

BRONX COMMUNITY COLLEGE

Radiologic Technology Program

Student Handbook
2020-2022

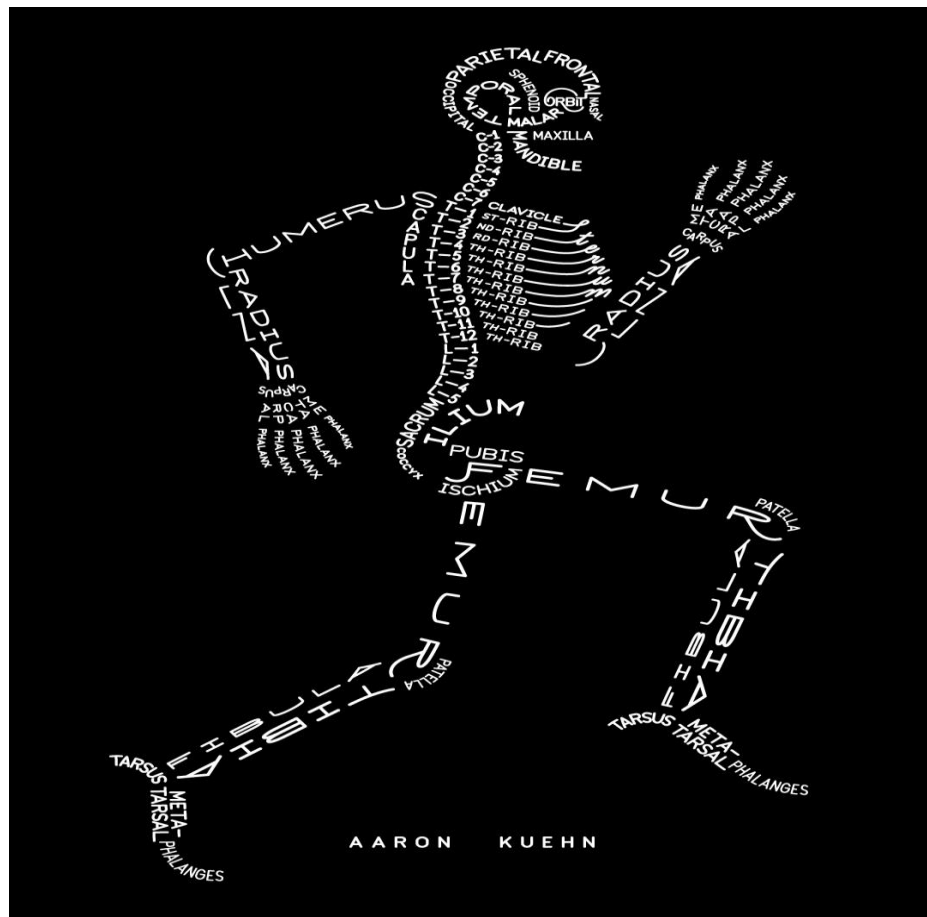


TABLE OF CONTENTS

SECTION 1: GENERAL PROGRAM INFORMATION

MISSION STATEMENT 4
PROGRAM DESCRIPTION 4
PROGRAM GOALS AND STUDENT LEARNING OUTCOMES 5
RADIOLOGIC TECHNOLOGY PROGRAM PHILOSOPHY 5

SECTION 2: INSTITUTIONAL POLICIES AND PROCEDURES

ACADEMIC APPEAL 9
ACADEMIC GRIEVANCES 9
COUNSELING SERVICES 7
DISABILITY SUPPORT SERVICES 8
FINANCIAL AID SERVICES 8
STUDENT SERVICES 5
STUDENT STANDARD OF CONDUCT 8
SUBSTANCE ABUSE 7

SECTION 3: RADIOLOGIC TECHNOLOGY PROGRAM POLICIES AND PROCEDURES

ACADEMIC INTEGRITY 11
ACCREDITATION 12
ADDRESS AND TELEPHONE 12
BACKGROUND CHECKS 13
BEREAVEMENT 12
CLASSROOM ATTENDANCE 13
CRIMINAL BACKGROUND CHECKS 14
DISABILITIES 17
DUE PROCESS 24
ELECTRONIC DEVICES 15
EMERGENCY PREPAREDNESS 15
EQUAL LEARNING OPPORTUNITY 16
FACULTY EXPECTATIONS 16
GRIEVANCE PROCEDURES 10
HEALTH AND TECHNICAL STANDARDS 16
HOLIDAYS 20
OUTSIDE EMPLOYMENT 20
PERSONAL HYGIENE 20
PREGNANCY POLICY 21
PROGRAM DISMISSAL POLICY 21
PROGRAM EXPENSES 23
PROGRESSIVE DISCIPLINARY SYSTEM 24
PUNCTUALITY 29
SNOW DAYS 29
STUDENT EXAMINATION FOLDERS 29
STUDENT OBLIGATIONS 29
TECHNICAL STANDARDS 17

TIME LIMITATION ON RADIOLOGIC TECHNOLOGY COURSES	29
VACATION POLICY	29
WORKPLACE HARASSMENT	29
WAIVER AND PROMOTION COMMITTEE.....	9

SECTION 4: DIDATIC SCHEDULING

COURSE CURRICULUM.....	31
TEXTBOOKS FOR THE RADIOLOGIC TECHNOLOGY PROGRAM	32

SECTION 5: DIDATIC GRADE POLICIES

COURSE ATTEMPTS.....	34
COURSE PROGRESSION	34
GRADING.....	34
MIDTERM GRADES	34
REINSTATEMENT INTO RAD COURSES	35

SECTION 6: GRADUATION REQUIREMENTS

GRADUATION COMPETENCIES	36
GRADUATION REQUIREMENTS	36

APPENDICES

- APPENDIX A: FACULTY
- APPENDIX B: ADJUNCT CLINICAL INSTRUCTORS
- APPENDIX C: ADVISORY COMMITTEE MEMBERS
- APPENDIX D: CLINICAL EDUCATION CENTERS
- APPENDIX E: PREGNANCY DECLARATION FORM
- APPENDIX F: PREGNANCY UNDECLARE FORM
- APPENDIX G: PROGRESSIVE DISCIPLINARY FORM
- APPENDIX H: RADIOLOGIC TECHNOLOGY PROGRESSIVE DISPLINARY ACTION FORM
- APPENDIX I: BCC/CUNY RADIOLOGIC TECHNOLOGY FORMAL SUTENDT COMPLAINT FORM
- APPNEDIX J: RADIOLOGIC TECHNOLOGY INFORMAL STUDENT GRIVANCE/COMPLAINT FORM
- APPENDIX K: RADIOLOGIC TECHNOLOGY PROGRAM STUDENT HANDBOOK RECEIPT

WELCOME

The Radiologic Technology Program faculty welcomes you as a new or returning student. Our goal is to provide you with a high quality radiologic technology education that prepares you as a caring, safe and competent radiographer. We want to work together with you to achieve this goal. The faculty and staff wish you every success in your radiologic technology education at Bronx Community College.

Section 1: GENERAL PROGRAM INFORMATION

PROGRAM DESCRIPTION

The Radiologic Technology Program at Bronx Community College is an intensive 24 month program that meets five days a week, Monday through Saturday from 8:00 am to 5:00 pm. The total number of clinical hours in the program is approximately 1300 hours. The didactic and clinical components combined enable the BCC graduate to enter the field of radiologic technology as an entry-level radiographer.

To be employed as a radiographer in New York, the student must successfully complete an accredited training program, pass the American Registry of Radiologic Technologists (ARRT) national board examination, and then attain a New York State Department of Health license.

It is important to realize that the skills of the radiographer are not only extremely technical but must contain a high degree of critical thinking, effective communication and empathy. According to the 2012 Radiography Practice Analysis Report, developed by the ARRT, the study recognizes that job analysis is “important for professions that continually evolve, due to advances in technology.” Therefore, high achievement in the aforementioned skills are imperative for the graduate technologist.

MISSION STATEMENT

The Mission of the Bronx Community College Radiologic Technology Program is to prepare its students for careers in the Diagnostic Imaging Sciences through a challenging, progressive academic, and clinical environment. The faculty of the Radiologic Technology Program is committed to graduating competent, compassionate Radiographers with strong communication and patient care skills.

GOALS AND STUDENT OUTCOMES OF THE RADIOLOGY PROGRAM

Goal # 1: Graduates will demonstrate clinical competency in radiologic technology.

SLO # 1.1: Students will demonstrate accurate positioning skills to produce diagnostic images.

SLO # 1.2: Students will demonstrate effective patient-care skills.

SLO # 1.3: Students will compute appropriate technical factors and practice principles of ALARA.

SLO # 1.4: Students will utilize principles of radiation protection.

Goal # 2: Graduates will demonstrate effective communication skills.

SLO # 2.1: Students will demonstrate proficiency in written communication skills.

SLO # 2.2: Students will demonstrate effective oral communication skills in the clinical aspect of the program.

Goal # 3: Graduates will demonstrate critical thinking and problem-solving skills.

SLO # 3.1: Students will apply alternate methodologies for imaging trauma patients.

SLO # 3.2: Students will recognize the quality of diagnostic radiographic images.

SLO # 3.3: Students will demonstrate ability to modify and improve image quality.

Goal # 4: Graduates will demonstrate professionalism.

SLO # 4.1: Students will conduct themselves according to professional standards.

SLO # 4.2: Students will demonstrate understanding of the Code of Ethics.

SLO # 4.3: Students will demonstrate professional development by advancing in the field of radiologic technology and medical imaging.

PHILOSOPHY

The philosophy of the Radiologic Technology Program is to provide quality education. The program aspires to graduate professionals who possess technical and critical thinking skills, meet general educational proficiencies, treat all patients with empathy and compassion as well as maintain the highest ethical standards, enabling the graduate to become an integral member of the professional healthcare team.

Section 2: INSTITUTIONAL POLICIES AND PROCEDURES

STUDENT SERVICES

WELCOME CENTER

The Welcome Center serves as a liaison to our students, faculty, and staff by providing information regarding all aspects of the campus including college programs and services, office hours and locations, directions to and within the campus, promoting the value of attending our college to visitors, and offering exceptional customer service to our students. The Welcome Center fulfills its mission by partnering with our Admission's Office, NYC

high schools and community organizations, attending recruitment events/college fairs, offering pre-admissions orientations and workshops, hosting informational events and weekly information session tours to educate prospective students about Bronx Community College and its offerings.

Contact information: Loew Hall, Room 202 718.289.5693

VETERANS AND MILITARY RESOURCES

The Office of Veteran and Military Resources provides services for Veteran students and current service members enrolled at Bronx Community College. From application to graduation, the Office of Veteran and Military Resources takes a proactive approach to the educational process and helps students connect with the necessary resources, as well as other Veterans and service members. This office assists veterans and service members with educational benefits, provides information on financial aid, assistance with academic advisement, registration, and withdrawals due to active duty recalls.

Contact information: Loew Hall, Room 123 718.289.5447

ACADEMIC SUCCESS CENTER

Focused on supporting freshman students' academic progress, the Academic Success Center is committed to delivering comprehensive academic advising services and assisting freshmen in the development of individualized educational plans that will inform their academic and professional aspirations.

The Academic Success Center's staff also serves as a valuable resource for freshman students by:

- Providing accurate and timely information regarding testing, placement and graduation requirements.
- Clarifying academic policies and institutional procedures.
- Promoting the use of DegreeWorks, CUNY web-based degree audit tool, that allows students to easily track their progress toward degree completion.
- Providing effective referral to institutional and/or electronic resources.

The Academic Success Center is open Monday through Saturday with evening hours available. For further information call 718.289.5401 or visit our website at:

www.bcc.cuny.edu/AcademicAdvising/AcademicSuccessCenter/.

HEALTH SERVICES

The Office of Health Services provides health education and wellness activities to BCC's diverse student body. Services offered on a walk-in basis include physical assessments, treatment of minor injuries and illnesses along with referrals or emergency triage, as needed. Referrals to community resources are also provided.

Over-the-counter medications are available upon request. HIV screening is offered once a week through a local community health organization. Free immunizations during registration periods may include measles, mumps and rubella, HPV, Hepatitis B. Flu vaccine may also be offered during Flu season. For information regarding CUNY student health options, visit the

following CUNY website: <http://web.cuny.edu/administration/sa/services/student-health.html>. Under Public Health Law 2165, all matriculated students born after January 1, 1957 must show proof of immunity to measles, mumps and rubella. Free immunizations are available during new student registration. Under Public Health Law 2167 all students must be given information about meningococcal meningitis and the benefits of vaccine. By law, all student information is confidential and released only with the student's signed consent.

Contact information: Loew Hall, Room 101 718.289.5858

COUNSELING SERVICES

OFFICE OF GENERAL COUNSELING

The Department of General Counseling is both an academic department as well as a service department housed in Student Affairs. The mission of General Counseling is to provide educational, developmental, and preventive counseling services to enable students to meet their academic and career goals while having the opportunity to develop intellectually and emotionally.

The department offers the Orientation and Career Development Course (OCD-01) and Career Exploration Course (OCD-11) for incoming first year students. The OCD courses orient students to the college, foster critical thinking, self-reflection, and adjustment to the academic environment. Students registered in the OCD courses are assigned a faculty member who is their counselor and advisor for the year, and provides personal and career counseling, as well as course and curriculum advisement. The Office of General Counseling also provides career inventories and other assessment instruments that are administered to help students better understand their interests, abilities, values and psychological needs.

Contact information: Loew Hall, Room 432 718.289.5866

SUBSTANCE ABUSE

The City University of New York ("CUNY") is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

Contact information: Loew Hall, Room 432 718.289.5866

CUNY STANDARDS OF CONDUCT

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age, except for students living in the Graduate School and University Center's graduate housing facilities who may lawfully possess and consume alcoholic beverages. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

DISABILITY SUPPORT SERVICES

The mission of the Disability Support Services is to provide access and equal educational opportunity for students with disabilities, enabling them to succeed academically, socially, and professionally. Once students have self-identified, applied for services, and provided documentation of their disability, the staff works to determine eligibility for reasonable accommodations. Accommodations may include exams administered and proctored in a distraction free environment, class notes provided, accessible formatted class material, academic and career counseling, use of assistive technology from our technology lab. Under the Americans with Disabilities Act (ADA), both the student and the College must carry out these responsibilities in a timely manner. The Office of Disability Services also acts as a liaison between the student and faculty and staff.

Contact information: Loew Hall, Room 211 718.289.5874

FINANCIAL AID SERVICES

The Financial Aid Office administers all aid programs; federal, state, city, and college funded. Applications, counseling and other tuition information is available from the office. Financial aid program descriptions are based on current statutes and regulations and may be changed periodically. Entering students should contact the Financial Aid Office early in the admissions process to discuss eligibility requirements, to obtain forms and to obtain up-to-date information on the various aid programs. Continuing students must file applications each spring. Scholarships and awards are available. Consult the College catalog or the Financial Aid Office for further information.

Contact information: Colston Hall, Room 504 718.289.5700

ACADEMIC GRIEVANCES

ACADEMIC APPEALS

Students may appeal their probationary or suspension status to the Appeals Agent of the Committee on Academic Standing (CAS). Students should contact the Office of Student Affairs to find out who is the current appeals agent. Appeals are intended for students who have WUs that could be converted to Ws, or for students who have poor academic grades that are older than 7 years and who have shown academic progress seven years after those grades were earned. FIN grades are resolved with the instructor who issued the grades. Usually, a student has 10 weeks into the semester following the semester in which the grade was given to resolve the INC grade, but an instructor may file an extension form to allow a student more time.

COMMITTEE ON ACADEMIC STANDING (CAS)

The Committee on Academic Standing formulates policy on matters regarding the maintenance of matriculation, grading structure, satisfaction of requirements for degrees and certificates, and advanced standing. It adjudicates and takes final action on waivers of suspension, statute of limitation and administrative grade appeals. Communications with the Committee should be made through the Registrar, who serves as its Executive Secretary. The College Community may review a copy of the Codification of Academic Rules and Regulations on the College website.

WAIVER AND PROMOTION COMMITTEE

The Waiver and Promotion Committee will hear appeals of students who have exhausted their attempts in Radiology (RAD) courses and may no longer continue in the program. If you feel you have extenuating circumstances surrounding your failure and wish to make an appeal, please write to the Waiver & Promotion committee setting forth your case. Appeals will not be considered without written documentation of mitigating circumstances. Appeals will be evaluated by the Waiver and Promotion Committee of the department. Each appeal is different and decisions are based on an evaluation of each student's record and mitigating circumstances as presented by the student. It is not within the scope of the committee to hear appeals regarding change of grades or requests to retake portions of a course (ex. Final examinations). Please refer to appendix (G) for the procedure of appeals and sample letter.

GRIEVANCE PROCEDURE

Grievance Procedures for the Radiologic Technology Program

A grievance is defined as a claim by a student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation.

Informal Grievance

The informal grievance procedure should, in general, be the first attempt to solve a student's complaint that is specific to the Radiologic Technology Program. Students may also choose to file a formal grievance.

These guidelines should be followed by students and program personnel to address problematic issues.

1. Attempt to address the problem at its source – (within 3 business days). First, take steps to resolve the problem with all parties involved to rectify the problem without outside intervention, if appropriate.
2. If step 1 does not provide resolution, seek assistance from a member of the faculty. Present objective documentation and a faculty member will attempt to find a resolution in 1 week. Note that the faculty member may escalate the situation, consistent with the CUNY and BCC policies, depending on the severity of the issue and applicable regulations.
3. If the student is not satisfied with the outcome from step 2, they may seek the assistance of the Clinical Coordinator (for clinical complaints) or Program Director (for non-clinical complaints) who will gather information from all parties. The Program Director or Clinical Coordinator will document the situation and attempt a resolution to the student within 1 week of gathering all information.
4. If the above attempts have not resolved the issue, the student should request a hearing with the Radiologic Technology Program Director. At this level all proceedings will be documented and kept in the student's personal file within the program. The decision of the Program Director is conclusive and final and will be rendered within 10 business days. If the student is still not satisfied, formal grievance procedures will be employed.

Formal Institutional Grievances

When a student believes he or she has been subjected to unfair or improper action or denied his/her rights by a member of the BCC community, he/she may use the BCC Grievance Process to address the concerns. Students initiating a Grievance shall be free of any retaliation from any faculty or staff person. Radiologic Technology students may choose to initiate a grievance either by using the formal complaint form (Attachment D) or by engaging directly with the appropriate person/process.

CONTACT PERSONS

For issues concerning Discrimination, Sexual Harassment or Title IX, contact the Title IX Coordinator and Chief Diversity Officer, Jesenia Minier Delgado, Language Hall (LH) Room 31, 718-289-5100 ext. 3494, Jesenia.minier-delgado@bcc.cuny.edu

For issues concerning student conduct, contact the Student Conduct Officer, Jessenia Paoli
Location: Loew Hall (LO), Room 417, 718-289-5630 Jessenia.Paoli@bcc.cuny.edu

For other student issues or concerns contact the campus Ombudsperson Dr. Randi Shane,
Department of Social Sciences, Colston Hall (CO) 314A, 718-289-5697,
randi.shane@bcc.cuny.edu

Below is a listing of complaint categories and appropriate BCC/CUNY resources, policies, and processes.

- Faculty conduct complaints:
[https://www.bcc.cuny.edu/AcademicAffairs/FacultyResourcesGuides/Documents/student complaints.pdf](https://www.bcc.cuny.edu/AcademicAffairs/FacultyResourcesGuides/Documents/student%20complaints.pdf)
- Disability-related complaints: <http://www.bcc.cuny.edu/Disability-Services/?p=ds-Resolving-Conflict>
- Student-conduct complaints: See Campus Policies and Procedures section of catalog (pages 42-47 in 2015-16 catalog). <http://www.bcc.cuny.edu/College-Catalog/>

Grade appeals/complaints: See process in the BCC Codification/Academic Rules and Regulations at the link below. Refer to section 8.8 through 8.8.5.

[http://www.bcc.cuny.edu/Codification/Academic Rules and Regulations.pdf](http://www.bcc.cuny.edu/Codification/Academic%20Rules%20and%20Regulations.pdf)

Section 3: RADIOLOGIC TECHNOLOGY PROGRAM POLICIES AND PROCEDURES

ACADEMIC INTEGRITY

The faculty of the Radiologic Technology Program expects all students to practice honest and ethical behavior. Failure to demonstrate these qualities will result in the student's possible dismissal from the program. Academic dishonesty will not be condoned.

3.1 Unauthorized Possession of Examinations

Any student who illegally obtains possession of or access to a copy of an examination before or during the examination is subject to dismissal from the program. For further clarification, consult the BCC Catalog.

3.2 Falsifications of Records and Official Documents

Any student falsifying any college record is subject to disciplinary action. For further clarification, consult the BCC Catalog.

3.3 Cheating, Plagiarism, Internet Plagiarism, Obtaining Unfair Advantage, Fabrication of Reports, and Multiple Submissions of a Report

In connection with academic dishonesty, consult the BCC Catalog. Any evidence of academic dishonesty will be reported to the Vice President of Student Development.

ACCREDITATION

Bronx Community College is accredited by the Middle States Association of Colleges and Secondary Schools, Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104-2680; 267-284-5000), both as a Unit of the City University of New York and as an individual college.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Drive, Suite 2850; Chicago IL. 60606-2901; 312-704-5300) and the New York State Department of Health (Bureau of Environmental Radiation Protection; 2 University Place, Room 325; Albany, NY 12203-3399; 518-402-7580).

Program Effectiveness Data documenting five-year average credentialing examination pass rate, five-year average job placement rate, and program completion rate is published on the Joint Review Committee on Education in Radiologic Technology Web site, URL address: (www.jrcert.org). In 2016, the program was awarded 8-year accreditation by Joint Review Committee on Education in Radiologic Technology.

ADDRESS/TELEPHONE

Students are obligated to keep the Program Director and the BCC Registrar's Office advised of a current address and telephone number. Please inform Sasha Rodriguez in CPH Room 222, as well as the Registrar's office, if you have a change of address or telephone number.

BEREAVEMENT POLICY

The student shall be permitted a maximum of three days' absence in the event of the death of an immediate family member. An immediate family member is limited to grandmother, grandfather, father, mother, brother, sister, spouse, child, grandchild. Other than those family members listed (e.g. father-in-law, mother-in-law, aunt, uncle) one-day absence will be permitted.

The student shall remain responsible for any assignments missed during this period.

Extended travel outside the United States may result in the student having to withdraw from the program and return the following year. Such withdrawal does no guarantee that there will be a place in the program for the student the following year.

The student shall submit a certified copy of a death certificate in support of the absence.

CLASSROOM ATTENDANCE

Students are expected to attend **all** scheduled classes and activities in order to meet the objectives of each course.

- Any student who has greater than **2** absences in a lecture (RAD courses) will receive a failing grade for the course.
- A student may provide documentation of extenuating circumstances to the course faculty member and to the program director within **1** week of the absence. The Committee on Admissions and Waivers will be the final decision maker.
- **PERSONAL APPOINTMENTS AND/OR DOCTOR APPOINTMENTS SHOULD BE MADE FOR NON-CLASS TIMES AND WILL NOT BE EXCUSED.**
- It is the **responsibility of the student** to review material that was covered in class during his or her absence. At the discretion of the instructor, only one (1) makeup test is given if the student is absent, and the highest grade given will be a 77%.
- **Refer to the Clinical Handbook for clinical attendance requirements.*

BACKGROUND CHECK AND DRUG TESTING

Radiologic Science professionals must meet high ethical standards given their essential role in the health care system and the close contact they have with patients. If you are a student who has been charged with or convicted of a misdemeanor or felony (including a conviction of a similar offense in a military court-martial), the Radiology program recommends completing an "Ethics Review Application" that can be obtained from the American Registry of Radiologic Technologist (ARRT). This application can help identify issues that may make a student ineligible for certification and registration. It is a student's responsibility to identify and address any potential issues early, before a student has pursued coursework toward the Radiologic Technology degree.

While the Department of Nursing and Allied Health Sciences at Bronx Community College does not require a criminal background check for admittance to degree programs, the department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites. These sites do frequently require a student to undergo a criminal background check before the student can be placed for clinical training. If based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program. Each clinical training site that requires a criminal background check sets its standards and procedures, and you may be asked by the site to pay the cost of the background check. Please note that if a clinical training site determines that you may not take part in its training program based on the results

of a criminal background check, you may be unable to complete your course requirements and to continue in the Radiology program. It is essential for you to consider this before you enroll in the Radiology program. Bronx Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice Radiologic Science.

Please note that some of the clinical affiliates require screening for substance abuse. If this is a mandate of the clinical facility, the student must comply with and is responsible for the expense. Failure to comply or a positive finding will result in the student having to withdraw from the Radiology program at the time of the finding. No alternate clinical placement will be accommodated.

The clinical affiliates (hospitals) associated with the program require a background check and drug testing to ensure the safety of the patients treated by Radiologic Technology program students. Students admitted to the clinical phase of the program will be required to comply with a background check. The Clinical Coordinator will inform the student when to obtain a drug test. The student may be placed at two different clinical affiliates while in the program, thus leading the student to pay for drug testing more than once.

The Radiologic Technology Program uses the services of CastleBranch for background checks and drug testing. CastleBranch is one of the top 10 background screening and compliance management companies in the nation. The portal link for Bronx Community College is: portal.CastleBranch.com/UV02. The designated package code can be entered at CastleBranch.com website. The cost of the background check is \$100.00 and drug testing are \$30.00. **Do not purchase the bundle package CastleBranch offers.** The Radiology Program clinical affiliates impose time restrictions on drug test. Students must complete a background check before the start of their clinical placement. On the day of orientation the program director will inform students of the due date for the background check and. The Program Director and Administrative Assistant are the only individuals at Bronx Community College who will have access to the background check and drug testing results, *however the radiology program is required to disclose the background check and drug test results to the clinical affiliates.*

The advocacy for good mental and physical health is essential to the faculty of the Radiologic Technology program. If a student is found with a positive drug test result, the program director will refer the student to counseling services.

Contact information: Loew Hall, Room 432 718.289.5866

CRIMINAL BACKGROUND

ADMISSION OF PERSONS WITH AN ARREST AND/OR CRIMINAL CONVICTION (MORAL CHARACTER)

Applicants who have been arrested and/or convicted of a misdemeanor, gross misdemeanor, or felony. Drug and/or alcohol related offense must be reported, or certain offenses

involving moral turpitude (i.e., larceny) prior to admission to the Radiologic Technology Program may not be permitted to take the New York State Licensing Examination or the ARRT examination. The applicant must contact The American Registry of Radiologic Technology at (651) 687-0048 and the New York State Department of Health, Bureau of Environmental Radiation Protection contact (518) 402-7580. In these deliberations, the following factors may be considered:

1. The nature of the crime(s);
2. Evidence of rehabilitation;
3. The total criminal records; and
4. The disciplinary action of the court.

The American Registry of Radiologic Technologists requires that applicants for certification by examination answer the following question:

Have you ever been convicted of a felony or misdemeanor?

Note: In addition, convictions or charges resulting in any of the following must also be reported:

- A plea of guilty
- A plea of nolo contendere
- Withheld adjudication
- Suspended sentence

Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use. Offenses committed as a juvenile and adjudicated through the juvenile court system are not reportable.

If you answer “YES” to any of the above, you must provide a detailed explanation in writing of the nature of the conviction, the nature of the sentence imposed by the courts, and the status of the sentence. Official court documentation is required.

If an applicant for the ARRT exam is convicted between the time of application and the exam administration date, it is the applicant’s responsibility to inform the ARRT immediately in order to begin the review process. Admission to the examinations are at the sole discretion of those administrative bodies.

ELECTRONIC DEVICES (cell phones, smartphones, laptop computers, etc.)

The use of electronic devices is permitted in the classroom or program laboratory *to view classroom material only*.

EMERGENCY PREPAREDNESS

Information regarding all related emergencies such as:

- Emergency Phone Numbers / Reporting Emergencies
- Person(s) Trapped in Elevator
- Power Outage / Water Leak
- Hurricane Preparedness

- Medical Emergency
- Fumes/Vapor/Gas Leaks
- Fire/Explosion
- Hazardous Material Incident
- Bomb Threat
- Psychological Crisis/Suicide Threat
- Violence/Fighting
- Gunfire
- Lockdown/Shelter in Place
- Campus Evacuation/Closure

http://www.bcc.cuny.edu/Emergency/BCC_Emergency_Response_Guide_2008.pdf

EQUAL LEARNING OPPORTUNITY POLICY The Program provides students with equal learning opportunities to facilitate uniform educational outcomes for all students.

Faculty Expectations

Program faculty will be available by appointment to assist the student with advice and counsel regarding:

- ❖ Curriculum advisement
- ❖ Counseling arrangements
- ❖ Graduation requirements
- ❖ Requirements for New York State licensure and ARRT registration

Civility - It is easy to criticize but more difficult to make suggestions or modifications necessary to improve conditions. Complaints and/or grievances should be discussed directly with whom the complaint or grievance is directed. This may involve the faculty, and/or Program Director. Hostile attitudes will not resolve conflicts. Civil, respectful behavior is equally important in our communications in face-to-face discussions, emails, voice mails, or on social networking sites. By adhering to our established norms and treating each other with respect and courtesy, we model the role of a professional radiographer

HEALTH AND TECHNICAL STANDARDS

All students must submit, as part of the acceptance process, a medical examination report on the form provided by the college, and specific to the Radiologic Technology Program. Although, public Law 2165 requires that all matriculated students born after January 1, 1957 and enrolled for six or more credits be immunized against Measles, Rubella and Mumps, Radiologic Technology students are also required to show proof of immunizations for Hepatitis B antigen, Hepatitis B antibody, tetanus and varicella. Additionally, all Radiologic Technology students must provide proof of a PPD. Final admission requires approval by the college of the student's ability to meet its health and physical standards. In addition, students in Radiologic Technology must take a special physical examination required under contractual agreements by the clinical affiliates, which may include mandatory drug testing. In the event that a student's drug test is positive, the students will not be issued an ID by the clinical site and therefore, they may not remain in the program.

Technical Standards

Essential Cognitive, Physical and Behavioral Functions

There are basic capabilities necessary for admission and progression in the Radiologic Technology Program at Bronx Community College. To enter or progress in the Radiologic Technology curriculum, the student must be able to perform all the essential capabilities and functional requirements. Students must have the abilities and skills of four (4) varieties: Behavioral and Social Attributes, Communication, Sensory, and Motor. A student should be able to perform in a reasonably independent manner without the use of a surrogate. These essential capabilities must be demonstrated in the clinical laboratory and theory (classroom) interactions and evaluations and include the following:

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient care examinations.	<ul style="list-style-type: none"> • Move within confined spaces such as examination rooms or operating suite • Assist with turning and lifting patients • Administer CPR
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.	<ul style="list-style-type: none"> • Pick up and grasp small objects with fingers such as x-ray markers, syringes
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 6 hour clinical rotation, while performing patient care examinations.	<ul style="list-style-type: none"> • Walk and stand for extended periods of time, turn, run and transfer patients. • Wear lead aprons for extended periods of time
Physical Strength	Physical strength sufficient to perform full range of required patient care activities.	<ul style="list-style-type: none"> • Push and pull 250 pounds on a stretcher or wheelchair. • Move stationary and mobile radiographic equipment • Lift and move heavy objects up to 50 lbs.
Mobility	Ability to move freely from room to room and maneuver in small spaces; twist, bend, stoop, squat and reach above shoulders; finger dexterity and good hand-eye coordination.	<ul style="list-style-type: none"> • Move quickly in treatment areas • Position yourself with the ability to perform your duties without impeding other members of the health care team

Sensory Ability	Standard	Examples of Required Activities
Hearing	Ability to monitor and assess patients' health care needs.	<ul style="list-style-type: none"> • Hear normal speaking level sounds • Hear auditory alarms: monitors, x-ray exposures, fire alarms • Hear cries for help
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of Radiologic Technology duties	<ul style="list-style-type: none"> • Assess skin color (cyanosis and pallor) • Ability to differentiate shades of gray • Read keyboard and set exposure factors
Tactile	Ability to monitor patients and assess healthcare needs	<ul style="list-style-type: none"> • Feel vibrations (pulses) • Palpate anatomical landmarks during radiographic positioning
Smell	Olfactory ability sufficient to detect significant environmental and patient odors	<ul style="list-style-type: none"> • Detect odors from patient (drainage, alcohol breath) • Detect smoke
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team, including nonverbal communication, such as interpretation of facial expressions, affect and body language	<ul style="list-style-type: none"> • Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of patient care • Elicit and record information about health history, current health state and responses to treatment from patients or family members Convey information to patients and others as necessary to teach, direct individuals in an accurate, effective and timely manner Recognize and report critical patient information to other caregivers
Behavioral Ability	Standard	Examples of Required Activities
Emotional	Demonstrates appropriate behavior sufficient to assume responsibility and accountability for actions	<ul style="list-style-type: none"> • Respect and care for persons whose appearance, conditions, beliefs and values may be in conflict with their own.
Professional Attitude and Interpersonal Skill	Present professional appearance and demeanor; communicate effectively with patients, supervisors and clinical instructors Honesty and integrity beyond reproach	<ul style="list-style-type: none"> • Perform exams regardless of patient's race, ethnicity, age, gender, religion, sexual orientation or diagnosis • Conduct themselves in a composed, respectful manner in all situations

		<ul style="list-style-type: none"> • Exhibit ethical behaviors and exercise good judgment
Cognitive and Quantitative Abilities	<p>Reading comprehension and mathematical ability sufficient to understand written documents in English and solve problems</p> <p>Ability to read cursive writing.</p> <p>Solve problems including measurements, calculations, reasoning and analysis.</p>	<ul style="list-style-type: none"> • Calculate technical factors • Developed alternate positioning strategies • Prioritize patient needs • Accurately process medication information, doctors' orders and medical records
Clinical Reasoning	Reason across time concerning patient's changing condition.	<ul style="list-style-type: none"> • Evaluate patient or instrument responses, synthesize data, draw sound conclusions

DISABILITIES

If a disability exists or occurs during the clinical phase of the Radiologic Technology Program, the individual shall notify the Radiologic Technology Program Admissions Committee in writing. Physician documentation will be requested regarding the individual's ability to perform assigned tasks.

An individual denied admission or continuance in the program due to the ability to perform certain activities has the right to appeal any decision made. A complete copy of the grievance procedure may be obtained from the Americans with Disabilities Act Coordinator located in the Disabilities Services Office located in LO 215.

HOLIDAYS

The program follows the college's observed holidays.

OUTSIDE EMPLOYMENT

We are aware that some students must work. However, classes, including clinical courses, are scheduled with learning objectives in mind so student employment must be scheduled around courses. It is not possible to adjust course schedules for individual employment needs. The program is a full time, five-days-a-week commitment. **The first fall semester is the only semester where you may go to clinical (lab) on a Friday or a Saturday. Friday or Saturday CLE (lab) will be from 9am to 3pm.** The rest of the semesters in the Radiology program you must be available to attend classes and clinical rotations Monday through Friday between the hours of 8:00am and 5:00pm.

Personal Hygiene

Students are required to maintain personal hygiene in the clinical site, classroom and laboratory setting. Every detail of personal hygiene is extremely important. Students are expected to present a positive image of themselves, considering the needs of patients and/or peers. Personal hygiene includes, but is not limited to:

- Daily bathing and oral hygiene
- Clean body and minimized body odors, including bad breath
- No scented perfumes/powders, colognes, and lotions
- Clean and trimmed fingernails
- No nail polish
- Well-groomed facial hair
- Washed and pressed uniforms
- Clean uniform shoes
- Button sized earrings

PREGNANCY POLICY

It is recommended that a pregnant student voluntarily inform the program director of her condition of pregnancy, in writing, and the estimated date of conception. Forms may be found in the Appendix of the Clinical Handbook and on Blackboard in the Clinical Hub. The National Council of Radiation Protection (NCRP) recommend that the maximum permissible dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 rem for the entire gestation period. It is recommended by the NCRP that persons involved in the occupation should notify the supervisor immediately if pregnancy is suspected. Through proper instruction in all safety precautions, personnel monitoring, and strict adherence to these precautions, it is possible to limit all occupational exposure to less than 0.5 rem for the entire gestational period and to prevent fetal MPD levels from being surpassed.

When the student voluntarily declares her pregnancy, in writing, the student will meet with the clinical coordinator and/or program director to discuss radiation protection practices during the pregnancy. Upon declaration, the student will have the following options during her enrollment in the program:

Option #1

Continue both the didactic and clinical education phases

- All clinical as well as didactic objectives must be fulfilled prior to graduation
- The student will be required to wear two film badges, one at waist level and one at collar level.
- Will be assigned to the same clinical rotations as non-pregnant students
- It is recommended that pregnant students observe the following precautions:
 - Stay out of the field of radiation and, other than during fluoroscopy, remain in the control booth during the exposure period
 - Wear additional lead apron or aprons in fluoroscopy, during portable exams or when otherwise necessary

Option #2

Continue only the didactic educational phase

- All clinical as well as didactic objectives must be fulfilled prior to graduation.
- Allowance will be made for reinstatement in the clinical phase post pregnancy

Option #3

Leave of absence from the Radiography Program

- Discontinue didactic and clinical education phases
- Re-enter program based on readmission criteria as stated previously
- The student may re-enter the program in the next cyclic offering of the radiography courses.

The student will be required to sign a statement acknowledging explanation of options and stating option choice

Undeclared Policy: a declared pregnant student may undeclared (withdraw the declaration) in writing, her pregnancy at any time. This is strictly voluntary.

PROGRAM EXPENSES

ITEM	FIRST YEAR	SECOND YEAR	TOTAL
BOOKS	*\$621 - 800	\$250	\$871-1050
UNIFORMS	\$400	\$200	\$600
LIABILITY INSURANCE	Paid by CUNY	Paid by CUNY	Paid by CUNY
CPR	\$75	\$75	\$150
DOSIMETRY BADGES/MARKERS	\$50	\$50	\$100
PROFESSIONAL APPLICATION FEES		\$375	\$375
REGISTRY REVIEW COURSE		\$150	\$150
CLINICAL TUITION SUMMER SESSION YEAR 1 & YEAR 2	SUMMER- approximately \$436* *SUBJECT TO CHANGE (NOT INCLUDING STUDENT FEES)	SUMMER- approximately \$436.00* *SUBJECT TO CHANGE (NOT INCLUDING STUDENT FEES)	\$436.00
HESI Testing			\$217 Total
TRAJECSYS			\$200

This is only an estimate and costs may increase and/or decrease. Books for first year students are expected to be purchased by the first day of classes.

PLEASE BE ADVISED THAT STUDENTS ARE REQUIRED TO ATTEND CLE 15 (WINTER CLINICAL), CLE 45 (WINTER CLINICAL) AND SUMMER SESSION I, CLE 31 AND SUMMER SESSION II, CLE 61 IN ORDER TO COMPLETE THE PROGRAM AND TO TAKE THE ARRT EXAMINATION AND THE NEW YORK STATE LICENSURE EXAMINATION.

STUDENTS CANNOT PARTICIPATE IN THE CLINICAL EXPERIENCE UNTIL THEY ARE OFFICIALLY REGISTERED FOR THE COURSE AND HAVE PAID ALL TUITION DUE. THIS MUST BE DONE PRIOR TO THE FIRST CLINICAL SESSION MEETING.

PROGRAM DISMISSAL POLICY

The Radiologic Technology Program faculty reserves the right to recommend to the Program Director the dismissal of a student for serious infraction of program policy, e.g. health problems which cannot be resolved and interfere with the attainment of program objectives; unsafe clinical practice and/or misuse of privileges extended by the clinical education sites, behavior which is contrary to the ethical code of the radiography profession.

A dismissed student is not eligible for readmission or re-enrollment in the Bronx Community College Radiologic Technology Program.

The student has the right to appeal the decision as outlined in articles 15.3 to 15.6 of the Board of Trustees Bylaws, which can be obtained from the Student Development Office.

DUE PROCESS

Academic Appeal Procedure for Unsatisfactory Grades Issued by Faculty:

The student shall engage in the following when appealing a grade

1. Discuss the grade with your instructor within **one week** of the end of the semester.
2. If you are not satisfied, then within **one week**, meet with the Program Director
A written response will be given to the student within 5 business days.
3. If you still are not satisfied, within **one week**, meet with the Chairperson.
A written response will be given to the student within 20 business days.
4. Final appeal of your grade is through the Committee on Academic Standing.
The Codification of the College's Academic Rules and Regulations is available in the Registrar's Office, the College Library and Student Government Office.

Progressive Disciplinary System

Effective Fall 2015, BCC Radiologic Technology Program will be using a progressive disciplinary system that applies a series of more serious penalties for successive violations of policy, procedures, rules, or standards. The protocol of counseling and disciplinary actions includes:

- The faculty member and the Program Director will discuss the infraction with the student and a counseling form will be completed by the faculty member. It will indicate the specific infraction, the degree of seriousness of the infraction (i.e. counseling, warning, reprimand or probation) and the steps needed to be taken by the student to correct the behavior.
- The counseling form will be signed by both the student and the faculty member. The student will receive one copy and a copy will go into the student's file.
- If a student receives a cumulative total of 4 infractions, this demonstrates a disregard to the Radiologic Technology Program policies. This will result in the dismissal of the student from the program.

Disciplinary actions used in this system and the consequences of each are as follows:

1. Verbal Warning – A verbal notification to a student that his/her behavior, performance, and/or actions are unacceptable and that stronger disciplinary action will result if the problem area(s) is/are not corrected.

2. Written Warning – This is a formal behavioral agreement, drawn up between the student, the Program Director and the Clinical Coordinator or course instructor. It lists the specific behaviors, performances, and/or actions that are unacceptable and that need to be corrected within a designated amount of time. Failure to correct these problem areas, within the given time frame, will result in more serious disciplinary actions. One copy of the written agreement will be provided to the student, while another will be entered into the student’s file as documentation as warning to the student.

3. Probation - This action may be taken as a last resort for those students who continue to display inappropriate behavior or who commit an infraction that is **considered to be of a serious nature**. At this point, the student will be referred to **Jessenia Paoli, Student Conduct Officer, Department of Student Affairs, LH 417** for adjudication. **Decision of the Department of Student Affairs is final.**

Category I Infraction	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
Violating the Standard Uniform Dress Code	Verbal Warning*	Written Warning	Probation	Dismissal+
Unsatisfactory academic/clinical performance	Verbal Warning	Written Warning	Probation	Dismissal+

Category II Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Absences (unexcused)	Verbal Warning*	Written Warning	Dismissal+	
Careless damage to clinical site, grounds or property	Verbal Warning*	Written Warning	Dismissal+	
Creating or contributing to unsanitary conditions	Verbal Warning*	Written Warning	Dismissal+	
Disturbing others at work	Verbal Warning*	Written Warning	Dismissal+	
Phone calls or visitors during clinical rotations	Verbal Warning*	Written Warning	Dismissal+	
Neglect of duty	Verbal Warning*	Written Warning	Dismissal+	
Provoking or reacting to provocation	Verbal Warning*	Written Warning	Dismissal+	
Tardiness to class or clinic (excessive)	Verbal Warning*	Written Warning	Dismissal+	
Use of profanity during clinical rotation or classes	Verbal Warning*	Written Warning	Dismissal+	
Unauthorized absence from the assigned area or class	Verbal Warning*	Written Warning	Dismissal+	
Willful violation of safety rules or hospital safety practices	Verbal Warning*	Written Warning	Dismissal+	
Using cell phones/text messaging in class/clinic	Verbal Warning	Written Warning	Dismissal+	
Failure to observe and practice the radiation safety guidelines	Verbal Warning	Written Warning	Dismissal+	
Unprofessional conduct	Verbal Warning	Written Warning	Dismissal+	
Violating the No Call/No Show Policy	Verbal Warning	Written Warning	Dismissal+	

Category III Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Causing harm to a faculty member, patient, visitor, or fellow worker through negligence or inattention to duties	Probation	Dismissal+		
Defacing of notices, walls, or property	Probation	Dismissal+		
Willful negligence in patient care situations	Probation	Dismissal+		
Leaving a clinical area assignment/room without the clinical instructor's permission	Probation	Dismissal+		
Gambling at clinical site or on college property	Probation	Dismissal+		
Horseplay or throwing things	Probation	Dismissal+		
Reporting to college or a clinical site under the influence of alcohol or other non- prescribed drugs	Probation	Dismissal+		
Leaving the clinical site property without permission from clinical coordinator	Probation	Dismissal+		
Violating the Program Polices	Probation	Dismissal+		
Violating the Program Energized Lab Policy	Probation	Dismissal+		
Sleeping while on duty at a clinical assignment	Probation	Dismissal+		
Insubordination (refusal to respond to the reasonable request by instructor, clinical coordinator, Program Director	Dismissal+			

Category IV Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Accepting gratuities from patients and their relative	Dismissal**			
Conviction of a felony	Dismissal			
Fighting at the clinical site or on college premises	Dismissal+			
Performing a radiographic exam without a physician's order	Dismissal+			
Physical and/or verbal abuse of a patient	Dismissal+			
Possession of and/or consumption of alcohol or any non-prescribed drugs	Dismissal+			
Possession of illegal weapons on hospital or college property	Dismissal+			
Theft	Dismissal+			
Willful destruction of college/clinical property	Dismissal+			
Willful falsification of a documents or records	Dismissal+			
Breach of confidentiality, unauthorized accessing confidential information on hospital/college	Dismissal+			
Academic or clinical dishonesty	Dismissal+			

* It is assumed that prior to this action the student has been counseled.

** Excludes flowers, candy, and thank you cards

+ Requires review and approval of Program Director/Clinical Coordinator

Punctuality

All students are expected to be punctual. Arriving more than 5 minutes late three times equals one absence. Any additional tardiness will be marked as an absence.

Excessive lateness and absenteeism will be grounds for dismissal.

In the event of extended absenteeism, remaining in the program will be decided on a case-by-case basis by the Committee on Admissions and Waivers.

SNOW DAYS

Students are notified of official snow days on the BCC website, local radio and television stations. Snow days apply to didactic and clinical courses. You are the responsible decision maker concerning your personal safety. However, if college is in session, you will be marked absent for any missed days and you will be responsible for any missed assignments.

STUDENT EXAMINATION FOLDERS

Examinations are graded and Scantron cards are returned to the student by the faculty member in the classroom and initialed by each student indicating that they have reviewed their card. Students may request a review of their test on an individual basis. All examinations are maintained in a locked file in the program office, CPH 222. Examinations remain the property of the program. Some professors also post exam grades on Blackboard.

STUDENT OBLIGATIONS

Your obligations as a student are to:

1. Successfully meet all program and college requirements to obtain eligibility for graduation.
2. Comply with all program rules and regulations.

Failure to meet these requirements may result in termination from the program or delay of graduation.

TIME LIMITATIONS FOR RADIOLOGIC TECHNOLOGY COURSES

All Radiologic Technology courses (RAD and CLE) required for graduation must be successfully completed within a **five-year** time span.

VACATION POLICY

The program does **not** follow the college's observed recesses (January intersession and Summer intersession). The faculty will notify students regarding the timeframe for vacations and recesses. The sequence of the program curriculum **does not allow** for any changes to vacation time for individual students.

WORKPLACE HARASSMENT

Student learning environments will be free of any type of harassment. Harassment of any type is counterproductive to learning. In the event that the student experiences a situation in which he/she feels harassed, including sexual harassment, the student will immediately contact the nearest person of authority.

If this occurs in the classroom on campus or any other campus area, the student will report it to the instructor or Program Director immediately.

The codification of the college's Academic Rules and Regulations is available in the Registrar's Office, the College Library and Student Government Office and on the Bronx Community Website.

Section 4: DIDACTIC

Curriculum

Radiologic Technology Curriculum

65 Credits required for A.A.S. Degree

Core Requirements

- ENG 10 Fundamentals of Composition and Rhetoric I **OR**
ENG 11 Composition and Rhetoric I.....3
- COMM 11 Fund. of Interpersonal Communication.....3
- HIS 10 History of the Modern World **OR**
HIS 11 Intro.to the Modern World3
- PEA Physical Education activity course1
- BIO 23 Human Anatomy & Physiology I.....4
- BIO 24 Human Anatomy & Physiology II.....4
- MTH 13 **OR** MTH 30 Trigonometry & College Algebra or Pre-Calculus Math3

Total 21

Required Areas of Study

- PSY 11 Introduction to Psychology3

Specialization Requirements†

- RAD 11 Fundamentals of Radiologic Sciences and Health Care3.5
- RAD 12 Radiographic Exposure I.....2.5
- RAD 13 Radiographic Procedures I.....3
- RAD 15 Radiographic Anatomy I.....2
- RAD 16 Patient Care & Pharmacology in Radiologic Sciences2.5
- CLE 11 Clinical Radiography Fundamental5
- CLE 15 Clinical Radiography I5
- RAD 22 Radiographic Exposure II.....2.5
- RAD 23 Radiographic Procedures II.....3
- RAD 24 Radiation Protection.....2
- RAD 25 Radiographic Anatomy II.....1
- CLE 21 Clinical Radiography II.....1
- CLE 31 Clinical Radiography III1
- RAD 32 Imaging Modalities2
- RAD 33 Radiographic Procedures III & Cross-Sectional Anatomy2
- RAD 34 Radiographic Pathology2
- CLE 41 Clinical Radiography IV1.5
- CLE 45 Clinical Radiography V5
- RAD 42 Radiation Biology2
- RAD 43 Quality Assessment/Management.....1
- RAD 71 Radiation Physics.....2.5
- CLE 51 Clinical Radiography VI.....1.5
- CLE 61 Clinical Radiography VII/Senior Seminar.....1

Total 41

Textbooks for the Radiologic Technology Program

Class	Book Title	Publisher
RAD 11	1. Medical Term Systems 8th edition	1. F.A. Davis
	2. Introduction to Radiologic Technology 8 th edition	2. Mosby Elsevier
RAD 12	Principles of Radiographic Imaging: An Art and a Science 6 th edition	Delmar- Cengage Learning
RAD 13	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set 14 th edition	Mosby Elsevier- Long. Rollins, Smith
RAD 15	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set (Books are the same as RAD 12)	Mosby Elsevier
RAD 16	Patient Care in Radiography: With an Introduction to Medical Imaging 10th edition	Mosby Elsevier
RAD 22	Principles of Radiographic Imaging: An Art and a Science 6 th edition	Delmar- Cengage Learning
RAD 23	1. Merrill's Atlas of Radiographic Positioning and Procedures: Volume 1 2. Merrill's Atlas of Radiographic Positioning and Procedures: Volume 2 (Books are the same as RAD 12)	1. Mosby Elsevier 2. Mosby Elsevier
RAD 24	Radiation Protection in Medical Radiography 8 th edition	Mosby Elsevier
RAD 25	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set	Mosby Elsevier
RAD 32	Principles of Radiographic Imaging: An Art and a Science 6 th edition	Delmar- Cengage Learning
RAD 33	1. Merrill's Atlas of Radiographic Positioning and Procedures: Volume 2 2. Merrill's Atlas of Radiographic Positioning and Procedures: Volume 3 (Books are the same as RAD 12)	1. Mosby Elsevier 2. Mosby Elsevier
RAD 34	Radiographic Pathology for Technologists 7 th edition	Mosby Elsevier
RAD 42	Radiation Protection in Medical Radiography 8 th edition	Mosby Elsevier
RAD 43	Quality Management in the Imaging Sciences 6 th edition	Mosby Elsevier
RAD 71	Radiologic Science for Technologists: Physics, Biology, and Protection 14 th edition	Mosby Elsevier

(Continued)

Class	Book Title	Publisher
CLE 11	Workbook for Merrill's Atlas of Radiographic Positioning and Procedures Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set (Books are the same as RAD 12)	Mosby Elsevier
CLE 15	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set (Books are the same as RAD 12)	Mosby Elsevier
CLE 21	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set (Books are the same as RAD 12)	Mosby Elsevier
CLE 31	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set (Books are the same as RAD 12)	Mosby Elsevier
CLE 41	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set (Books are the same as RAD 12)	Mosby Elsevier
CLE 45	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set (Books are the same as RAD 12)	Mosby Elsevier
CLE 51	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set (Books are the same as RAD 12)	Mosby Elsevier
CLE 61	Merrill's Atlas of Radiographic Positioning and Procedures: 3-Volume Set (Books are the same as RAD 12)	Mosby Elsevier

Section 5: DIDACTIC GRADE POLICIES

GRADING

Acceptable final grades for each Radiologic Technology (RAD) course is C+ or better and for Clinical Education (CLE) is C+ or better in CLE 11 through CLE 51 and B in CLE 61.

MID-TERM GRADES

Instructors assign mid-term grades during a period designated in the Academic Calendar. Unless otherwise announced, all courses have required final examinations for all students.

COURSE ATTEMPTS

To maintain the standards of our credentialing agency and to restrict program capacity due to clinical assignments, the following regulations will be enforced:

- Radiologic Technology students may attempt a given Radiologic Technology (RAD) course only twice. An attempt is defined as having been registered in the course for at least three weeks, appeared on the roster, and received any grade, academic or administrative.
For example, and not by way of limitation, a student takes RAD 11 and obtains a grade of less than C+ requiring a repetition of this course; the student must return the following fall semester to repeat the RAD 11 course. The student is required to pass RAD 11 on the second attempt and may not withdraw. No further attempt of RAD 11 is allowed and the student may not continue in the program
- Radiologic Technology students may attempt a given Clinical Education (CLE) course only twice. An attempt is defined as having been registered in the course for at least three weeks, appeared on the roster, and received any grade, academic or administrative.
For example and not by way of limitation, a student takes CLE 11 and obtains a grade of less than C+ requiring a repetition of this course; the student must return the following fall semester to repeat the CLE 11 course. The student is required to pass CLE 11 on the second attempt and may not withdraw. No further attempt of CLE 11 is allowed and the student may not continue in the program.

Students may only fail one RAD or one CLE course while in the program.

COURSE PROGRESSION

The student must earn a passing grade of C+ or better in all RAD and CLE courses in each semester in order to progress to the next semester. If the student earns an unsuccessful final grade (less than C+) in an RAD or CLE courses(s), the student cannot continue in the Radiologic Technology Program. This means that the student will not be permitted to take any RAD or CLE courses until the course that the student was not successful in, is repeated. Courses in RAD and CLE are only offered once a year, the student would have to wait until the following year to repeat the course. While waiting for the RAD or CLE course, the student may complete general education courses.

Failure of any two (2) Radiologic Technology courses in a given or subsequent semester will result in dismissal from the program. The codification of the college's Academic Rules and Regulations is available in the Registrar's Office, the College Library and Student Government Office.

REINSTATEMENT INTO RAD COURSES

Guidelines for re-admission shall be:

- Students with a W in a Radiologic Technology course during the previous semester, which were doing well in the Radiologic Technology Program but withdrew because of illness or personal reasons.
- Students returning after an absence of one or more semesters from the Radiologic Technology Program with a C+ in each Radiologic Technology course and C+ or better in CLE 11 through CLE 51.
- Students who did not achieve at least a C+ in any one Radiologic Technology course will be placed on a waiting list. Students will be able to re-register according to the following priorities:
 - Availability of space
 - Written notification to the Program Director at least 9 months in advance stating intention to return to the program.
 - Approval by the Committee on Waivers and Promotion

Section 6: GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

To be considered for graduation at Bronx Community College, students must meet three requirements:

1. Completed all required courses in the curriculum (Refer to degree requirements for the A.A.S. in Radiologic Technology)
2. Have an overall academic index of at least C+ in non-RAD courses and C+ or above in each Radiologic Technology course (RAD) and a C+ or above in CLE 11 through 51 and a B in CLE 61.
3. Have completed a minimum of 65 credits. Students who intend to graduate should make their intentions known at the beginning of their final semester by completing a “Graduation Advisement Form” in the Registrar’s Office.

GRADUATE COMPETENCIES

Upon graduation, the student will be able to:

1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to demonstrate anatomical structures on a radiograph or other receptor for children and adults.
2. Determine exposure factors to achieve optimum radiographic technique with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection to the patient, self, and others.
5. Provide patient care and comfort, anticipate patient needs and demonstrate pharmaceutical knowledge, relate to contrast studies and emergency patient conditions.
6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
7. Detect equipment malfunctions, report same to the proper authority, and know the safe limits of equipment operation.

8. Exercise critical thinking, independent judgment, and discretion in the technical performance of medical imaging procedures.
9. Participate in radiologic quality assurance programs.
10. Provide patient/public education related to radiologic procedures and radiation protection/safety.
11. Demonstrate knowledge and skills relating to verbal, non-verbal, and written medical communication in patient care intervention and professional relationship.
12. Support the Profession's Standards of Ethics and complies with the Profession's Scope of Practice.

The information in this handbook is current at the time it is printed. However, policies, guidelines, and procedures are subject to change without notice. The Director of the Radiologic Technology Program or his/her designee will make final interpretation of program policies and procedures.

Appendices

Appendix A – Faculty

Appendix B – Adjunct Clinical Instructors

Appendix C – Advisory Committee Members

Appendix D – Clinical Education Centers

Appendix E – Pregnancy Declaration Form

Appendix F – Pregnancy Undeclare Form

Appendix G – Sample Waivers & Promotion Form

Appendix H – Progressive Disciplinary Form

Radiologic Technology Program Student Handbook Acknowledgement Form

APPENDIX A

FACULTY

Manish Kumar Sharma, M.S.R.S., Program Director, Assistant Professor
Registered/Licensed Radiographer; Advanced Certification Magnetic Resonance Imaging

Annette Ortiz, M.A., Assistant Professor
Registered/Licensed Radiographer; Advanced Certification Computed Tomography

Regina Panettieri, M.P.A., Associate Professor
Registered/Licensed Radiographer; Advanced Certification Computed Tomography

Vivian Rodriguez, M.A., Assistant Professor
Registered/Licensed Radiographer

APPENDIX B

ADJUNCT CLINICAL INSTRUCTORS

Sesar Alicia

Clinical Adjunct, Registered/Licensed Radiographer

Anthony Boyd

Clinical Adjunct, Registered/Licensed Radiographer

Wilson Gonzalez

Clinical Adjunct, Registered/Licensed Radiographer

JoAnn Heller

Clinical Adjunct, Registered/Licensed Radiographer

Gregorio Hernandez

Clinical Adjunct, Registered/Licensed Radiographer

Pedro Lopez

Clinical Adjunct, Registered/Licensed Radiographer

Kathlene Nagle

Clinical Adjunct, Registered/Licensed Radiographer

Edward Trivella

Clinical Adjunct, Registered/Licensed Radiographer

Gerrod Wilkins

Clinical Adjunct, Registered/Licensed Radiographer

Issaka Yaya

Clinical Adjunct, Registered/Licensed Radiographer

APPENDIX C

Radiology Technology Program Advisory Committee Members

<p>Deen Adewole Coordinating Manager Radiology Department Jacobi Medical Center</p>	<p>Stephanie Bartuccelli Radiologic Technology Program Clinical Adjunct Bronx Community College</p>
<p>Natasha Beyde Assistant Director Radiology Department Montefiore Medical Center</p>	<p>Kevin Brinson Radiology Administrator Jacobi Medical Center New York Health and Hospital Corp.</p>
<p>Myra Cardona Assistant Director of Radiology Radiology Department Montefiore Medical Center</p>	<p>Manish Kumar Program Director Radiologic Technology Faculty Bronx Community College</p>
<p>Tracey Duffy Radiology Supervisor Radiology Department New York-Presbyterian/Columbia</p>	<p>Lamar Duncan Chief Technologist Radiology Department, Moses Campus Montefiore Medical Center</p>
<p>Peter Gonzalez Administrator Mt. Sinai Radiology Department</p>	<p>Annette Ortiz Chairperson Department of Nursing and Allied Health Sciences Deputy Chair Radiologic Technology Advisory Committee Radiologic Technology Faculty Bronx Community College</p>
<p>Hamlet Jaquez Chief Technologist Radiology Department Montefiore Medical Center</p>	<p>Debbie Kerr-Harrigan Lead Technologist Montefiore Medical Center Wakefield Campus Radiology Department</p>
<p>Nessa Kiernan President & CEO Alpha Medical Equipment</p>	<p>Alexander Ott Associate Dean for Curriculum Matters and Academic Programs Bronx Community College</p>
<p>Rayna Lugo Radiographer Mt. Sinai Radiology Department</p>	<p>Lester Sandres Rapalo Vice President Provost for Academic Affairs Bronx Community College</p>
<p>Eduardo J. Nororis Lead Technologist Montefiore Medical Center</p>	<p>Regina Panettieri Radiologic Technology Faculty Bronx Community College</p>
<p>Vivian Rodriguez Clinical Coordinator Radiologic Technology Program Bronx Community College Senior Student Representatives</p>	<p>Grace Tursi Program Director Nuclear Medicine Program Bronx Community College Junior Student Representatives</p>

APPENDIX D

CLINICAL EDUCATION CENTERS

New York Presbyterian Hospital
622 West 168th Street
New York, New York 10032

Montefiore Medical Center
111 East 210th Street
Bronx, New York 10467

Montefiore Medical Center Wakefield Division
600 East 233rd Street
Bronx, New York 10466

Jacobi Medical Center,
1400 Pelham Parkway South
Bronx, NY 10461

The program reserves the right to assign students to a clinical affiliate based upon availability of clinical sites. Student will be reassigned to another site for their second year of clinical experience.

APPENDIX E

PREGNANCY DECLARATION FORM

I, _____ declare to Bronx Community College Radiologic Technology Program officials, that I am declaring my pregnancy. For the purposes of understanding any medical risks, my estimated conception date is _____. I understand my pregnancy will not prohibit me from working in or frequenting radiation areas and I may operate radiographic equipment as indicated by my level of education and experience. I understand that I have the right to discuss the situation, risks, and possible consequences with the Radiation Safety Office at the clinical site I am assigned.

Signature of Student

Signature of Program Official

APPENDIX F

VOLUNTARY PREGNANCY UNDECLARE FORM

I, _____, am undeclaring my pregnancy. Effective date _____.

Signature of Student

Signature of Program Official

APPENDIX G

BRONX COMMUNITY COLLEGE
Departmental of Nursing & Allied Health Sciences
(LPN, RN and RADIOLOGY)

CUNY first ID# / EMPLID#
Home address (with apt # if applicable)
City, state, zip code
Month, day, year

**S
A
M
P
L
E**

Dear Waiver and Promotion Committee Members,
I am hereby asking you to consider my request to be allowed to repeat
RAD/CLE _____ in (Semester), (Year).

- **My history in prior RAD courses is as follows: (Semester)**
- **My history in prior CLE courses is as follows: (Semester)**

List any prior W's D's, C-'s or F's in the course and the semester occurred.

During the (fall or spring), (Year), semester, I was unsuccessful in
RAD/CLE _____
because _____, _____, _____.

Describe your situation in this space and attach supportive documents.
(I.e. police reports, restraining orders, court documents, medical
documents, work/house/childcare/other responsibilities, etc.)
(copies only please). Also attach a copy of your current transcript.

Based on the above, I am hopeful you can review my appeal and find in my
favor. I look forward to your response. I can be reached at (area code)
phone number.

Thank you for consideration of my request.

Sincerely,

Signature
Print full name

THE DEADLINE FOR SUBMITTING WAIVER & PROMOTION LETTERS:
Dates will be announced.

Rev: 02/18

APPENDIX H

Radiologic Technology Progressive Disciplinary Action Form

Student Name: _____
Site: _____

Date: _____
Course: _____

- Notice of Verbal Warning
- Notice of Written Warning
- Notice of Program Probation
- Notice of Radiologic Technology Program Termination

Statement of Problem:

Prior Discussion or Warning on this Subject:

Statement of Program Policy:

Consequence of Failure to Improve Performance:

Student Comments:

Effective _____, you are placed on Performance Improvement status. If at any time you (the student) fail to meet expectations or make sufficient progress towards expectations, disciplinary action may be escalated up to and including termination from the program but not from the BCC.

I, _____, fully understand the conditions and consequences of my status on Performance Improvement.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Distribution:

Form will be filed in student's folder. Student will receive a copy.

APPENDIX I

Bronx Community College/CUNY Radiologic Technology Formal Student Complaint Form

Today's Date: _____	
Name: _____	Major _____ First Name
Last Name	
EMPLID or Date of Birth: _____	
Tel #: _____	Email: _____
Please note: BCC and CUNY have multiple routes for the resolution of complaint, depending on the nature of the issue. See the next page for information on the policies and procedures that have been established in relating to a variety of concerns. If you wish, you may file your complaint directly with the relevant office. Or you can file the complaint with this form and we will expedite it with the relevant office and/or provide guidance to you on the next step you should take.	
Directions: Please state (in detail) the reason for your complaint. Include relevant dates, details, and note whom you have contacted about this issue already (if relevant).	

Resolution/Status of Matter (office use only):	

Please return form to:
Professor Manish K. Sharma
Program Director, Radiologic Technology Program Bronx Community College
CPH Room 223
2155 University Avenue, Bronx, NY 10453
P: 718.289.5396
F: 718.289.6373

APPENDIX J



Informal Student Grievance/Complaint Form

Student Information

Name: _____ EMP #: _____
Declared Major: _____
Address: _____ Phone: _____
Email: _____

Complaint Information

In the space below, state your grievance. Be as specific as possible. If this is an academic grievance please give the faculty's name, course name and number. Please identify any specific policy or procedure you believe was applied to you unfairly or the basis for any claim of unlawful discrimination against you.

In the space below, explain the resolution or outcome you are seeking.

DECLARATION AND SIGNATURE

I assert that the claims contained in this complaint are true and accurate to the best of my knowledge and belief.

Signature: _____
Print Name: _____
Date Submitted: _____

APPENDIX K

Receipt of Radiologic Technology Student Handbook Form

I, _____,

have been granted access of the 2018-2020 Student Handbook. I have read and understand the content of this handbook and agree to comply with the criteria set forth within during all phases of the program. In an effort to be green and digitizing the program, the student handbook will be posted on the Radiologic Technology Blackboard Course Shell. All forms that a student may need can be printed directly from the Blackboard Course Shell.

Student's signature: _____

Date: _____

