

## **Medical Imaging Policies and Procedures**

### **Policy and Procedure Agreement**

This Manual is intended to be a description of the policies, academic processes, degree requirements and course offerings in effect for the 2025-2026 academic year for our program. The Columbus State Community College Medical Imaging Program reserves the right to change any of the policies and procedures described in this Policy Manual as deemed necessary. Students shall read the Policy Manual, shall have the opportunities to ask questions and have their questions answered. Students are required to comply with the policies, rules and regulations of the CSCC Medical Imaging Program. Upon completion of the Policy Manual review, the student will read and sign a form stating they received a copy of, read and had opportunity to seek clarifications on any policies, procedures or standards. This form will become a part of the student's permanent file.

### **Program Overview**

Radiographers are highly skilled professionals qualified by education to perform imaging procedures and accompanying responsibilities at the request of a physician. A radiographer is a medical professional who applies doses of ionizing radiation to patients to create medical images of the human anatomy to aid radiologists and doctors in diagnosing and treating illness and injury. A radiographer can perform diagnostic imaging, fluoroscopy, trauma, surgical, and portable radiography. Specialized areas in the curriculum include computed tomography, vascular interventional radiography, digital imaging, and magnetic resonance imaging.

### **Mission Statement & Goals**

The mission of the Columbus State Community College Medical Imaging program is to provide a quality educational program that meets the life-long learning needs of its community. This is achieved by preparing graduates for employment as a Medical Imaging Science professional. This is consistent with the Columbus State Community College Mission Statement.

### **Goals**

The program holds as its primary objectives, the education and training of qualified applicants to become competent radiographers. The program endeavors to instill in students, and subsequently graduates the following program goals:

#### **Goal 1. Professionalism**

Develop graduates who will recognize the need for life-long learning in their chosen profession and graduate students with the ability to behave in a compassionate, ethical and professional manner.

1.1-Students will understand the importance of Professional Associations.

1.2-Students will demonstrate the importance of professional, ethical, and compassionate behavior.

#### **Goal 2. Clinical Competence**

To graduate students who will successfully complete all program requirements and exceed entry-level expectations of employers

- 2.1-Students will demonstrate competency in radiographic skills, patient care skills, and radiation safety
- 2.2-Graduates will exceed the expectations of entry level technologists as defined by A.R.R.T. curriculum guidelines
- 2.3-Students will practice radiation protection.

### **Goal 3. Program Effectiveness**

- 3.1-Students will pass the A.R.R.T. exam on the first attempt
- 3.2-Graduates will express satisfaction with the Columbus State Radiography program
- 3.3-Students will successfully complete the Radiologic Technology Program
- 3.4-Students will be employed within six months of graduation

### **Goal 4. Critical Thinking**

To develop applied skills in critical thinking and problem solving in the practice of the radiography profession.

- 4.1- Students will be able to select and modify technical factors.
- 4.2-Students will demonstrate competency in non-routine and trauma settings
- 4.3-Students will be able to evaluate images for radiographic quality

### **Goal 5. Communication Skills**

Students will demonstrate effective written and oral communication skills

- 5.1- Students will follow A.I.D.E.T. communication guidelines in the clinical setting and interact with patients and staff in an effective manner. (AIDET = Acknowledge, Introduce, Duration, Explanation, Thank you)
- 5.2-Students will demonstrate effective written and oral communication skills.

## **ADMISSION PROCESS & REQUIREMENTS**

- This admissions process applies to the class beginning Autumn Semester 2026.
- Program Admissions are limited due to the availability of clinical teaching placements.
- The Medical Imaging program will begin every Autumn Semester and will be 5 consecutive Semesters in length.
- A competitive admissions process is applied when candidates meeting admission criteria exceed program capacity (32 students).

### **Step 1: Apply to Columbus State Community College**

- 1. Complete the admissions process to Columbus State Community College. [www.csc.edu](http://www.csc.edu)
- 2. Application to the College is not the same as application to the Medical Imaging Program. After you have been accepted to the College, you may then apply to the Medical Imaging Program. For more information on applying to Columbus State, contact the Student Central at (614)287-5353, (800)621-6407, or go online and follow the '[Get Started Guide](#)'

### **Step 2: Attend the MANDATORY Medical Imaging Information Session (Dates listed above)**

Program Information Sessions review the following information:

- Overview the Imaging profession.

- Discuss specific aspects and career opportunities in the radiography profession. Review the Medical Imaging program Plan-of-Study curriculum.
- Medical Imaging program admissions process and application.
- Identify additional resources at Columbus State that may assist in the student preparation.
- Update applicants of any program changes for the upcoming admissions deadline.
- Health and Human Service advisors are another excellent resource for program advising.

### **Step 3: Apply to the Medical Imaging Program**

The following steps apply when applying to the Medical Imaging program. you will receive the Medical Imaging Application at the MANDATORY MEDICAL INFORMATION SESSION.

1. Complete all sections of the program application return the printed application by email as a PDF or deliver to the GR building during open business hours to the program by March 1, 2026. It is important that if you are physically mailing the application, that the application is postmark dated by March 1, 2026.
2. Submit a written statement of interest and intent. Two Paragraphs typed paper in your own words indicating your interest in the radiography profession. Please email this with your PDF application returned to the program or return your application packet in-person to the GR building during open business hours. Additional information and instruction will be discussed at the Mandatory Information Session.
3. Completion of the achievement of a minimum of an overall GPA of 2.50 based on completed courses at Columbus State, other recent college transcripts, or high school transcripts. Only the GPA's from college transcripts will be considered if a minimum of 24 credits have been completed.
4. Complete 8 hours of observation. Additional information about electronic submission of Observation documentation will be discussed at the Mandatory Information Session

### **Program Accreditation**

The Medical Imaging program at Columbus State Community College is accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT). The program was awarded a 3-year accreditation. The program's most recent site visit was 2022, and the program has maintained good standing with the Joint Review Committee on Education in Radiologic Technology (JRCERT). The next site visit is tentatively scheduled for the Fourth Quarter of 2026. The JRCERT has developed standards that all programs must meet to remain accredited by their organization. A listing of the most recent standards can be viewed here [These standards are regularly assessed and reviewed by the JRCERT.](#)

### **JRCERT Standards**

**Standard One:** Accountability, Fair Practices, and Public Information The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Objectives:

- 1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.
- 1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.

1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.

1.4 The program assures the confidentiality of student educational records.

1.5 The program assures that students and faculty are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of noncompliance with the Standards.

1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

**Standard Two: Institutional Commitment and Resources** The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission. Objectives:

2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.

2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.

2.3 The sponsoring institution provides student resources.

2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

**Standard Three: Faculty and Staff** The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Objectives:

3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.

3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.

3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.

3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.

3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

**Standard Four: Curriculum and Academic Practices** The program's curriculum and academic practices prepare students for professional practice.

Objectives:

4.1 The program has a mission statement that defines its purpose.

4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.

4.3 All clinical settings must be recognized by the JRCERT.

4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.

4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.

4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.

4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.

4.9 The program has procedures for maintaining the integrity of distance education courses.

**Standard Five: Health and Safety** The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Objectives:

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

5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.

5.3 The program assures that students employ proper safety practices.

5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

**Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement** The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

## Objectives:

- 6.1 The program maintains the following program effectiveness data: • five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation, • five-year average job placement rate of not less than 75 percent within twelve months of graduation, and • annual program completion rate.
- 6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.
- 6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.
- 6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.
- 6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.

## Previous Dismissal

Applications from students previously dismissed from this or another program will not be admitted without approval of the program Admissions Committee. The Admissions Committee decision will be based upon a determination of:

- The factors leading to the previous dismissal.
- Corrective changes in place that will increase the likelihood of student successful completion if the current application is accepted.

## Notes:

The Admissions Committee may ask for relevant information from the previous program faculty or administration. This may require the student sign a release of information from a previous institution. Falsification of information on the program application form may be cause for dismissal from the program.

## Background Check and Drug Screening

Students are required to complete a criminal background check and drug screening as a requirement for admission and continuation in the academic program. Each student is responsible for paying for the background check and drug screening. Students should be prepared to submit to background checks and drug screenings as required by clinical/partner facilities, licensing agencies, and/or program accreditation.

Background checks and drug screenings are commonly required by the contracted clinical/partner facilities where students are required to perform a clinical, practicum, internship, or other type of experiential learning experience to meet graduation requirements. It is acknowledged by the student

that such background checks and drug screenings are necessary to successfully matriculate toward degree completion. Further, such background checks and drug screenings may require completion on an annual basis or immediately before the clinical, practicum, internship, or other type of experiential learning experience would start. Depending on the outcome of the background check and drug screening, students may be denied the ability to participate in clinical, practicums, internships, or other type of experiential learning experiences. The academic program will make reasonable efforts to place students, but this cannot be guaranteed. If a placement cannot be found this may result in the student being denied admission or continuation in the academic program.

Students are further advised that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at Columbus State does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

Individuals who were previously admitted to Columbus State and wish to re-enroll must disclose to the Office of Student Conduct any felony convictions that occurred since their last term of enrollment.

Current students with new felony convictions must report updated conviction history to the Office of Student Conduct within the semester in which the conviction occurs. For more information, please visit the following website: <https://www.csc.edu/services/student-conduct/>

General information regarding the background check and drug screening process will be available to students during the Information Session. The actual Criminal Background Check and Drug Screen process, with specific information about the process will be made available only to provisionally accepted students through the acceptance letter.

### **Certification Requirements**

Students must document current certification in Basic Life Support for Healthcare Workers to participate in clinical courses. To continue participation in clinical students must maintain this certification by renewing their certification prior to its expiration.

### **Health Insurance Requirements**

All students are required to have personal health insurance while enrolled in the program.

NOTE: CSCC does not offer health insurance.

As a student in a health-related program you may be exposed to health risks in the classroom, clinical, or practicum setting. If incidents, exposures, or injuries occur, students are responsible for all costs associated with evaluation and treatment.

## **Age Requirements**

Students must be at least eighteen (18) years of age when they start the Medical Imaging program. This is due to Ohio Administrative Code 4101:9-2-09 which lists working with ionizing radiation as an occupation prohibited for minors under eighteen years of age.

<http://codes.ohio.gov/oac/4101%3A9-2>

Further, the Ohio radiography license is only granted to individual who are age eighteen or above. <https://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/rules/final/3701-70-TO--79/3701-72/3701-72-02.pdf?la=en>

## **Academic Requirements**

- 1.Student must maintain a "D" or better in each technical course to continue in the program.
- 2.Student must maintain an overall 2.0 GPA or better in all non-technical courses to continue in the program.

## **Program Withdrawal**

- 1.The student who elects to voluntarily withdraw from the program is required to notify the program coordinator in writing of their intentions.
- 2.All debts incurred to date MUST be paid in full before leaving the program.
- 3.A tuition refund may be made as established by the college tuition refund policy.
- 4.The student is responsible for withdrawing from individual courses as established by the College.

## **Readmission to the Program**

The following policy applies to the readmission of a former student into the radiography program:

- 1.Applications from students previously dismissed from this or other health care related programs must be approved by the Admissions Committee prior to acceptance. See above: 6.03 Previous Dismissal
- 2.Any student who withdraws from the program must petition for readmission and must meet all requirements of the program at the time of readmission.
- 3.Petitioning for readmission involves the completion of a new application and personal advising with the program coordinator.
- 4.Any student readmitted who has received a non-passing grade in any technical course, must repeat the course. In addition, the student who is readmitted must pass a proficiency examination with a "D" or better for each technical course previously completed.



5. Any student who is readmitted must progress through the entire Competency-based Clinical Education System. No previously earned competencies count.

6. The final decision for readmission into the program is made by the program director, not exceeding the maximum allowable number of students, on a space available basis.

### **Transfer Admission**

A student in good standing and with the approval of their current program may be considered for acceptance into the Columbus State Community College, provided that the maximum number of students is not exceeded. Each transfer request is handled on an individual basis and the procedure for applying to the program as a transfer student involves the following:

1. The student must submit a complete application, as required for Columbus State Community College.

2. An official transcript, to include the final course grades, course descriptions, and a definition of the grading system used by the previous program must be submitted.

3. Previous records must indicate the exact dates of education secured to date. These dates must be verified and will be applied toward graduation. The combined length of both programs will not be less than 5 semesters in length. All transfer students will follow the program calendar as to the tentative date of graduation.

4. Final acceptance of a transfer student is determined by the Program Director, and is contingent upon the following:

a. Program Admissions criteria have been met.

b. A letter from the former radiography program director indicating the student was in good standing at the previous program during the entire length of their enrollment. Extenuating circumstances should be provided in detail. The student's level of performance, as determined by course grades, must be comparable to those standards established by the Columbus State Medical Imaging Program. Transfer credit will be given when applicable.

C. A written agreement between the student and the program must be completed and entered the student's permanent file. This agreement must include both clinical and didactic education requirements for program completion, the date of admission and a tentative graduation date. Such an agreement must be acceptable to both parties and must be submitted to the Admissions Committee for consideration of admission.

D. Successful completion of a College health record and all onboarding requirements described under the admission section above.

e. Availability of a student clinical position.

## **Leave of Absence**

Program students who need an emergency leave of absence (i.e., experience an unforeseeable illness or health related issue that compromises their ability to complete course requirements) may request a leave of absence. To request a leave of absence, the student must fill out the “Leave of Absence Request” form and turn it in to the Program Coordinator, who will discuss the request with program faculty to determine what accommodations, if any, can be made. While student success is important to the program, some aspects of the educational experience lie outside of faculty control. We will endeavor to provide the student with an appropriate learning environment while simultaneously meeting all learning objectives expected of a Columbus State Medical Imaging student.

### **Types of Leave of absence:**

1. Clinical Leave-the student requests a short-term exemption from clinical coursework only. The student continues with didactic requirements as scheduled. This leave should not exceed one semester.
2. Short Term Comprehensive Leave-the student requests a short-term leave of absence from both clinical and didactic coursework. This leave should not exceed 3 weeks. If this results in a final grade of incomplete, it should be made up by the end of the 6th week of the following semester.
3. Long Term Leave-Since all radiography courses are only taught once per year, this leave cannot exceed one year in duration. The student would re-enter the program in sequence the following year. No successfully completed courses (grade of “D” or better) would need re-taken, and completed clinical competencies would count.

Any period of absence longer than 1 year would require following the protocol “Program Withdrawal”.

## **Attendance**

### **Classroom Attendance**

Students should refer to the course syllabus for course specific attendance requirements.

### **Clinical Attendance**

See Clinical Attendance later in this document.

## Grading

Medical Imaging program requires the following grading standards beyond what the college requires: Medical Imaging technical courses will be graded using the following grading scale:

91.5-100	A
84.5-91.4	B
79.5-84.4	C
74.5-79.4	D
Below 74.5	E

## Audio/Video Device, and Electronic Device Use

Audio- and videorecording, photographs, transmission, or distribution of class/lab content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless a student has a Letter of Accommodation from Disability Services and has presented it to the course instructor or if the course instructor has provided written permission via the syllabus or a signed form.

Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited.

Photographs, audio recording, and/or video recording during clinical, practicum, internships, or other type of experiential learning experience is prohibited. In accordance with legal and professional standards, regarding patient rights of privacy and confidentiality, students are strictly prohibited from taking photos, audio recording, and/or video recording any information regarding patients or information regarding the clinical, practicum, internships, or other type of experiential learning experience.

Students should also refer to the course syllabus for the course specific policy on computer, cell phone, and audio/video device use.

Failure to follow the above standards may result in discipline up to and including dismissal.

## Social Media

Postings on social networking sites may be subject to the same professional and ethical standards as any other personal interactions. Harassment, bullying, and discrimination are prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10. Complaints or alleged violations of these policies and procedures will be referred to the Office of Equity and Compliance and/or the Office of Student Conduct. Students are prohibited from disclosing any of the following through social media including but not limited to:

- A patient's protected health information and confidential information about the patient, as defined by the Health Insurance Portability and Accountability Act (HIPAA) and other state and federal laws.
- Confidential, non-public, or proprietary information about patients and families, clinical facility staff, or clinical institutions; of the College, its employees and students.
- Class content, including but not limited to lectures, discussions, demonstrations, quizzes, exams answers.
- Comments that express or imply sponsorship or endorsement by the College, unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
- Taking and displaying photos/videos/audio of patients, or photos depicting the body parts of patients.

Failure to follow the above standards may result in discipline up to and including dismissal

### **Transportation**

Students are required to attend clinical at various clinical locations in central Ohio. Students are solely responsible for their own transportation to and from clinical sites for clinical course attendance, tours, or instructional seminars.

### **Health and Human Services Academic Advising**

Students enrolled in any program in the Division of Health and Human Services may receive advising assistance in Union Hall 477. The Health and Human Services Advising Team can provide assistance with course registration, academic planning, program admission requirements, academic restrictions, scheduling, placement test referrals, and a number of other advising related issues. Contact the Health and Human Services Advising Office for more information at (614) 287-2779 or [hhsadvising@cscc.edu](mailto:hhsadvising@cscc.edu) or by visiting them online at: <https://www.cscc.edu/services/advising/hhs-advising.shtml>.

### **Magnet Safety**

Instruction regarding Magnet safety in relation to Magnetic Resonance Imaging will be provided during the IMAG 1110 prior to students starting clinical. Specific policies will be provided at clinical sites during orientation.

All admitted students must complete the Magnetic Resonance Safety Screening Form (see appendix). Any positive responses must be reviewed and cleared by a physician prior to the student being allowed to enter the MR area.

## **Ionizing Radiation Safety**

Students in the Radiography Program are expected to conform to the Ohio Department of Health, Radiation Protection Rules, Ohio Administrative Code 3701-38-01 through 3701-40-13 as published by the Ohio Department of Health and posted in each clinical site.

### **Radiation Monitor**

All radiographers and student radiographers are monitored on a continuous basis by a dosimetry badge type monitor. (See Appendix: Radiation Monitor Agreement). Records of personal exposure to ionizing radiation are maintained by the college Radiation Safety Officer.

1. Students are to wear a current radiation monitor anytime they are in the clinical setting and at any lab when the x-ray tube will be energized.
2. Student radiation monitors should be stored at the Clinical site when not in use unless the student is traveling to an alternate clinical rotation.
3. Student radiation monitors must be cared for in the following manner:
  - a. Avoid dropping or placing under pressure.
  - b. Avoid extreme heat.
  - c. Avoid moisture – do not launder!
4. Monitors are to be worn at the collar outside the lead apron.
5. Students are responsible for submitting and replacing radiation monitors by the expiration date of the badge or by the final day of the semester, whichever is earlier.
6. Students are responsible for reviewing dosimetry reports distributed by the college.
7. If the radiation monitor should be accidentally exposed to radiation and/or damaged, see the program coordinator and/or Radiation Safety Officer to determine the source of the exposure and review of basic radiation safety procedures.
8. Students wearing a dosimetry badge that shows exposure greater than 1.5 mSv (150 mrem) in one semester will be required to document activities which may have resulted in the higher reading. Incidents of over-exposure (i.e. greater than 16 mSv (1,600 mrem)) per semester will be reported to the Director of the Ohio State Bureau of Radiological Health by the Radiography Program Coordinator.
9. Failure to turn in radiation monitor by the end of the semester will result in withholding of the clinical course grade and 2 NSI points. Absences do not relieve students of responsibility for changing radiation monitor badges on schedule.

10. Lost or accidental exposure of a radiation monitor badge shall be reported to the clinical instructor immediately.

11. Students should advise the radiation safety officer of any previous radiation monitoring devices worn.

### **Holding Patients**

Students are NOT permitted to hold patients and/or image receptors during a radiologic examination. Failure to abide by this rule may subject the student to program dismissal.

### **Radiography Program Student Pregnancy Policy**

Student disclosure of pregnancy status to program personnel is strictly voluntary. While the college does not require that a pregnant student disclose their pregnancy, the college encourages any student who is pregnant or may become pregnant to discuss with their health care provider any potential risks and limitations.

A declaration of pregnancy is completely voluntary but must be in written form. To reduce the possible damage to the fetus from exposure to ionizing radiation, a pregnant student is encouraged to voluntarily declare her pregnancy to the Program Coordinator. Upon such a written declaration, the appropriate advisement in reducing fetal dose can be initiated.

If the student chooses to voluntarily disclose her pregnancy, she will complete the attached Declaration of Pregnancy Form and return it to the Program Coordinator. In the absence of voluntary, written declaration, a student cannot be considered pregnant.

Following the disclosure of a pregnancy, the student will be counseled as to the potential risks that are associated with radiation exposure to the fetus by either the Radiation Safety Officer or Program Coordinator in addition to the review of this policy. The student will then be asked to sign a statement acknowledging that the potential risks have been explained to her.

Pregnancy does not preclude a student from remaining in a health-related program. Students disclosing a pregnancy are encouraged to have their health-care practitioner document any restrictions that may assist the college in providing reasonable accommodations when required.

Should the student's health-care provider indicate that there are restrictions, once notified, the college is required to abide by the restrictions. If a student is placed on restrictions by their health-care provider and these restrictions are significant enough to compromise the student's ability to continue in a laboratory course or clinical placement, the student may be required to take a leave of absence or withdraw from the course. If a health-care provider indicates that there are no restrictions, the student may continue the laboratory or clinical course without any changes.

A student may withdraw their declaration of pregnancy at any time. This withdrawal must be in writing and can be completed by using the attached Withdrawal of Pregnancy Declaration form. A Withdrawal of Pregnancy Declaration form should also be completed upon delivery of the baby. Once notified of the withdrawal, all modifications of schedule and other accommodations will be eliminated, and the student will return to a non-pregnant status for programmatic purposes.

Following the review of the Radiography Program Student Pregnancy Policy with the Program Coordinator or Radiation Safety Officer, the declared student will determine whether she will remain in the Program, take a pregnancy leave of absence or withdraw from the Program. She will have 14 days after she has declared to make her decision. After that time she must sign the appropriate form indicating her decision.

Option 1: The declared student remains in the program.

The student must abide by any restrictions placed by their health care provider. Additionally, the following are recommendations that may reduce fetal radiation dose:

- The declared student should not hold any patient during any radiographic exposure.
- During the first trimester, do not remain in the fluoroscopic room while the fluoroscopy unit is producing radiation. After the first trimester the student should remain in the room only as necessary while the fluoroscopy unit is activated.
- Move to a distance of greater than 10 feet perpendicular from the path of the primary beam during portable procedures.
- Use a wrap-around apron when involved with fluoroscopic or portable procedures.
- Avoid involvement in the preparation of radiopharmaceuticals, or the care of patients receiving therapeutic dosages of radioisotopes.
- Use safe radiation practices to reduce radiation exposure as much as possible. (Time , Distance, Shielding)

During the entire gestational period the fetus shall not be exposed to more than 0.5 Rems and no more than 0.05 Rem per month. To assure fetal dose remains within this limit, a second radiation monitoring badge will be requested after the pregnancy is declared. The second badge, “the baby badge” will be worn at waist level and under radiation protective apparel and evaluated monthly. If at any time the abdominal badge suggests the dose to the fetus may be approaching recommended limits, the individual will be removed from areas in which radiation hazards exist.

The declared pregnant student who elects to continue clinical and didactic education without modification or interruption:

1. Accepts full responsibility for their own actions and the health of the baby.
2. Relieves Columbus State Community College, its faculty & staff, and clinical site in case of adverse effects.

Option 2: The declared student takes a voluntary Leave of Absence from the Program

If the declared student desires or if it is deemed medically advisable by her physician, the student may voluntarily take a Leave of Absence from the Program. Please see 7.04 Leave of Absence policy.

The student may return to complete the Program after the leave of absence. Upon return, the student may be required to extend clinical/didactic education beyond the normal program length to make up for the missed didactic and/or clinical classes.

Option 3: The declared student withdraws from the Program

If the declared student decides to withdraw from the program the student should refer to the withdrawal procedures detailed in 7.01 Program Withdrawal.

If at a later date the student desires to return to the program, the student will need to reapply to Program as any other applicant.

## **Clinical Dress Code**

One of the most important ways to manifest professional conduct is to dress appropriately while in a clinical setting. The goals of our Dress Code are:

- To ensure that students consistently appear professional
- To identify Columbus State students distinctly from other clinical personnel
- To ensure that student appearance conforms to the requirements of the clinical institution
- To promote infection control and safety



To participate in clinical activities and to continue in this academic program, students must adhere to this dress code policy while at the clinical site as a Columbus State student. Further, students may not wear their clinical uniform and/or name badge to otherwise gain access to the clinical site.

Further, some clinical/partner facilities may require a different dress code policy than the below policy. Students are expected to comply with the clinical/partner facilities dress code. Not following the clinical/partner facilities dress code policy may result in discipline up to and including dismissal.

Varying circumstances may warrant a change in the dress code policy. If you have questions regarding this dress code policy or requests for exceptions including religious accommodations, please contact the Clinical Preceptor. For questions regarding disability services refer back to Section 4.03.

#### Dress Code Hair:

- a. Hair must be clean, neat, and professional in appearance.
- b. Hair must be worn off the shoulders.
- c. Hair may not extend 'beyond the nose' when the student is bent over to minimize any safety hazard or personal effects touching the patient.
- D. Bangs may not extend below the eyebrows.
- E. Hair that presents a hazard in equipment operation or patient contact is prohibited.
- f. Head coverings are acceptable where required by safety regulations.
- g. Hats are not to be worn inside, unless it is a required part of a uniform.
- h. Facial hair should be kept neat and trimmed.
- i. Accessories that are a part of religious preference are given appropriate consideration based upon the nature of the clinical activity and must be approved by the Clinical Preceptor prior to being worn.

#### Jewelry and Piercings:

- a. Earrings, necklaces, and other jewelry and piercings may not extend 'beyond the nose' when the student is bent over to minimize any safety hazard or personal effects touching the patient. Jewelry that presents a hazard in equipment operation or patient contact is prohibited.
- b. To assure a professional appearance and proper hygiene, visible body piercing is limited to ears only. Earrings are limited to a length no more than 2 inches. Only three earrings per ear,

students may opt to place a clear stud in earring holes during work hours. No ear tissue dilators, expanders or stretchers permitted.

c. Visible piercings in any other location are prohibited, including but not limited to eyebrow, tongue, nose, lips or ear tragus.

d. Accessories that are a part of religious preference are given appropriate consideration based upon the nature of the clinical activity and must be approved by the Clinical Preceptor prior to being worn.

#### Hygiene:

a. All students should observe high standards of personal hygiene in order to promote professionalism, health and safety, and client care. Skin and hair must be clean. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. Students may be removed from the clinical setting due to poor hygiene or body odors

b. Makeup, cologne, and perfume must not be distracting.

#### Artificial and Natural Nails:

a. Fingernails must be clean, well-groomed and of appropriate length. Students must keep nails less than 1/4 inch long past the tip of the finger in accordance with CDC standards.

b. If polish is worn, clear polish is preferable over colored and polish cannot be chipped, cracked or peeling.

c. Students may not wear artificial nails in accordance with CDC standards. Artificial nails are substances or devices applied to natural nails to augment, enhance, or extend the nails. They include but are not limited to bonding, tips, wrappings, tapes and inlays.

#### Tattoos:

a. Students with offensive visible tattoos must keep them covered while participating in clinical. The covering is at the student's expense and must be natural so as not to draw undue attention nor interfere with regular clinical duties.

#### Personal Electronic Devices

a. Personal electronic devices such as cell phones, pagers, or tablets are not allowed.

b. Individuals who need to contact a student should contact the radiology department only if there is an emergency. The only time personal cellphones may be carried and/or used is during lunch or another break.

c. In general, the use of cameras at the clinical site is prohibited to protect patient privacy and confidentiality.

#### Clothing:

a. The following uniform clothing guidelines are based on the clinical site dress code and general safety standards. Student uniform clothing is a symbol of professionalism and identifies the student both with Columbus State and as a health care worker at the clinical site

b. Student uniform clothing may be purchased through the Columbus State Bookstore. Since professional dress is considered modest and does not always conform to current fashions, trendy uniforms will not be allowed. To avoid any questions in what appropriate dress is, it is prudent to check with the Clinical Preceptor prior to wearing a new garment to clinical. Ultimately, it is the responsibility of the Clinical Preceptor or their designee to make the final determination as to the acceptability of a uniform style.

c. It is the student's responsibility to be prepared and be professional in dress at all times. An extra uniform should be available at the clinical site should the uniform become soiled.

d. Note that the student dress code may be significantly different than for employees of the clinical site.

#### Uniform:

a. White Scrub Top: Medical Imaging students will wear white scrub tops. The tops should be modest in nature so as to prevent inappropriate exposure of the chest. A plain white undershirt may also be worn underneath. (no other colors, no markings on undershirt.)

b. Navy Blue Scrub Pants: Medical Imaging students will wear navy blue scrub bottoms.

c. Clothing Condition: Clothing should be wrinkle free, clean and in good repair, in order to wear within the work environment and present a professional image.

d. Shoes: All white leather shoes are required. Plain, all white leather athletic shoes are acceptable. Colored designs, stripes, bold names, colored shoe laces or high-tops are not permitted. Shoes must be clean and polished at all times. Shoes must be able to withstand disinfecting agents if they become contaminated with body fluid.

e. White socks (plain) or white hosiery are required.

f. Lab coats/warm-up jackets: All students are required to have a white lab coat or warm-up jacket available in the clinical area.

g. Hospital issued scrubs or other hospital issued uniforms are to be worn only if assigned to surgery or another acceptable rotation. Hospital scrub uniforms may not be worn in combination with nor in place of the normal student uniform. Students must always have the student uniform available to wear at the clinical site.

h. Wrist watch: A functioning wrist watch is required to be worn during clinical activities.

i. Appropriate undergarments under white uniforms are to be worn during clinical activities.

j. ID badge: An ID badge will be issued by the clinical site and must be worn at all times while participating in clinical. The clinical site may require a small fee for this badge. The badge often provides access to restricted areas of the clinical site. It must be used only for student clinical participation activities.

k. Radiation monitor: The college will provide a radiation monitor which the student must care for and wear during all clinical activities (See Section 10.16.02)

l. Markers: Radiopaque side markers are considered part of the uniform and must be carried at all times.

m. Pocket Handbook: An optional pocket positioning handbook is available through the bookstore. It is encouraged that students carry this handbook at all times.

n. No chewing of gum is allowed in clinical.

### Dress Code Enforcement

Since the dress code is intended to nurture professionalism, encourage health and safety standards for the student, and promote patient safety, the dress code will be enforced.

Disciplinary action may be taken when a student deviates from the dress code including dismissal from clinical until the dress code issue is resolved. Make Up days will apply for time missed. Subsequent dress code violations will carry additional NSI points and/or the student may be dismissed from the program.

### Student Clinical Records

1. Student clinical records will be maintained using the Trajecsyst online clinical tracking system. Students will be required to purchase this online service as part of their Practicum course.

2. Students will Clock-In and Clock-Out using the Trajecsyst system at each clinical site using a site computer unless other arrangements have been made for that site. Failure to follow Clock In procedure will result in 1 NSI points for each occurrence.

3. Any attempt to falsify or manipulate clinical time records and clinical progress records will result in corrective action up to and including program dismissal.

## NSI Penalty for Absence or Tardiness

1.Negative Significant Incident (NSI) points for absences or tardiness are cumulative in nature and are percentage points deducted from the clinical grade according to the following table:

2.Table 1 – NSI Points for Absence or Tardiness – see below

3.10 Point Rule:

When a student accumulates 10 or more NSI points for Absence and/or Tardiness a meeting will be arranged with the affected student and Clinical Coordinator (or Program Coordinator) and Clinical Instructor to address attendance and offer strategies and a timeline for expected attendance improvement. The student will be placed on Clinical Probation for the remainder of the program, and if the level of absence/tardiness reaches 8 or more points again during any subsequent semester, the student will be dismissed from the program. Extenuating circumstances will be reviewed by the Program Director.

Absence or Tardy Event	1ST	2ND	3RD	4TH	5TH
Absence NSI pts	2 POINTS	3 POINTS	4 POINTS	5 POINTS	6 POINTS
Cumulative NSI Points		5 POINTS	9 POINTS	14 POINTS	20 POINTS
Tardy NSI pts	1 POINT	2 POINTS	3 POINTS	4 POINTS	4 POINTS
Cumulative NSI Points		3 POINTS	6 POINTS	10 POINTS	14 POINTS

## Make up Days

Any Unexcused Absence as defined above must be made up according to the following policies to receive a passing clinical grade for the course.

1.Make up days must be scheduled in advance with the Clinical Instructor. Only full (8 hour) Make Up Days will be scheduled. This is true regardless of how much time was missed.

2.Make up days must be scheduled when the college is open for classes (not on holidays or during breaks).

3.Make up days should be scheduled so that the student can participate in similar activities to the clinical time missed.

## **Inclement Weather Policy**

Regular, punctual attendance to clinical assignments is an expectation of the program. Students should plan for additional travel time to compensate for delays in travel that periodically happen. The following addresses difficulty in travel due to weather related conditions.

The 'call-in procedure' for clinical tardiness or absence applies (see the Absence/Tardiness Reporting section above). The student has the responsibility of contacting the clinical site if they are scheduled to attend clinical but are unable to due to inclement weather and indicate to the Clinical Instructor which of the following reasons applies:

### **Level III EMERGENCY (determined by the Sheriff's office on a county-by-county basis)**

- 1.If the College, the clinical site, or the area where the student lives or must travel through is under a Level III Emergency, then students are not to attend clinical.
- 2.This is considered an Excused absence as indicated above with no make up days and no NSI points.

### **Level I or II EMERGENCY**

- 1.If the Clinical site or the area where the student lives is under a Level I or II emergency at the time you would normally leave for clinical, the student is not required to attend. No NSI points are assigned to the absence. However, Make Up Day(s) are required.
- 2.If the clinical site is under a Level I or II emergency while the student is in clinical, the student may be dismissed from the clinical site at the discretion of the Clinical Preceptor. The dismissal will not count as an absence for NSI points, but a Make Up Day is required.

Please note that normal season-related complications (car won't start) or (traffic is bad) do not remove the student from the responsibility of attending their assigned clinical assignments. Under most circumstances, you should anticipate inclement weather and adjust your travel time accordingly.

Contact your Clinical Instructor or faculty member if you have questions or need additional information.

## **College Policies**

### **Student Code of Conduct**

As an enrolled student at Columbus State, you have agreed to abide by the Student Code of Conduct as outlined in Columbus State Policy and Procedure 7-10. Columbus State has a high standard of conduct for members of its college community, including students. Consistent with

the educational mission of the College, Columbus State students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of Columbus State, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated under Academic and Behavioral Misconduct may result in penalties up to and including expulsion from the college. Should the concern involve allegations sexual harassment, sexual misconduct, harassment, and/or violations civil rights by an employee the matter will be referred to the College's Title IX Coordinator.

The complete Columbus State Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>. It is the student's responsibility to read through the entire Student Code of Conduct. For more information about the Student Code of Conduct and the Office of Student Conduct, please visit the following website: <https://www.cscs.edu/services/student-conduct/>

## **Grievance Policy**

### **Grade Grievance Procedure Summary**

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error.

This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class, or failed to follow the grading policy as stated in the course section syllabus.

It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>. It is the student's responsibility to read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

<https://www.cscs.edu/about/policies-procedures/5-09D.pdf>

## Articulation Agreement

[https://explore.csc.c.edu/programs/IMAG.AAS/medical-imaging-aas?\\_gl=1%2a1fa9hv8%2a\\_gcl\\_au%2aOTM3MDU4NzcyLjE3NTczNDQ0MjM.%2a\\_ga%2aMTQ3MjQyNDgxNi4xNzU3MzQ0MTM0%2a\\_ga\\_FM263DYFRM%2aczE3NjIxOTU2ODUkbzQ4JGcxJHQxNzYyMTk3ODgyJGo1NCRsMCRoMA..](https://explore.csc.c.edu/programs/IMAG.AAS/medical-imaging-aas?_gl=1%2a1fa9hv8%2a_gcl_au%2aOTM3MDU4NzcyLjE3NTczNDQ0MjM.%2a_ga%2aMTQ3MjQyNDgxNi4xNzU3MzQ0MTM0%2a_ga_FM263DYFRM%2aczE3NjIxOTU2ODUkbzQ4JGcxJHQxNzYyMTk3ODgyJGo1NCRsMCRoMA..)

## Tuition, Fees, and Refund Policies

Percent of term elapsed	Percent of refund
10% of term	100%
20% of term	50%
Beyond 20% of term	0%

<https://www.csc.c.edu/about/policies-procedures/7-06O.PDF>



## **GRADUATION REQUIREMENTS Effective March 27, 2025**

Policy 5-08

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(A) In order for a student to be considered a candidate for an associate or bachelor's degree, they must have completed all the requirements for that degree as described in the college catalog in effect at the time the student enrolled in the program leading to that degree. If the requirement for the degree change while the student is enrolled in a degree program, the original requirements will apply to the student until they earn the degree or for a period of three (3) years from the time the student initially enrolled in the degree program. If the student does not receive a degree within three (3) years of initial enrollment, and there is a change in the degree requirements, the Senior Vice-President of Academic Affairs shall decide what requirements the student shall meet in order to be awarded a degree.

(B) In order for a student to be considered a candidate for an associate or bachelor's degree, they must have earned a cumulative 2.000 grade point average for all college level courses. Only courses completed at Columbus State Community College will be used to calculate this average.

(C) A student may request to be considered for an associate or bachelor's degree by filing a petition in accordance with procedures established by the college. A student may also authorize degree consideration for an associate degree through their four-year partner institution via the reverse transfer process; students with bachelor of arts or bachelor of science degrees may only pursue associate of arts or associate of science degrees if degree audits reflect missing course work at the associate degree level following evaluation of transcripts from their four-year institutions.

(D) The college shall verify eligibility of individual students to receive degrees in accordance with established procedures.

(E) Individuals may earn more than one associate or bachelor's degree from Columbus State Community College provided they meet all requirements stated in this policy and in the

catalog.

(F) In order for a student to be awarded an associate or bachelor's degree from Columbus State Community College, the student must earn at least twenty (20) credit hours through enrollment in courses offered by the Columbus State Community College, as approved by the college.

(G) The President may establish procedures to administer this policy

### **Clinical Site Health Requirements**

1. Initial and ongoing satisfactory submission of Health Record forms to the Health Records office and Clinical Site as necessary.

2. Evidence of immunization to include hepatitis B, current seasonal influenza vaccination (flu vaccine) and annual TB screenings are typical requirements

1. Onboarding. Each clinical site has initial educational requirements which must be completed prior to clinical participation. These mandatory online or classroom educational modules help orient the student to the customer service, safety policies, documentation policies, information system use, and patient care policies of the clinical site. Students must complete the training and follow the policies as presented while at the clinical site.

2. Because all students rotate to the Chalmers P. Wylie VA Ambulatory Care Center, Mount Carmel, OSU and to OhioHealth facilities, online training courses for those institutions must be completed before the course assigned deadlines.

3. Ongoing. Required clinical site courses must be completed annually while in the program. These include safety, radiation safety, confidentiality, emergency procedures, and customer service. Additionally, clinical sites may introduce new policies and procedures via online learning or other programs. Students must keep up to date on current policies using these methods. Any training assigned by the clinical site must be completed by the assigned deadline to remain in clinical.

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