

# **ACADEMIC POLICIES & GRADING SYSTEM**

## **DIDACTIC EVALUATION POLICY:**

### TEST GRADES (75% OF FINAL GRADE)

- Cognitive exams
- Performance exams (hands-on)
- Project Assignments

### FINAL EXAM GRADE (25%)

- Cognitive exam that covers material presented over the semester

***Clinical component of semester I is incorporated within the Radiographic Procedures & Image Analysis I course reflected as a didactic grade outlined below:***

### TEST GRADES (75% OF FINAL GRADE)

- Mandatory Clinical Competencies - (ROUTINE CHEST–Standing (PA& LT Lat) & ABD.- KUB (Supine–AP))
- Radiographic Equipment Manipulation & Computer Application Competencies (Must be completed prior to obtaining an exam competency.)
  - Minimum of 2 diagnostic rooms
  - Cassette Readers at CCMH or Program Imaging Suites
  - Digital Radiography & Computer Radiography Workstations at CCMH or Program Imaging Suites
- Simulated Lab Radiographic Procedure Exam (ROUTINE CHEST or ABDOMEN)

## **CLINICAL EVALUATION POLICY: SEMESTERS II-V**

### **CLINICAL EVALUATION POLICY:**

#### **EMPLOYABILITY SKILLS GRADE (40% OF FINAL GRADE)**

- Daily points for each clinical day attended equals 20 points.
- Student is graded over 5 categories for 4 points each to equal 20 daily points.
- Weekly grades will consist of the total 5 consecutive clinical days in session to equal 100 points.
- Student absence results in a “0” for that day’s employability grade. -4 points will be deducted for each hour the student is tardy or absent, not to exceed 20 points per class.

#### Five categories for daily points

- Respectful / Honest
- Organized / Alertness
- Professional
- Punctual / Dedicated
- Positive Attitude

#### Description of five categories for daily points

- Does not talk back or argue with instructors, campus staff, clinical staff or classmates.
- Comes to class and clinical prepared with books, assignments due, clinical uniform, name badge, film badge and tools. Does not fall asleep in class or clinical.
- Adheres to campus and clinical dress, neat appearance. Does not have body or mouth odor.
- Team player.

- Determined to succeed demonstrating reliability by coming to campus and clinical on time.
- Positive working attitude, no whining or complaining and be flexible when asked to adjust assignment, clinical exams or campus policies.

### **PERFORMANCE GRADES (20% OF FINAL GRADE)**

- Mandatory Clinical Competencies (Radiographic Procedure Exams outlined in Clinical Handbook)
- Radiographic Equipment Manipulation & Computer Application Competencies (Must be completed prior to obtaining an exam competency.)
  - Semester II-V All remaining diagnostic and mobile radiographic equipment & radiographic computer applications as student rotates to each clinical educational setting
- Clinical Experience Log

### **CLINICAL GRADES (40% OF FINAL GRADE)**

- Clinical proficiency evaluations
- Simulated Lab Radiographic Procedure Exam Semester V
- Clinical performance evaluations

### **GRADING SCALE:**

The didactic grading scale as adopted by the Board of Education is as follows:

- A = 93 – 100
- B = 85 – 92
- C = 78 – 84
- D = 70 – 77
- F = 69 and below

The clinical grading scale as adopted by the Board of Education is as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 and below

**NOTE:** Students must receive a minimum of a C or a 78% average to pass the Radiologic Technology didactic courses. Students must also pass clinical courses with a minimum of a B or 80% average on a ten-point grading scale. Students are required to maintain a 78% average in each didactic course taught to pass levels in each Semester and 80%, for each clinical course for each semester during their 22-month training period.

1. If at any time during the courses, the student's grade falls below 78% for didactic or 80% for clinical, the student will be notified of this and placed on Academic Probation. If a final exam brings GPA below the 78% in didactic courses or 80% in clinical courses, then the student will be dismissed from the program, regardless of prior probationary status. Students will be notified of their GPA prior to taking a final exam. (For probation specifics refer to Radiologic Technology Program Student Handbook, Academic Policies. See Below.)
2. Assignments turned in by students 1 day late results in 10 points loss per day up to 1 week of that assignment grade. Late assignments in excess of 1 week (7 consecutive days to include the weekend) will result in a "0" for that assignment grade.
3. If student is absent the day that assignments are made, it is the student's responsibility to contact instructor to review material covered during class or clinical and receive assignment, exams, or worksheets given. Exams should be made up immediately upon return to campus class, unless

advanced arrangements have been made with instructor with justifiable documentation, to take exam within one week of missed examination. Any student missing an exam or assignment must provide justifiable written documentation prior to making up the exam or assignment or a letter grade (i.e.: 7 points) will be deducted from the makeup exam. If student fails to make up the exam during the specified time frame, 5 days or less, it will result in a "0" for that exam grade. (It is the student's responsibility to make arrangements with the instructor for examination makeups.)

4. Exam items left blank on exams will result in double penalties,
5. If at any time during a course, the student's didactic GPA falls below 78% or the student's clinical course GPA falls below 80%; the student will be notified of this and placed on academic probation.
6. Academic probation is used to provide the student with extra credit work, (20 points maximum) one time per semester per each course, in order to gain knowledge and experience necessary in deficient radiology concepts to raise his/her grade up to the required academic standard of the 78% didactic GPA, or 80% clinical GPA, but not to exceed the 78% or 80% respectively.
7. Specific requirements, during a counseling session, of the academic probation, will be given to the student in writing. The student will be solely responsible for contacting instructors and getting extra credit work, scheduling of tutoring, individual instruction and verifying the time period for improving his/her grade. The academic probation is in place to encourage students to seek extra help from instructor to continue improving future exam or assignment grades.
8. Extra credit work must be turned in within two weeks after the written academic probation counsel, or student will forfeit points.
9. If the final exam brings a student's final academic didactic GPA below the 78% in a didactic course, or 80% in the clinical courses, then the student will be recommended for dismissal from the Radiologic Technology Program, regardless of prior probationary status.
10. Clinical competencies established must be maintained at 100% to pass levels in each semester. The specific mandatory and elective clinical competencies established by the ARRT, clinical education settings and the program can be found in the Student Clinical Handbook. If a student does not maintain competencies for the established semester the student will be put on clinical probation until competencies are reached in the next following semester. Failure to meet the competency requirements at the end of the following semester will result in student dismissal from the program.
11. Students will have access to their academic didactic and clinical GPA throughout courses taken that are posted online, which is available prior to taking the final exam in a course and throughout the semester or in program faculty's offices at the request of the student. Individual counsels may be conducted in reference to clinical grades, plus competencies obtained or lacking.
12. Disciplinary advisement is conducted through the program faculty offices, depending upon where the unacceptable behavior took place. Certain behaviors are considered unacceptable and detrimental to the overall objectives of the program and are included within the Radiologic Program handbook and student may first be given a verbal counseling and upon second committal of a second offense will be given a written counseling and may be considered for dismissal should the student commit a third offense or if warranted that the behavior was severe enough may be suspended up to 3 days or immediately dismissed upon the first offense, depending on the severity of unacceptable conduct or behavior. . *Please refer to Standards of Conduct and Disciplinary Policies and Procedures.*
  - The Radiologic Technology Program and Clinical Handbooks are available for public viewing at [www.cameron.edu/rad](http://www.cameron.edu/rad) or [www.greatplains.edu/rad](http://www.greatplains.edu/rad).

- At the end of the academic didactic, clinical, or disciplinary probation period, students not meeting the minimum standards established in the written counseling may be recommended for dismissal from the program.
  - In the untimely event that the Program Director would die, have emergency sickness, leaves, or is fired from the institution the program maintains a Master Plan of Education that would allow for continuity among and documentation of all aspects of the program. The Master Plan provides information needed to understand the program and its operations for new faculty and/or leadership to the program and includes course syllabi and program policies and procedures.

The 22-month program of study is divided into three semesters per year. The courses which are taken each semester are listed within the program handbook. The courses listed are also in the undergraduate catalog at [www.cameron.edu](http://www.cameron.edu), along with program effectiveness data, credentialing, exam pass rate, job placement rate and program completion rate located at [www.greatplains.edu/rad](http://www.greatplains.edu/rad).

#### **Make-Up Work Policy:**

**All Make-Up Work Is the Responsibility of the Student.** Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

#### **Attendance Policy:**

Employers want dependable and punctual employees; therefore, the program has a strict attendance policy. There will be no makeup of seat time allowed that counts towards the 5 days of absences allowed during fall and spring semesters, or 3 days of absences allowed in the summer semester. Attendance = 40% of clinical grades.

(Students should keep a written record of their absences and tardiness.)

#### **Certification Outcomes:**

**Tier 1** – Certifications Recognized, Administered and/or Endorsed by Industry

- ARRT: Radiography Certification Exam

#### **Industry Alignments:**

- American Registry of Radiologic Technologists (ARRT)
- American Society of Radiologic Technologists (ASRT)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)  
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