalog and to refer to each of them as needed. Additional policies and procedures related to clinical education in the Radiological Sciences Program will be found in the *AAS Radiological Sciences Program Clinical Education Handbook*.

Please read through this *Student Handbook* completely. You are expected to be familiar with its contents and to abide by the policies and procedures. If you have any questions about any part of the Handbook or need information that is not given, do not hesitate to contact your Program Director. You will find information in this handbook that will identify other people most able to assist you with the variety of questions you may encounter during your time as a student at Southwest University.

This Handbook is subject to change. Students will be provided with written notification of any changes. You are encouraged to keep any notifications of change with the Handbook.

Governing Board

- President Ben Arriola
- Vice President/Academic Director Jeremy Burciaga
- School Director/Academic Dean Laura Lazarin
- Associate School Director Natalia Cazares
- Associate Dean Javier A. Gutierrez
- College of Imaging Director Gerardo Ortiz MBS, BSRS, RT(CT)(MRI)

Section 2

Program Information

Mission

The mission of Southwest University is to provide an exceptional technical career to our community. By delivering educational excellence strengthened by quality instruction, a positive learning environment, and the integration of emerging technology to enable students to achieve their potential, participate in new employment opportunities, and continue to be lifelong learners.

Consistent with the mission of the faculty of Southwest University, the AAS RS program is committed to providing quality instruction by preparing the student to be employable at an entry-level in the radiologic sciences work field.

Goals

The goals of the Southwest University AAS RS program are:

- Goal #1:** Graduates will be clinically competent.
- Goal #2:** Graduates will be effective problem solvers.
- Goal #3:** Graduates will communicate effectively.
- Goal #4:** Graduates will be professional.
- Goal #5:** The program will be effective in its instructional efforts.

Purpose

The freedom of individuals to gain knowledge and understanding is essential in the maturing of the mind. So that all students may exercise these freedoms a school must have an environment that does not lack order and stability.

This handbook intends to ensure that students do not lose their freedom but are also held accountable to the rules that this institution has set forth. Just as the student must follow these rules and regulations, the institution must clearly outline what these rules and regulations are.

Accreditation

Southwest University at El Paso is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), which is recognized by the American Registry of Radiologic Technology. The University is licensed by the Texas Workforce Commission. Southwest University

at El Paso is approved by the State of Texas Approving Agency for Veterans Education, qualifying veterans for G.I. Bill benefits.

The program complies with the Standards for an Accredited Educational Program set forth by the Accrediting Bureau of Health Education Schools (ABHES), located at 616 Executive Blvd., Suite 730, North Bethesda, MD 20852. Phone number (301) 291-7550, email info@abhes.org

The AAS RS program at Southwest University at El Paso is currently programmatically accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT) located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone (312) 704-5300, e-mail: mail@jrcert.org. A copy of this document and other accreditation resources are available at the JRCERT website: www.JRCERT.org

If a student finds the program is not in compliance with any of the standards, they can contact JRCERT. Upon receipt of written notification of a complaint, the Southwest University AAS RS Program will address the complaint immediately. A letter with a statement addressing how the complaint was resolved will be mailed to the JRCERT within 10 working days.

Program Description

Qualified individuals are selected to begin the AAS Radiological Sciences Program based on performance on an assessment test of academic readiness. Applicants meeting admissions criteria are placed in a candidate pool and are offered seats in each starting class until that class has been filled.

The AAS RS Program is offered only as a full-time program. It requires the student to attend classes according to a specific schedule and sequence set forth by the University.

Successful enrollment requires the student to commit to a minimum of 96 weeks of study, during which time the student will have only holidays and term breaks off from school.

The curriculum comprises seventeen terms, each of six weeks in duration. For the first twelve terms, the student is enrolled in didactic and laboratory classes and the student's schedule may vary during this time. The student will be enrolled in classes requiring attendance on campus. Students can expect to spend time on additional work (outside assignments, lectures, and research), which designates to students the task of reviewing material that has either already been presented in class, or that will be presented in class. Each course will have established a minimum number of Outside Preparation Hours.

For the final five terms, the student is assigned to recognized clinical education facilities affiliated with the University to gain practical experience. In addition to clinical rotations, students will be returned to campus for registry preparation (RADS 1900) twice per week for two hours during the final two terms. By enrolling in the Program, students understand and agree that they will accept the assignment to any clinical site made by the program. To complete the program, the student must participate in all of the required 1050 clinical hours.

When all requirements for the AAS RS are completed, the student will be eligible to take the national certification examination administered by the American Registry of Radiologic Technologists. Upon successful completion of this examination, the student then becomes a Registered Technologist - RT(R) ARRT. Conviction of a crime (misdemeanor or felony) could leave an individual ineligible for participation in the certifying test. Please contact the ARRT (www.arrt.org) if this is a concern.

Applying for Admission

An admissions representative conducts a personal interview with each applicant before any decision is made regarding enrollment. The representative and student will meet to discuss the school's programs and the student's career goals. The representative assists the student in the completion of the application packet. The application is reviewed for evidence of a high school diploma, a GED certificate, or a transcript from an accredited post-secondary educational institution for acceptance. If the applicant is not accepted to the desired program, an alternative program may be suggested. Any applicant rejected for admission will be notified within seven working days.

Southwest University at El Paso has established the following requirements and procedures for admissions:

- Visit School
- A complete interview with an admissions representative
- Complete admissions packet
- Sign the enrollment agreement
- Sign a statement of general health
- Complete necessary school documentation

Admission Requirements

The AAS Radiological Sciences maintains the following requirements for entry to the program:

1. SU graduate (AAS MA, AAS MLT, AAS Opt. Tech, AAS ST, ADN, and BS programs) entry:

- A high school diploma or its equivalence
- Successful interview with an intake (admissions) counselor
- Successful completion of the imaging entrance exam (HESI) with a minimum score of 72% to be considered for admission into the program. A non-refundable exam fee must be covered.
- Proof of citizenship (or student/workers visa)
- Completion of Allied Health Science degree

- 3.5 GPA or higher
- 90% attendance or higher
- No behavioral misconducts
- Mandatory attendance at lab/class
- Two professional letters of recommendation
- A 500-word essay, APA format, with the prompt “Why would you like to be an Imaging tech?”
- Interview with the program director
- If a student was a prior graduate of SU, they have to meet the below requirement
 - 2 years or less post-graduated without current certification
 - 5 years or less post-graduated with current certification or a minimum 1 year of current medical experience

2. SU graduate (AAS MCB, AAS HA, BS HA) entry:

- A high school diploma or its equivalence
- Successful interview with an intake (admissions) counselor
- Successful completion of the imaging entrance exam (HESI) with a minimum score of 75% to be considered for admission into the program. A non-refundable exam fee must be covered.
- Proof of citizenship (or student/workers visa)
- Completion of Allied Health Science degree
 - 3.5 GPA or higher
 - 90% attendance or higher
 - No behavioral misconducts
- Mandatory attendance at lab/class
- Two professional letters of recommendation
- A 500-word essay, APA format, with the prompt “Why would you like to be an Imaging tech?”
- Interview with the program director
- If a student was a prior graduate of SU, they have to meet the below requirement
 - 2 years or less post-graduated, work experience is not required
 - More than 2 years post-graduated, a minimum of 2 years of current healthcare-related employment experience is required.

3. A transfer student with a complete degree (non-SU student) entry:

- A high school diploma or its equivalence
- Successful interview with an intake (admissions) counselor

- Successful completion of the imaging entrance exam (HESI) with a minimum score of 75% to be considered for admission into the program. A non-refundable exam fee must be covered.
- Proof of citizenship (or student/workers visa)
- Proof of certification
- Resume
- Two professional letters of recommendation
- A 500-word essay, APA format, with the prompt “Why would you like to be an Imaging tech?”
- Interview with the program director
- College degree
 - Associate in Applied Sciences Degree (3.5 GPA or higher)
 - Associate degree in non-healthcare related field (3.5 GPA or higher) with a minimum of 1-year direct patient care employment experience.
 - Bachelor’s Degree (3.0 GPA or higher)
 - Bachelor’s Degree in a non-healthcare related field (3.5 GPA or higher) with a minimum of 1-year direct patient care employment experience.
 - Master’s Degree

Candidates to the AAS RS program that satisfy any of the three tracks of admission, must register to take the HESI Entrance Exam. The students are allowed to take the entrance exam up to three times in six months until they achieve a satisfactory passing grade. Students who fail will be allowed to retake the exam in the next testing period with the same stipulations.

Students must complete the application package and submit it before the application deadline. Only complete application packages will be accepted and moved forward for ranking purposes.

Important

To comply with our clinical sites, students are required to present a background check, a negative drug test, a two-step TB test, a Community-Wide Orientation (CWO) certificate, proof of vaccines and titers, medical insurance, and proper hospital orientations.

SU requires that AAS RS program applicants be free of criminal convictions, if this is not the case, Southwest University and the AAS RS program will not be responsible if the student is denied admission to clinical sites and/or is not allowed to sit for the certification exam.

Technical Standards

The Program is committed to providing education to qualified individuals without regard to disability provided that technical standards are met. Due to the requirements of the profession and to assure patient safety, the technical standards represent the essential nonacademic requirements a student must meet. These requirements include:

Sensory Requirements:

- Visual acuity to discern detail on radiographic images
- Ability to observe and distinguish subtle visual and auditory changes in patients and equipment

Communication Requirements:

- Ability to communicate in the English language
- Ability to understand and execute orders written or spoken in the English language

Physical Requirements:

- Ability to move immobile patients
- Ability to stand for long periods
- Ability to manipulate small objects with fingertips or adaptive devices
- Ability to initiate CPR
- Ability to maneuver in small spaces

Social and Behavioral Requirements:

- Ability to tolerate and function effectively under stress
- Ability to assess patients' physical, mental, and emotional needs and respond accordingly
- Ability to provide unbiased care to all patients
- Ability to work as part of a team

Cognitive Requirements:

- Ability to reason, analyze, and synthesize to solve problems
- Ability to calculate mathematical problems

Class Scheduling

Student availability times are listed below:

- Morning: 8 am-2 pm; Monday-Friday
- Evening: 5 pm-10 pm; Monday-Thursday

Please note that students on externship must have extended availability as externship schedules are subject to change based on site operating hours. Please contact the placement coordinator and/or the AAS RS program clinical coordinator for more information.

Course descriptions for all courses in the AAS RS Program can be found in the Southwest University Catalog.

Section 3

Academic and Practice Information

Academic Standing

To be in good standing, the student must receive a minimum passing grade per class. Each course passing grade would be noted on the class syllabus provided at the beginning of each term. In addition, graduation from the program requires a minimum overall cumulative grade point average of 2.5.

Southwest University at El Paso (SU) has established minimum standards of “satisfactory progress” for enrolled students. All students must meet SU Satisfactory Academic Progress requirements. The standards for determining progress at SU are described in the University Catalog. Therefore, the student is advised to be familiar with the University’s standards of Satisfactory Progress, as described in the University Catalog.

The academic standing of each student in the programs is reviewed after each term. Students whose course grades or cumulative GPAs are found to be below the minimally acceptable level will be notified that they may not continue in the program. Specified general education courses in the curriculum are placed so that they precede radiography courses for which they are prerequisites. They shall not, in most cases, be taken later than specified. Failure to complete these courses could result in the prolongation of the program. A minimum grade of “C” (75%) or higher is required in all core classes.

Any core course(s) completed with a grade below a “C” or 75% must be repeated. Because the class may not be readily available, the student may be dropped from the AAS RS program and required to wait up to 6 months before re-enrollment in the AAS RS program. Each re-enrollment request would be evaluated by the school director and program director, on an individual basis. Upon approval, the AAS RS program will admit students to repeat courses only when a seat is available. No student progressing normally through the program will be denied a seat in a course to make room for a student who is required to repeat a course.

Criteria for academic dismissal from the AAS RS program are as follows:

- Earned a course grade of “F” in the same core radiology course twice.
- Earned a course grade of “F” in a second core radiology course, even when courses with earned grades of “F” have been successfully repeated
- Failure to adhere to the conditions set forth under academic probation

Attendance

Classroom

The classroom is the center of instruction during the first terms of the programs. While textbooks and references provide information, it is in the classroom where this information is discussed, clarified, and supplemented. A student's presence and participation in classroom activities are necessary to facilitate his or her learning progress.

Southwest University Class Schedule is described in the General Policies for Southwest University – Students handbook. Accordingly, students are expected to attend all scheduled classes and/or laboratory sessions and to remain in class until the class is dismissed. Attendance will be taken at every session and it will be recorded and maintained for all classes and/or labs. Absence from class and/or recurrent tardiness may result in a reduced or failing grade regardless of other class performance.

Students who know in advance they will be unable to attend a class or lab should inform the course/lab instructor at the earliest opportunity and make arrangements to receive materials and assignments, if available, before the missed class/lab. The extent to which the student will be allowed to submit assignments for missed classes/labs is at the discretion of the instructor.

Students will be given quizzes and activities that cannot be made up regardless of whether or not the absence is excused or not. These activities contribute to the student's overall grade in the course. Excessive unexcused absences may result in the student being dropped from the class or Southwest University.

The program acknowledges that emergency circumstances (serious illness, deaths, and funeral of an immediate family member) can occur; such events will be taken under advisement by the Program Director. However, students must provide the Program Director with documentation supporting their reason for being late and/or absent. It is required that students contact their instructor ahead of time if they will not be able to attend class/clinical or will be arriving late. The Program Director reviews excused absences on an individual basis result in the student being dropped from the class or Southwest University.

Punctuality

Punctuality is also important. Students must be in class and at assigned education settings at the scheduled starting time and cannot leave before the scheduled ending time. Not only does the student miss information when arriving late but entering a class already in progress is a disruption and discourtesy to others. It's important to note that clinical education settings cannot delay scheduled patient procedures to accommodate a tardy student.

As all absences are recorded regardless of the reason, a full day of absence will be charged when a student does not attend any of the scheduled classes on that day. A partial day of absence will be charged for any period of absence during the day.

The school will evaluate each student's attendance at the end of each phase. In cases of excessive absenteeism or tardiness, the school may take disciplinary action before the end of a phase. School holidays, such as Christmas holidays, etc., shall not be considered days of absence.

At its discretion, the school may allow a student, who for reasons acceptable to the school, is experiencing non-repetitive, extreme attendance problems, to make up essential coursework previously missed due to absenteeism. It is the student's responsibility to contact his/her instructor to arrange for any make-up work.

However, it's important to keep in mind that no more than 5% of the total program clock hours can be made up, as long the student has an excused absence. If the student misses a significant amount of hours in a course, the instructor may determine that it is in the best interest of the student to repeat the course. Significant absences may reduce your overall course grade. Reference your syllabi for specific course protocols and rules.

Test Administration and Make-up

Test dates are made known to all students in advance. It is the student's responsibility to be aware of these dates. Students shall make every effort to be present on scheduled test dates.

Make-up exams and related penalties are at the discretion of Southwest University and each instructor. At its discretion, the school may allow a student, who for reasons acceptable to the school, is experiencing non-repetitive, extreme attendance problems, to make up essential coursework previously missed due to absenteeism. It is the student's responsibility to contact his/her instructor to arrange for any make-up work. No more than **5%** of the total program clock hours can be made up.

The instructor's class policy will be set forth with the course syllabus on the first day of class. If a student is not able to take a test as scheduled, it is the student's responsibility to follow up with the instructor to make arrangements for any allowed make-up.

If the student misses a significant amount of hours in a course, the instructor may determine that it is in the best interest of the student to repeat the course.

Tardiness and quizzes

Tests and quizzes can be given at the beginning of each class session. Late arrival distracts other tests/quiz takers and diminishes the amount of time available to a student for completion of the test or quiz. It is at the instructor's discretion whether a late-arriving student will be permitted to take a test/quiz, allowed to do a make-up test/quiz, or will receive a zero.

Excused Absences

An essential aspect of academic success is class attendance. Southwest University expects all students to attend all class and laboratory sessions at their scheduled times. Southwest University understands the occurrence of extenuating circumstances that are beyond a student's control. The following events are considered for excused absences:

- Court
- Military
- Emergency medical visits for the student or their immediate family (Mother, father, brother, sister, children, spouse).
 - Scheduled appointments may not be accepted
 - COVID-19-related circumstances are handled as recommended by the CDC.
 - Students are responsible for turning in any documentation detailing the reason for an excused absence to the Directors' Office for evaluation:
- Due within 48 hours of the time/date of return
- Any documentation turned in after 48 hours will not be considered.
- Must contain a company letterhead and contact information.
- Students and their instructors will be informed of the evaluation outcome via email.
- All COVID-19 documentation must be emailed to the Dean's Executive Assistant.

Any classwork missed during an absence that was not excused will be subject to the instructor's late assignment policy. Students are responsible for informing their instructors before any absences. In situations where the absence is excused, students have 24 hours after notice of the excused absence to contact their instructors to arrange a mutually agreed upon make-up procedure.

Core Classes

The AAS RS program has designated core classes for all students enrolled in the program. These classes contain some of the more critical technical training, and theory students will receive. These designated core classes will have additional attendance policies to ensure students are prepared for their careers.

Students are only allowed 2 absences in core classes, regardless of whether the absence is excused or unexcused. On the third absence (excused or unexcused), the student is dropped from the core class only. When a student is dropped for any reason, it is equivalent to the failure of the course, resulting in an "F" on their transcript and potentially incurring additional tuition charges.

AAS Radiological Sciences Program Specific Classes					
RADS 1001			RADS 1002		
RADS 1101	RADS1102	RADS 1103	RADS 1104		
RADS 1201	RADS 1202	RADS 1203	RADS 1204	RADS 1205	RADS 1206
RADS 1301			RADS 1302		
RADS 1401			RADS 1402		
RADS 1501			RADS 1502		
RADS 1700					
RADS 1801					
RADS 1900					
RADS 2100	RADS 2200	RADS 2300	RADS 2400	RADS 2500	

Leaves of Absence

Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed 180 calendar days in any current enrollment period, and shall be for specific and acceptable purposes. All requests for a leave of absence must be accompanied by proper documentation. A written request for a leave of absence must be sent to the Program Director.

A student having a documented and approved leave of absence will be allowed to continue with their original degree plan at no additional cost. Students who return from a leave of absence must report on their return date to all scheduled classes. The student's program completion date will be extended upon return based on the length of their leave of absence. This policy also applies to distance education students.

Students can apply for a leave of absence (LOA) if they will be absent for more than 10 days and do not wish to withdraw or drop.

To apply for an LOA, students must contact their program director. Students must apply within the first 20 days of the term and documentation will need the following:

- Student's full name
- Documentation must be dated
- Documentation must be on the letterhead of the place that is supporting the request.
- Must be readable
- Must include a time frame. *Example: from 10/03/2022 – 10/19/2022, two weeks, one month.*
- If incarcerated, an immediate family member can bring documentation stating the dates of incarceration to be considered for an LOA.

Approved if proper documentation is provided

- Medical

- Legal
- Employment-related
- Death of an immediate family member (Mother, father, son, sibling, or spouse).
- Military Orders
- Hardship

For more information, please see The General Policies for Southwest University – Students handbook.

Petition to Return to the Program

After each semester, the Program Director and faculty committee review course grades for all students. An in-depth review is conducted for students who have not met the criteria to pass the course for the completed term. Students not meeting requirements will be given the following options:

- Petition to return to the program during the next active course cycle if a position is open within the selected cohort.
- Reapply to the program during the next active application cycle.

Students wishing to petition to return to the program must submit a letter to the program director indicating their intent to return with an outlined plan for success. The program director has the discretion to approve or deny a petition for readmission.

Textbooks and eBooks

Program costs include the required textbooks, eBooks, and other required course materials, which are provided to students at the appropriate time for each course. Many textbooks and eBooks are used for more than one course and may be used in more than one term. Because of this and the need for study references in preparation for the ARRT certification examinations, students are advised to keep all books for future reference. Should a replacement be required for any course materials provided, the student will be charged for the cost of the replacement.

Outside Employment

Students who work must modify their hours of employment as necessary to avoid conflicts with scheduled classes, laboratories, seminars, and clinical assignments while enrolled in the AAS Radiological Sciences program. Outside work does not in any way, mitigate academic performance, absences, or tardiness. Absence from class, failure to be prepared for class, absence from clinical assignment due to conflicts with outside work, or academic performance issues resulting from fatigue or distraction due to outside work will result in disciplinary action,

up to and including dismissal from a program. It is the student's responsibility to avoid conflict between school and work by limiting working hours or arranging outside work accordingly.

Externship Clinical Experience

Externship/Clinical

Students are expected to report promptly to all assigned educational clinical sites. Required externship/clinical hours must be performed as assigned, usually, in 8.0-hour per day, five days a week, to total not more than forty hours per week.

Regular attendance is an essential expectation at Southwest University. There is no grace period. If a student is scheduled to be in the educational/clinical setting at a specific time, the program and the externship site expect that the student is ready to start performing duties at that time. Any missed hours must be made up before graduation. Specific policies regarding attendance at clinical assignments are provided in the *Clinical Education Handbook*.

Site Placement

The assignment of students to specific educational experience sites is at the discretion of the AAS RS director and clinical coordinator. By enrolling in a program, the student has agreed to accept placement at any facility to which he or she is assigned.

Every effort is made to notify students of their upcoming clinical placement at least two weeks in advance of the beginning of the term. Because unforeseen changes in personnel and/or schedules at educational sites can adversely affect the educational environment, placement cannot always be predicted in advance.

The AAS RS reserves the right to change education assignments at any time if, in the opinion of the faculty, such a move is necessary to assure successful outcomes for all students.

Transportation

The student is responsible for providing reliable transportation to experience education settings. However, transportation difficulties cannot be used as an excuse for absence or tardiness problems. Clinical assignments are not prioritized by geographical needs as much as educational needs. As a result, the program strives to assign you to a facility that best meets your learning styles and professional growth as a radiographer.

Grading

Each student will be required to take a HESI exam during the midterm week of each clinical rotation which will account for 45% of the student's final grade. The testing content and schedule will be spread across each of the five clinical terms as follows:

Clinical Externship Testing Schedule

- Term 11 (Clinical 1)- HESI Radiography Modular- Image Production
- Term 12 (Clinical 2)- HESI Radiography Modular- Safety
- Term 13 (Clinical 3)- HESI Radiography Modular- Procedures
- Term 14 (Clinical 4)- HESI Radiography Exit Exam 1st time test taker
- Term 15 (Clinical 5)- HESI Radiography Exit Exam 2nd time test taker

A remediation package of applicable review material will be assigned based on the student's score. A scale will be used to assess the minimum hours required to be spent on remediation.

Remediation will also include completing assigned adaptive quizzing through evolve to strengthen areas of weakness. The amount of assigned material will depend on your test score.

The total remediation time in hours will need to be met by 10 pm the night before the end of the term. Failure to meet the time requirements for the assigned remediation will result in a loss of 10 points for every half hour under the required time.

Remediation will account for the "learning activity" section of your course which is worth 30% of the overall grade. Completing the required remediation time will result in 100% for the "learning activity" section. Be advised the remediation will be verified through evolve. The following scale will indicate the minimal hours you need to remediate based on your score:

- 900 and above= 1 hour per term
- 750-899= 2 hours per term
- 700-749= 3 hours
- 699 and below = 4 hours

The remaining 20% of the grade will be determined by submitting all required externship documentation (daily logs, clinical evaluations, etc.) by the assigned due dates.

Tutoring

Although the ultimate responsibility for learning rests with each student, the faculty is committed to fostering and contributing to student success. Students who encounter difficulty

in any class are strongly encouraged to meet with the instructor. Faculty will tutor students as appropriate at no additional cost to the student. Faculty welcome the opportunity to work individually with students as needed to ensure student success.

Academic Advisement

The purpose of academic advising is to assist students with any issues that might impact the student's success in completing the program. Students may seek academic advising from student services for general education classes. Students may meet with the Academic Advisor, Administration, Program Director, or any Instructor during office hours or by appointment.

Student Advisement Procedure

Didactic Procedure

Enrolled students meet with the Program Director each term to discuss their progress through the program. At this time, a student progress report has been completed and discussed with each student individually. The progress report may also include progress in a randomly selected course being completed that specific term. All progress reports are discussed with the student and a plan of action is identified. Behavioral issues are addressed one-on-one with the student.

Clinical Procedure

Enrolled students meet with the Clinical Coordinator each term to go over their overall individual education plan for clinical advisement. The Clinical Coordinator monitors student progress by performing weekly site visits to obtain student progress reports done by the designated clinical instructor. The end-of-term evaluation is utilized to evaluate punctuality, technical and clinical competency, learning skills, and work ethic. The student is advised of their respective clinical progress through end-of-term evaluations given every six weeks. Every evaluation is reviewed with the student at the designated appropriate time. Weekly evaluations are gone over weekly. Midterm and end of term advisement occur at the mid and end of term respectfully. Behavioral issues are addressed one-on-one with the student.

Academic and Behavioral Advisement

Any student who is not succeeding academically typically receives an additional student advisement session which includes a progress report with an individual student success plan. This method is utilized to communicate with students about any behaviors that are interfering with the student's success in their class.

Progression in the AAS RS Program

The Southwest University College of Imaging will monitor students' academic progress and achievement from the start and throughout their AAS RS program core classes. The school will not continue the enrollment of any students whose inability to perform satisfactorily is evident to the extent that their continuation would foster false hopes, constitute economic exploitation, or negatively impact the education of other students.

Minimum requirements for a student's progression:

- Maintain a 75% or "C" average in all core didactic courses.

Any student who does not meet the previously stated requirements will be placed on academic probation. Once placed on academic probation, the student will be required to attend mandatory tutoring sessions for further review of the subject material in which they have fallen below the minimum requirement. The student will be required to complete a minimum of two hours per week of documented tutoring sessions while on probation. This is to ensure that students have developed the foundational study and exam skills necessary to continue achieving academic success.

As such, the "probation period" is defined as the term within which the student is notified of the academic probation placement until the term within which the student reaches the required exam average and/or GPA. The imaging director, individually or in consultation with the program director, or any faculty member, imposes or recommends any educationally reasonable conditions on the student. Such conditions may include:

- Developing a plan for academic progress with the Dean, Department Director, and/or program director for Academic and National Board Success
- Attending special instructional sessions (2 hours per week minimum)
- Meeting regularly with a mentor
- Achieving a certain minimum term GPA, during the academic probation period(s)
- Other conditions are deemed appropriate by the director of imaging, and/or the program director for academic and board Success.

Graduation Requirements

Southwest University at El Paso awards its students for meeting all graduation requirements. The students should carefully read and understand the graduation requirements outlined in the University Catalog.

ARRT Exam Verification

For AAS RS students to obtain meaningful employment for longer than one year after graduation, they must pass the American Registry of Radiologic Technologists (ARRT) national exam after program completion with a 75% or higher to gain licensure. It is the Program Director's discretion to verify through the ARRT website that the student is eligible to test for their licensure exam. Each graduate from the Radiography Program must complete the clearance procedure as defined by the Radiography Program. This clearance procedure for ARRT Exam verification includes the following criteria:

- Fulfillment of degree requirements for the Associates of Applied Science in Radiologic Technology
- Clearance by the Clinical faculty as completing all of the Clinical requirements including completion of all applicable procedure competencies, and returning the dosimetry badge for reading
- Pass Radiography HESI Exit Exam with an 80% conversion score or higher.

Failure to Fulfill Conditions: Students will be provided two attempts to pass the HESI Exit exam with an 80% conversion score or higher. The first will be given during the Registry preparation course (RADS 1900) conducted during the student's fifteenth term. A remediation packet will be generated based on the student exam results which must be completed before the second attempt. The student's second attempt at the Radiography HESI Exit exam will be given during the student's final term (term 16). If the student does not pass the Radiography HESI Exit with an 80% or higher on the second attempt, they will be given unlimited attempts to retest at their own expense. The student will not be verified to test for the ARRT until they can demonstrate an 80% conversion score on the HESI exit exam, or until 6 months after graduation, whichever comes first.

Withdrawal

Students have the right to withdraw from a program at any time. However, students are strongly encouraged to discuss such plans with the Student Advisory Department and the Program Director before taking any such action.

In the event of withdrawal, the student will be charged tuition based on the refund policy in the University Catalog.

Readmission

Any student who wishes to re-enroll following any interruption in enrollment must complete the admission process again before starting the program. All students applying for readmission following a drop or withdrawal must prove they can pay for tuition and other related

charges (financial aid or payment plan). Additional readmission wait times may be applicable based on financial aid policies or when courses are offered.

Restrictions for readmission may apply if a student meets any of the criteria listed below:

- Dropped/Withdrew from a program twice, and this is their third enrollment. (Regardless if it is the same or different program being enrolled into)
- Dismissed from externship site(s) twice
- GPA of last enrollment below 2.0

To be considered for enrollment back into the AAS RS program, the students must petition for readmission by submitting the Petition for Readmission Form to the appropriate program director. The student may request a Petition for Readmission form with their respective admissions representative. Additionally, the student must appear for a one-on-one interview with the program director and may be required to support the petition with documents or testimony from witnesses. To be considered for readmission, the Petition for Readmission form must be received by the program director before the term in which the student is seeking readmission. Readmission into any program will be at the discretion of the program director.

A student can be readmitted to the program only once via petition. If a student drops, is dismissed, or fails to maintain good academic standing after readmission, that student will not be considered for readmission into that same program again.

Students who have been dismissed from the university as a result of violations of the “Student Code of Conduct” found in the University Catalog; actions that violate the law; activities that are disruptive to others or the educational process; physical endangerment of others; theft of University or hospital property; possession of weapons or illegal substances on University or hospital property; criminal activity; taking or being under the influence of drugs or alcohol during classes, labs, seminars or clinical assignments; and actions or omissions that are a reoccurrence of behavior that was a subject of prior verbal or written warnings are not eligible for readmission.

Readmission will only be extended under circumstances where it is evident that the issues leading to the previous withdrawal have been addressed and it can be ascertained that the student is now better equipped and more likely to successfully fulfill all program requirements. If specific terms or conditions for re-enrollment are provided, the student may choose to either accept these terms or decline the offer of re-enrollment.

If readmission to the AAS RS Program is offered, the timing will be based on the availability of space at the point in the Program where the student is to return. No student progressing normally through the AAS RS program will be denied a seat in any class or any clinical assignment to accommodate a student returning after withdrawal. If no space is available at the time the student wishes to return, readmission may be denied on that basis. The student may submit a new petition for readmission for a later term.

Students who have been dismissed from the university as a result of disciplinary action; actions that violate the law; actions that violate any Professional Code of Ethics; physical endangerment of others; theft of University or hospital property; possession of weapons or illegal substances on University or private property; criminal activity; taking or being under the influence of drugs or alcohol during classes, labs, seminars or clinical assignments; and actions or omissions that are a reoccurrence of behavior that was a subject of prior verbal or written warnings are not eligible for readmission to Southwest University.

Section 4

Student Discipline

Expectations

Southwest University AAS RS students are expected to adhere to all University policies, rules, and regulations as published in the Southwest University at El Paso catalog and/or student handbooks. Academic and non-academic misconduct on the University campus, at any external education setting, or during any University sponsored event shall be subject to discipline.

Disciplinary Actions

Students who violate the policies or procedures established by the AAS Radiological Sciences Program or Southwest University at El Paso shall be subject to disciplinary action.

There are four levels of disciplinary action.

- Verbal warning
- Written warning
- Suspension from the Program
- Dismissal from the University

The type of action is dependent on the nature of the offense and the circumstances under which it occurred.

Verbal warnings are used to call a student's attention to minor offenses. Once warned, it is expected that the student will avoid further violations. These warnings are recorded on a counseling form that is signed by the Program Director or an instructor.

Written warnings are used for more serious offenses or instances when a student fails to heed a prior verbal warning. A written warning consists of a form or letter to the student from the Program Director or Clinical Coordinator. The form or letter specifies the violation and may set forth specific standards of performance or conduct the student must maintain to avoid further disciplinary action. A copy of the warning letter or form is placed in the student's file until graduation. The University reserves the right to dismiss any student who accumulates two (2) write-ups throughout the program.

Academic Misconduct

Any Student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions:

- Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
- Plagiarism, which includes, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, or other material as one's work when such work has been prepared by another person or copied from another person.
- Unauthorized possession of examinations or other course-related material.
- Unauthorized changing of grades on an examination, in an instructor's grade book, or a grade report.

Academic Discipline Process

The Program Director or the Imaging Director must inform the student of the alleged offense upon discovery. After an investigation, the Imaging Director and/or Program Director will take one of the following actions:

- The allegation may be dismissed as unfounded
- The allegation may be dismissed for lack of clear evidence
- The student may admit guilt and a sanction will be imposed
- The School's Academic Dean will determine guilt based on clear and convincing evidence and a sanction will be imposed

Sanctions That May Be Imposed

If the student admits guilt to academic misconduct or is found guilty by the Program Director, the following sanctions may be applied.

- The student may receive a failing grade for the assignment, report, or test and be put on six weeks of probation.
- The student may receive a failing grade for the course and be put on six weeks of probation.
- The student may be dropped from all the courses he or she is currently taking.
- The student may be permanently expelled from Southwest University at El Paso.

Non-Academic Misconduct

Alcohol, Drugs & Illegal Substance Abuse

The use of illicit drugs or intoxicants on campus or at any educational experience sites or entering the University or clinical education setting while under the influence of such is prohibited by the Drug-Free Schools and Communities Act – Public Law 101-226 contained in the University Catalog.

Southwest University at El Paso has a zero-tolerance policy on the use of controlled substances. Possession of alcohol, illegal drugs, or other illegal substances is not permitted on school property. Furthermore, students are not permitted to report to school while under the influence of alcohol, illegal drugs, or other illegal substances.

Southwest University will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Report any suspicious activity to the Program Director.

Clinical sites may require drug testing before the beginning of the externship. Neither the clinical site nor the University will cover the cost of such a test. Refusing or failing a drug test will result in a denial to assist externship at a site, and is treated as dismissal from the clinical site.

Violence

Threats of violence and acts of violence are strictly prohibited. Students threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination from the program.

Weapons

Weapons are generally defined as guns, knives, and other objects universally considered a weapon by the vast majority of society. A “weapon” can also be any object which would harm another when used as such. Southwest University shall deem any such object a “weapon” to enforce this policy.

Possession of weapons is prohibited on school property. Any student who fails to follow the above-mentioned rules regarding weapons will be subject to permanent expulsion.

Report any weapon possession to the School Administration.

Sexual and Other Unlawful Harassment

Southwest University strives to provide an educational environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. It expects all faculty and students to treat others with dignity, respect, and courtesy.

Southwest University will not tolerate sexual misconduct of any kind as defined herein:

Forced Sexual Contact

Any harmful, insulting, or non-consensual verbal or physical contact of an a-sexual-nature with another person, (including touching, fondling, exposure, disrobing, etc.) that is accomplished toward another without his/her consent including any such act accomplished utilizing actual or implied force, coercion, or helplessness. Forcing or intimidating a person to touch another's intimate parts shall also constitute sexual.

If a student believes he or she is being subjected to comments or conduct of a sexual nature, where the behavior tends to threaten, offend, or create a hostile environment, the student should immediately report such conduct to the Program Director or Clinical Coordinator if the event occurred at a Clinical Experience Site. If the offense is perceived to be on the part of the Program Director or Clinical Coordinator, then the conduct should be reported to that individual's immediate supervisor.

Section 5

Student Safety and Welfare

The University takes seriously the safety and welfare of its students. Campus security and Emergency response are addressed in the Southwest University Catalog.

Health Insurance

It is required that students enrolled in the AAS Radiological Sciences Program obtain health insurance coverage before attending clinical rotations. Students may obtain a discounted health insurance plan affiliated with the university. No formal student health services are provided at the University. When deemed necessary by Program or University officials, paramedics are called. Students are personally responsible for the cost of such care.

Professional Liability Insurance

Southwest University at El Paso provides professional liability insurance for all students while engaged in scheduled clinical experience. There is no additional cost to the student for this insurance. The University policy does not cover students who are employed in institutions outside of scheduled clinical education nor will it cover students who participate in clinical education outside regularly scheduled clinical hours unless such hours have been approved in advance by the appropriate Clinical Coordinator.

Communicable Disease

Any student who suspects he or she might be a carrier of a communicable disease is required to consult a physician and receive clearance to return to school. If exposed to a communicable disease in an educational setting, the student should report the exposure to the appropriate site coordinator, who will provide instructions for appropriate follow-up.

Workplace Hazards

Appropriate instruction in chemical, electrical, and fire safety is provided during classroom instruction. Students are advised to review this material carefully and, when faced with a situation, respond as indicated. Students in clinical education settings will be provided with the institution's policies and procedures related to chemical, electrical, and fire safety as part of the orientation to the facility. For further information please refer to the Southwest University Emergency Preparedness Plan.

If a student suffers a personal injury such as a fall or needle stick while in a clinical education setting, he/she should seek immediate treatment for the injury. After treatment, the

student should fill out an incident report from both the clinical site and the Program and submit it to the Clinical Coordinator as soon as possible.

Radiation Safety

Students in the AAS Radiological Sciences Program at all times shall practice appropriate radiation safety procedures in protecting patients, themselves, and others from unnecessary exposure. ALARA (as low as reasonably achievable) principles will be followed at all times.

Radiographic Laboratory

Radiography of humans in the laboratory is strictly prohibited. No exposures shall be made in the laboratory unless a credentialed radiographer is present.

Exposure Monitoring

Students are issued personnel monitoring devices (dosimeters) by the AAS Radiological Sciences Program, at the beginning of the eleventh term. Each student is responsible for his or her device.

Students must wear the device when using ionizing radiation during all energized laboratory procedures and clinical education. The device shall be worn on the collar. During fluoroscopy, it should be worn outside the lead apron. If a thyroid collar is worn, the device should be worn outside the collar.

The monitoring devices are to be changed every three months by the student to whom the device is assigned. Failure to change promptly may result in corrective action. The monitoring devices will be distributed by the radiation safety officer (RSO).

The monitoring devices should never be left in the car, in luggage that will undergo screening at an airport, or in a radiographic room. Loss or accidental exposure of a device shall be reported to the Program Director immediately. A written report of the incident must be submitted as soon as possible. If the device is lost or damaged, the student will not be allowed to continue clinical education until a new one is issued.

Dosimeter reports will be posted in the laboratory for on-campus students to review. Students are encouraged to check the reports quarterly to ensure their radiation safety practices are resulting in minimal exposure. Clinical students will be shown dosimeter reports by the radiation safety officer; students are asked to sign these reports to ensure they have been reviewed.

Overexposure

The Program Director reviews all quarterly radiation dosimeter reports. If any reading exceeds a maximum dose of 50 mrem or 0.5 mSv in three months, the Program Director, Clinical Coordinator, and RSO will meet with the student to determine the reason for the exposure and, when appropriate, guide regarding good radiation safety hygiene. The student may be removed from any clinical or laboratory exercises until the conclusion of the investigation. The student may return to clinical and/or laboratory only after clearance from all three faculty members.

Pregnancy

Declaration of pregnancy is voluntary. However, no student will be considered pregnant and be offered continuation options unless the pregnancy has been declared using the Program's Declaration of Pregnancy form.

To declare pregnancy, the student must complete a Declaration of Pregnancy form and submit it to the Program Director. The declaration must be in writing and may be withdrawn at any time. If the declaration is not withdrawn, it is considered expired one year after submission.

When the student declares a pregnancy, a fetal badge will be ordered and issued to the student as soon as practical. The fetal badge shall be worn at the waist, behind the lead apron during fluoroscopy. The Program Director will monitor all dosimeter reports to ensure that the student and fetal exposure do not exceed 50 mrem per month or a total of pregnancy.

The student will provide written notice of her choice of the following options for program continuation:

Option 1

There will be no restrictions whatsoever as a result of declaring the pregnancy. The student will be expected to complete all academic and clinical requirements without modification.

Option 2

The student will continue in both classroom and/or clinical work as scheduled. However, the student will not participate in fluoroscopic, mobile, or surgical procedures. Pregnant students choosing this option are also restricted from procedures involving radium-implant patients.

Substitute clinical rotations will not be provided. All clinical rotations missed by the student must be made up at the end of the program. This may result in delayed program completion.

Option 3

The pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses in which she is currently enrolled. A place in the next class would be reserved for the student; the student would not be required to submit another application for admission.

Option 4

The pregnant student may request to withdraw from the Program for an indefinite period. If she wishes to re-enroll, she must apply for admission and compete for admission to the Program. Any previous coursework would be reevaluated at the time of readmission to ensure competency has been maintained.



AAS Radiological Sciences Program

Pregnancy Declaration Form

I, _____, declare my pregnancy and elect the following option (circle one):

- Option 1** I request no modification whatsoever in my Program.

- Option 2** I request to not participate in fluoroscopic, mobile, and surgical procedures. I understand that I must complete the required competencies before graduation and that may include making up rotations in these areas.

- Option 3** I request a leave of absence (maternity leave). I intend to complete the course(s) in which I am currently enrolled.

- Option 4** I will withdraw from the course(s) in which I am currently enrolled.

Print Student's Name: _____

Student Signature: _____

Today's Date: _____

Estimated Date of Delivery: _____

Program Director Signature: _____

Immunizations

Students must complete these requirements 3-2 months before starting the externship portion of the program:

- Titers
 - Measles, Mumps, Rubella (MMR)
 - Varicella (Chicken Pox)
 - Hepatitis B

If any of the titers are negative, the student must provide proof of immunizations before submitting paperwork for hospital/clinical site clearance.

- Immunizations
 - Tetanus, Diphtheria & Pertussis (Tdap). The immunization record must be provided; the immunization date must be within 10 years from the last day of the externship. If not, the student must provide proof of recent Tdap immunization.
 - Influenza (flu). Proof of immunization must be from the current seasonal vaccine.
 - COVID. Students must provide immunization records to the hospital website and the Clinical Coordinator.

Additionally, as part of externship documentation requirements, the student must provide a health history from the student's physician and proof of personal health insurance coverage. The Externship or Clinical Coordinator must receive validation of these requirements before the student can participate in the externship, clinical, fieldwork, or clinical practice portion of the program.

*The COVID-19 vaccine is not a mandatory requirement for students to attend didactic classes at Southwest University.

Flu Vaccine

To protect patients and provide a safe environment for students, staff, and the public, all students participating in clinical/practicum experiences/courses in any facility may be required to provide documentation of the seasonal flu vaccine. Failure to have the immunization may have implications for clinical attendance. Students will be provided additional information when indicated.

TB Testing and CPR Requirements

All students are required to provide the following documentation:

Initial Tuberculosis Screening must be validated by a negative two-step TB screening (Mantoux test) within the past 90 days before the start of the clinical rotations.

Current CPR certification: must meet standards of the American Heart Association (AHA) Basic Life Support for the Healthcare Provider. The card verifying completion must be an AHA card.

*All items must be current for the duration of the program and the student is required to sign and maintain the standards of the clinical attestation form.

Criminal Background Checks

Some clinical sites also require the completion of criminal background checks before the beginning of an externship. The student is responsible for the costs of such checks. Refusing to undergo a background check or failing one is treated as a dismissal from a clinical site.

Section 6

Student Rights

Non-discrimination

According to the Affirmative Action Statement, no person shall be excluded from or denied benefits of any program or activity based on sex, color, race, creed, age, religion, or natural or regional origin. In addition, no qualified handicapped person shall be excluded from or denied the benefits of any program or activity as long as he/she meets the technical standards as described in this Handbook and supplemented by information in the General Policies for Southwest University - Students Handbook.

Admission procedures and ongoing operations are conducted following this policy. Each of the recognized clinical education settings also supports non-discrimination.

Accommodating Students with Disabilities

Two primary federal laws that protect people with disabilities from discrimination in higher educational settings like colleges and universities are again the ADA and Section 504 of the Rehabilitation Act of 1973 (Rehabilitation Act). Title III of the ADA covers private colleges and vocational schools.

The ADA and the Rehabilitation Act prohibit schools from discriminating against individuals with disabilities. Moreover, the ADA gives students with disabilities the right to the same goods, services, facilities, privileges, and advantages as nondisabled students, in the most integrated setting appropriate to their needs.

To ensure that their programs and activities are fully accessible to students with disabilities, colleges, and universities are required to provide “reasonable accommodations”. Specifically, they are required to make reasonable modifications in their practices, policies, and procedures, and provide auxiliary aids and services for persons with disabilities, unless doing so would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, and accommodations they offer, or would result in an undue financial or administrative burden on the institution.

Reasonable accommodations to policies, practices, and procedures include:

- Allowing extra time on exams.
- Allowing a reduced course load and extended time within which to complete degree requirements.
- Rescheduling classes to an accessible location.

- Early enrollment options for students with disabilities allow time to arrange accommodations.
- Providing students with disabilities with a syllabus before the beginning of class.
- Allowing students to use tape record lectures.
- Qualified readers, tape-recorded or digitally recorded texts, or other effective methods of making visually delivered materials available to individuals with visual impairments or learning disabilities.
- Acquisition or modification of equipment or devices.

Under limited circumstances, the school may refuse to provide a student with the accommodations requested. The ADA and Section 504 only require schools to provide reasonable accommodations. The school can refuse to provide accommodation if it can show that:

- Providing the accommodation would create an undue financial or administrative burden for the school.
- Providing accommodation would fundamentally alter the school's academic program.
- The requested accommodation is of a personal nature (for example, assistance with eating or help with toileting).

Students who feel they will require assistance with any disabilities will be referred to Mrs. Grecia Ordoque. 915-778-4001.

Federal Family Educational Rights and Privacy Act

All student records shall be maintained following the "Federal Family Educational Rights and Privacy Act of 1974", commonly referred to as the Buckley Amendment. The contents of a student's file are not revealed to any unauthorized person without the student's written consent. More information is contained in the Southwest University Catalog.

Right of Appeals

Special Grievance Policy

Students must address their concerns about Southwest University or any of its educational programs by following the grievance process outlined below and included in the school's catalog. Southwest University is responsible for ensuring that all students receive a copy of the school's grievance procedures. If, as a student, you were not provided with this information, please inform school management.

The procedure established is to provide a method for resolving student grievances at the administrative level fairly and expeditiously. Grievances are limited to complaints about alleged violations of Southwest University policies by its employees and disputes with faculty and/or alleged unfair treatment. The process is utilized to appeal a grade or address other academic concerns. Under no condition should these policies be used when the student allegedly violates the code of conduct. Any student who believes they have been disposed to unfair treatment within the academic/clinical process may proceed by following the steps detailed below.

1. Appeals to a faculty member: The student is to submit a written appeal to the faculty member within 30 days after the start of the six weeks following the six-week period in which the alleged grievance occurred. The faculty member and the student are to discuss the issue. The faculty member will then create a report outlining the discrepancies and their decision on how to handle the matter. The faculty member will submit this report to their respective program director within ten working days of receipt of the student's written appeal.
2. Appeals to Program Director: If a decision satisfactory to the student cannot be reached with the faculty member, the student may submit a written appeal to the Program Director. This is to be done within ten working days after receiving the report written by the faculty member. The Program Director will then meet with the student to review the merits of the appeal. The Program Director will notify the student with a response outlining their decision within ten days of the last meeting.
3. Appeals to Associate Dean/Academic Dean: If a decision satisfactory to the student cannot be reached with the program director, the student may submit a written appeal to the Associate Dean/Academic Dean. This is to be done within ten working days after the receipt of the written decision by the Program Director. The Associate Dean/Academic Dean will then meet with the student to review the merits of the appeal. The Associate Dean/Academic Dean will notify the student and the Program Director with a response outlining their verdict within ten days of the last meeting.

NOTICE STUDENT COMPLAINT POLICY

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S1611.

The school's programs are approved by TWC, as well as ABHES, and the AAS RS program also referred to as JRCERT.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaints or unable to file a complaint with the school can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on the website at: www.texasworkforce.org/careerschoolstudents.

Students who are dissatisfied with the response to their complaint or who are not able to file a complaint with the school can file a formal complaint with THECB.

Formal complaints with THECB can be submitted by using one of the following three options:

- By completing the online student complaint form and uploading the required documentation.
- By sending an email to studentcomplaints@theccb.state.tx.us with the required student complaint and release forms along with supporting documentation as PDF attachments. Please follow the link below for more information.
- By mailing printed student complaint forms to Contact Information for THECB:

Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788

Austin, Texas 78711-2788

Information on filing a complaint with THECB can be found on their website at:

<https://www.twc.texas.gov/jobseekers/career-schools-colleges-students>

Arbitration & Mediation

If any dispute should arise out of the Student's enrollment and attendance at the University, no matter what issues it involves or how either the Student or the University might describe, plead, or state the dispute, both the Student and the University agree that they shall first make a good faith effort to resolve the dispute by participating in mediation with a neutral mediator and then if the dispute is not resolved, it shall be submitted to binding arbitration under the Federal Arbitration Act, all as specified below:

- (a) The mediator shall be selected from a list of approved mediators maintained by a court or bar association situated in the same community (the "Local Community") as the campus of the University which the Student is attending.
- (b) If arbitration occurs, it shall be conducted at a convenient location within the Local Community, according to the Commercial Arbitration Rules of the American Arbitration Association (AAA) by a single arbitrator selected from an AAA list following AAA selection rules.
- (c) All allegations, claims, and defenses, as well as any supporting information (including statements, testimony, and documents), presented in mediation or asserted in the arbitration, shall be kept confidential by the parties and not disclosed outside of the mediation and arbitration proceedings except for disclosure to a party's counsel and consultants.
- (d) All determinations as to the scope and enforceability of this arbitration provision shall be made by the arbitrator and not by a court.
- (e) The arbitrator's award shall be final and binding on both parties and may be filed for enforcement by either the Student or the University in any court having jurisdiction.

The University and the Student acknowledge that they are voluntarily and irrevocably electing individualized arbitration (that is, between the University and Student and not as part of any class action or mass tort or similar joinder of claims) as the remedy for any unresolved dispute they may have, and the arbitrator in such proceeding shall not have authority to hear any class or mass arbitration or to award punitive damages, consequential damages or noneconomic damages. University and Student voluntarily and irrevocably waive any rights they may have to bring a lawsuit in any state or federal court of competent jurisdiction and to try their dispute before a judge or jury, including through a class action or mass tort or similar joinder of claims.

Section 7

Professionalism

Expectations

As students in a professional education level, Southwest University students shall professionally conduct themselves during all classes, labs, seminars, and external educational sites. This includes showing respect for faculty, staff, learning site personnel, and other students; prompt attendance for all classes, labs, and academic assignments; and avoidance of any behavior that disrupts or interferes with academic or training activities.

Professionalism also requires adherence to ethical principles such as accepting responsibility for one's actions; not lying or cheating; not degrading the character of others; and not spreading gossip or evidencing a negative attitude that impacts the confidence, study, or work of others.

All Southwest University students share the same goal: to graduate as knowledgeable and competent, entry-level technologists. Each individual receives the same educational opportunities, but each reaches the goal in his or her way. When problems are encountered, they are dealt with on an individual basis.

The AAS Radiological Sciences Program is not a competition. Each student should be dedicated to his or her studies and development and not overly concerned about the progress or problems of others. This, however, does not preclude giving help to fellow students who request it; rather, professionalism suggests that assisting others in honest and ethical ways is part of the package of expected skills.

Southwest University students are expected to exhibit mature and responsible behavior. If the behavior of another is considered unprofessional, unethical, or annoying, the offended student should first mention it to the offending student. If this fails to bring about an appropriate resolution, the student should then discreetly bring the behavior to the attention of the instructor or Program Director. Problems concerning any aspect of the Program should be handled in this way.

Resolution of classroom or academic setting issues will be discussed only with the student or students involved. Other class members must assume that once problems are appropriately reported to the instructor or Program Director, they are being appropriately handled, even though the resolution may not be apparent and is not made public to other class members.

In the execution of daily duties, our students must work as part of a team and must work to the best of their abilities. He or she must readily accept duties assigned by supervisors and provide customer care without discrimination. It is only by demonstrating these same behaviors

in the classroom that the student assures the program faculty that he or she is capable of exhibiting the same behavior in the external education setting. Students failing to meet these expectations will not be placed in external education sites.

Appearance

At Southwest University, we believe in the concept “If You Dress for Success You Will Achieve It”. A person’s appearance is part of the first impression he or she leaves with others, whether it be faculty, supervisor, or customer. SU students shall wear the official uniform or approved alternative at all times when attending classes and external education sites accordantly to each program.

Official Uniforms/ Dress Code

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities is critical factors in the total educational process.

There are two main reasons for this code. The first is educational. That is, it is supposed to teach students what sort of dress will serve them best professionally and socially. The second relates to classroom order, namely, it is intended to deter students from wearing clothing to the class that could disrupt the class.

Healthcare students:

The uniform consists of a program-designated colored scrub top with the Southwest University at El Paso logo and pants. Professional clothing must be clean and pressed. Students receive two sets of scrubs as part of their tuition. Additional scrub sets are available at cost to students. During clinical education experiences, the student may wear the University scrub suit or scrub suits that meet the dress code of the facility.

Footwear consists of solid legwear or socks and shoes with nonskid soles and closed-toe leather or vinyl uppers.

Headgear that is not worn for religious purposes is not part of the official uniform and is not to be worn in the classroom or clinical settings.

Students must wear name badges at all times during class and clinical education courses.

Failure to wear appropriate attire when attending class or a clinical education course will result in the student being dismissed and marked absent and will result in disciplinary action.

The uniform is not to be worn for other than Southwest University at El Paso classes. This includes employment at any type of healthcare facility.

Grooming

Personal hygiene must be maintained at all times. Hair must be neat and professional. In clinical settings, long hair must be up off the shoulders and pulled back. Beards and mustaches are permitted but must be kept neat and trimmed.

Jewelry must be kept to a minimum for safety and to be consistent with a professional appearance.

Long and/or artificial fingernails are prohibited. Research shows that these are a consistent source of infection which constitutes a risk for both the health care worker and his or her patients.

Visible body piercing, other than 2 pairs of earrings, extravagant hair colors, and tattoos are inconsistent with professional appearance and are not acceptable. If the student has visible tattoos, they must be covered; visible piercings beyond 2 pairs of earrings must be removed. Extravagant hair colors are discouraged from being used. Hoop or dangling earrings are not acceptable during clinical education courses and are strongly discouraged while on campus. Policies regarding piercing and tattoos are enforceable both on campus and in clinical situations.

For patient comfort purposes excessive perfumes, colognes, aftershaves, scented lotions, etc. should not be worn in patient care settings.

Failure to adhere to appropriate grooming guidelines when attending class or a clinical education course will result in the student being dismissed and marked absent and will result in disciplinary action.

Student Identification

A University photo identification badge must be worn at all times when engaged in campus activities, as appropriate. Students will be denied admission to class if their student **ID** is not visible or their manner of dress is offensive to anyone. On this premise, students at Southwest University are expected to dress neatly at all times.

Language

Students are expected to use professional language at all times while on campus and in clinical settings. Profane and/or abusive language will not be tolerated in the classroom, in clinical education settings, or on campus within the hearing of faculty or administration.

Section 8

Miscellaneous

Guests

Children or other guests are not allowed to accompany students to classes, labs, seminars, or educational assignments and are not allowed on the premises while students are in class or a clinical education setting. As there are no childcare areas on campus, children may not be brought to school while parents attend class.

Students with dependent children must arrange for appropriate, off-campus childcare while attending classes, labs, seminars, and clinical assignments. Any student who attempts to attend class or clinical assignment with a child present will be dismissed and marked absent.

Food, Drink, Tobacco

Eating, drinking, and use of all tobacco products including e-cigars are prohibited in classrooms and laboratories and are allowed only in designated areas. The only exception is for liquids in covered containers.

Smoking is not allowed in Southwest University facilities. Smoking is allowed only outdoors as it is stipulated outside each building location. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles.

Cell Phones/ Electronic Devices

Cell phones must be turned off or silenced in the classroom. Phone calls may not be made or received in the classroom. Students leaving the classroom to take or make calls will be considered tardy.

Students using any electronic device in class for an activity not related to the learning experience, or without instructor authorization are subject to disciplinary actions.

Anyone using the internet for any purpose other than those authorized and approved by the course instructor during a class, examination, or test will be considered to have committed an act of academic dishonesty.

In the clinical setting, students are not permitted to have cell phones in their possession.

Breaks/Vacation/Leaves

The academic calendar is listed on the Southwest University catalog and further information will be posted on SUlearning.com.

Student progress in the Program cannot be interrupted by vacations or other leaves. Considerations cannot be given for vacations or other personal activities during the courses. Students who take time off during the term are counted as absent, and the attendance policies found in this Handbook and the University Catalog apply.

Bereavement leave is granted for up to two days in case of death in the immediate family. Immediate family is defined as spouse, child, parent, sibling, or in-laws.

Other leaves of absence are not encouraged and will result in the student missing the term in which he/she took the leave and repeating all requirements of that term. Further information is included in the University Catalog.

Access to School Resources

Students enrolled at Southwest University may utilize the classrooms, equipment, and learning materials for study purposes whenever classes are not in session and by arrangement with the AAS RS program faculty.

Students who utilize the facilities are expected to keep the rooms neat and orderly, turn off overhead lights, viewers, etc., and close doors when leaving. Learning materials are to be returned to the instructor or left in the secured rooms. They may not be removed from the classroom or the labs.

Library access is available to all students during school hours. Students are also allowed 24-hour access to SU Library online resources. Southwest University at El Paso contracts with EBSCO host to provide a comprehensive network of experts and information to help students succeed. Students are encouraged to make use of these services as needed.

Appendix A

Scope of Practice

The scope of practice of radiography includes:

- Performing diagnostic radiographic procedures.
- Corroborating patient's clinical history with the procedure, ensuring information is documented and available for use by a licensed independent practitioner.
- Maintaining confidentiality of the patient's protected health information by the Health Insurance Portability and Accountability Act.
- Preparing the patient for procedures, providing instructions to obtain desired results, gaining cooperation, and minimizing anxiety.
- Selecting and operating imaging equipment, and/or associated accessories to successfully perform procedures.
- Positioning the patient to best demonstrates the anatomic area of interest, respecting the patient's ability and comfort.
- Immobilizing patients as required for appropriate examination.
- Determining radiographic technique exposure factors.
- Applying principles of radiation protection to minimize exposure to patient, self, and others.
- Evaluating radiographs or images for technical quality, ensuring proper identification is recorded.
- Assuming responsibility for the provision of physical and psychological needs of patients during procedures.
- Performing venipunctures where state statute(s) and/or institutional policy permits.
- Preparing, identifying, and/or administering contrast media and/or medications as prescribed by a licensed independent practitioner, where state statute(s) and/or institutional policy permits.

- Verifying informed consent for, and assisting a licensed independent practitioner with, interventional procedures.
- Assisting licensed independent practitioners with fluoroscopic and specialized interventional radiography procedures.
- Performing non-interpretive fluoroscopic procedures as appropriate and consistent with applicable state statutes.
- Initiating basic life support action when necessary.
- Providing patient education.
- Providing input for equipment purchase and supply decisions.
- Providing practical instruction for students and/or other health care professionals.
- Participating in the department's quality assessment and improvement plan.
- Maintaining control of inventory and purchase of supplies for the assigned area.
- Observing universal precautions.
- Performing peripherally inserted central catheter placement where state statute(s) and/or institutional policy permits.
- Applying the principles of patient safety during all aspects of radiographic procedures, including assisting and transporting patients.
- Administering medications at the physician's request according to policy.
- Starting and maintaining intravenous (IV) access per orders when applicable.

The student is referred to the complete Scope of Practice document found on the web page of the American Society of Radiologic Technologists (www.asrt.org).

Appendix B

Code of Ethics

Students are expected to follow the Code of Ethics of the American Registry of Radiologic Technologists.

- The Radiologic Technologist professionally conducts himself or herself responds to patient needs, and supports colleagues and associates in providing quality patient care.
- The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- The Radiologic Technologist delivers patient care and services unrestricted by the concerns of personal attributes or the nature of the disease or illness and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.
- The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts utilizes equipment and accessories consistent with the purposes for which they have been designed and employs procedures and techniques appropriately.
- The Radiologic Technologist assesses situations, exercises care, discretion, and judgment assumes responsibility for professional decisions, and acts in the best interest of the patient.
- The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services under an accepted standard of practice, and demonstrates expertise in limiting radiation exposure to the patient, self, and other members of the health care team.
- The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality medical radiography care.
- The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential

information only as required by law or to protect the welfare of the individual of the community.

- The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues, and inventing new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

Appendix C Advisory Board

Name	Name of Organization	Address	Phone Number
John Runkles	El Paso Children's Hospital	4845 Alameda Ave, El Paso, TX 79905	Cel (915) 727-7066
Hector Torres	Legent Hospital	1416 George Dieter Dr, El Paso, TX 79936	Cel (915) 637-8915
German Llerena	Diagnostic Outpatient Imaging	6065 Montana Ave, Suite A-6, El Paso, TX 79925	Cel (915) 276-0204
Lisette Flores	University Medical Center	4848 Alameda Ave, El Paso, TX 79905	Cel (575) 312-4522
Seema Mislmani	Las Palmas Medical Center	1801 N Oregon St, El Paso, TX 79902	Cel (915) 218-1072

Acknowledgment

I have read the policies outlined in this student handbook. I understand that I am bound to abide by the policies set herein.

I further understand that Southwest University may modify, revise, and update this manual at any time. I am also aware that this update may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with Southwest University representatives and I fully understand the contents.

I accept the policies outlined in this handbook and acknowledge that I have received the School's catalog and student handbook in an electronic format.

Student signature _____

Date _____

Southwest University reserves the right to make changes to this handbook to modify, revise, and update school policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any school policy may result in immediate termination.

MRI Screening Form

Please indicate if you have or have not had any of the following:

Yes No **Injury by a metal object or foreign body (e.g., bullet, BB, shrapnel) If yes, explain:**

Yes No **Injury to your eye from a metal object**

Yes No **If yes, did you see medical assistance? If yes, describe what was found:**

Yes No **Foreign body removed from eye If yes, describe what was taken out:**

Surgically implanted medical devices

Yes No **Any type of electronic, mechanical, or magnetic implant If yes, list type:**

Yes No **Cardiac pacemaker, defibrillator, or other cardiac implants (in place or removed)**

Yes No **Aneurysm Clip**

Yes No **Neurostimulator, diaphragmatic stimulator, deep brain stimulator, vagus nerve stimulator, bone growth stimulator, spinal cord stimulator, or any bio stimulator (in-place or removed) If yes, list type:**

Yes No **Any type of internal electrodes or wires**

Yes No **Cochlear implant**

Yes No **Implanted drug pump (e.g., insulin, baclofen, chemotherapy, pain medicine)**

Yes No **Spinal fixation device**

Yes No **Any type of coil, filter, or stent If yes, list type:**

Yes No **Artificial heart valve**

Yes No **Penile implant**

Yes No **Artificial eye**

Yes No **Eyelid spring and/or eyelid weight**

Yes No **Any type of implant held in place by a magnet**

Yes No **Any type of surgical clip or staple**

Yes No **Any IV access port (e.g., Broviac, Port-a-Cath, Hickman, PICC line)**

Yes No **Shunt If yes, type:**

Yes No **Artificial limb If yes, what and where:**

Yes No **Tissue Expander (e.g., breast)**

Yes No **IUD If yes, type:**

Yes No **Surgical mesh If yes, location:**

Yes No **Radiation seeds**

Yes No **Any implanted items (e.g., pins, rods, screws, nails, plates, wires)**