Wise County Radiologic Technology Program

Associate of Applied Science in Radiologic Technology

STUDENT HANDBOOK

AND

PROGRAM POLICY MANUAL

Revised Nov 11, 2026

INTRODUCTION

The purpose of this handbook is to detail policies and procedures specific to the Radiologic Technology Program. The following policies are reproduced from official Weatherford College publications for student convenience. These policies are governed by the current Weatherford College Student Handbook, College Catalog, and applicable institutional procedures. In the event of any discrepancy between this handbook and official college publications, the institutional policy shall prevail.

The policies and procedures set forth in this handbook are designed to support the success of the student. Students are expected to carefully review and comply with the Radiologic Technology policies, as well as the rules and regulations outlined in the Weatherford College general catalog and Student Handbook. By doing so, we can collectively uphold the high standards of education set forth by the program.

The information provided in this handbook is accurate as of the date of publication. However, it is subject to change, and any updates will be communicated to students in writing. These changes will take effect from the date of notification to students.

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PROGRAM OVERVIEW

Purpose of the Program

Welcome to the Weatherford College Wise County (WCWC) Radiologic Technology program. This program is designed to help students develop the necessary skills for an entry-level radiologic technologist role. It aims to provide learning experiences that will allow students to demonstrate proficiency in both the technical and human relations aspects of the profession.

A radiologic technologist is one of many individuals who work together as a team to meet the needs of the medical community and society by providing patients with the best possible care. Because of the rapid growth of the medical field, there is an ever-increasing need for radiologic technologists.

The Radiologic Technology Program lasts for 20 months (5-semesters) after completing the required prerequisites. During this time, students will gain theoretical knowledge at the college and practical experience at affiliated hospitals and clinical sites. Upon successful completion of the program, students will earn an Associate of Applied Science in Radiologic Technology and will be eligible to take the national registry examination for radiologic technologists, sponsored by the American Registry of Radiologic Technologists (ARRT).

A variety of assessment methods are used to determine if the student is achieving the goals of the program to include, but not limited to:

- Unit/Module/Chapter exams and quizzes
- Unit/Module/Chapter exercises and assignments
- Laboratory exercises
- Research assignments
- Group demonstrations/presentations
- Image critiques
- Observation, and performance evaluations

Program Philosophy

The Radiologic Technology Program at Weatherford College believes in a comprehensive approach to preparing graduates for the Radiologic Sciences profession. This approach includes a combination of classroom theory, hands-on laboratory practice, and real-world clinical experience. The program is committed to providing quality instruction, resources, and support to ensure the success of students and professionals at every stage of their education and beyond.

Equal Opportunity Statement

Weatherford College is an Equal Opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability.

Weatherford College Institutional Mission Statement

Weatherford College embraces a culture of excellence, fostering the success of all of its students and enriching the communities it serves through innovative, affordable, and accessible learning and cultural opportunities.

EXPANDED MISSION AND PURPOSE STATEMENT

As a publicly supported, comprehensive community college, Weatherford College primarily serves the needs of the citizens of its service area through teaching, public service, and learning and cultural experiences.

Weatherford College offers courses pursuant to a spectrum of educational goals:

- Bachelor of Applied Science Degrees
- Associate of Arts degree
- Associate of Science degree
- Associate of Applied Science degrees
- Field of Study transfer majors
- Core transfer curriculum
- Workforce training
- Adult literacy and other basic skills
- Personal enrichment

Weatherford College maintains a culture of caring that encourages student pursuit of educational excellence. The College offers counseling and guidance to help students identify and attain their personal goals.

Weatherford College requires professional development of all full-time employees and encourages research to seek out, develop, and implement methods to improve student learning. Weatherford College also conducts research to ensure that the College offers programs that contribute to the cultural and economic wellbeing of the service area citizens.

Weatherford College fosters a culture that embraces diversity and inclusion. The college embraces continuous improvement through systematic and regular planning, execution, assessment, and improvement.

Radiologic Technology Program Mission Statement

The Radiologic Technology Program continues the mission of the Health and Human Sciences Division at Weatherford College by offering students a quality education in the radiological sciences.

Radiologic Technology Program Student Learning Outcomes

Clinical Competency

Goal: Students will have the prerequisite clinical skills to be an entry level radiographer.

1. SLO: Student will be able to select appropriate technical parameters to produce diagnostic value.
2. SLO: Student will correctly position the patient to perform acceptable radiographic examinations and procedures.

Problem-solving and Critical Thinking

Goal: Students will demonstrate problem-solving and critical thinking skills in the clinical setting.

Desired Outcomes:

1. SLO: Student will be able to analyze finished radiographic images for diagnostic quality.
2. SLO: Student will demonstrate procedural understanding and critical thinking skills as they adapt to various patient conditions or clinical situations.

Communication

Goal: Student will have oral and written communication skills appropriate to their education and healthcare environment.

Desired Outcomes:

1. SLO: Student will demonstrate appropriate communication skills with the patient and other team members in the clinical setting.
2. SLO: Student will demonstrate written language skills

Professionalism

Goal: Student will demonstrate knowledge of professional ethics, and actions that promote the attributes of a professional radiographer.

Desired Outcomes:

1. SLO: Students will demonstrate knowledge of professional ethics and exhibit initiative and motivation consistent with professional radiographic practice.
2. SLO: Students will demonstrate professional initiative, confidence, and a willingness to learn during specialty imaging rotations.

Program Effectiveness

Goal: The program will assure educational effectiveness and graduate entry level radiographers.

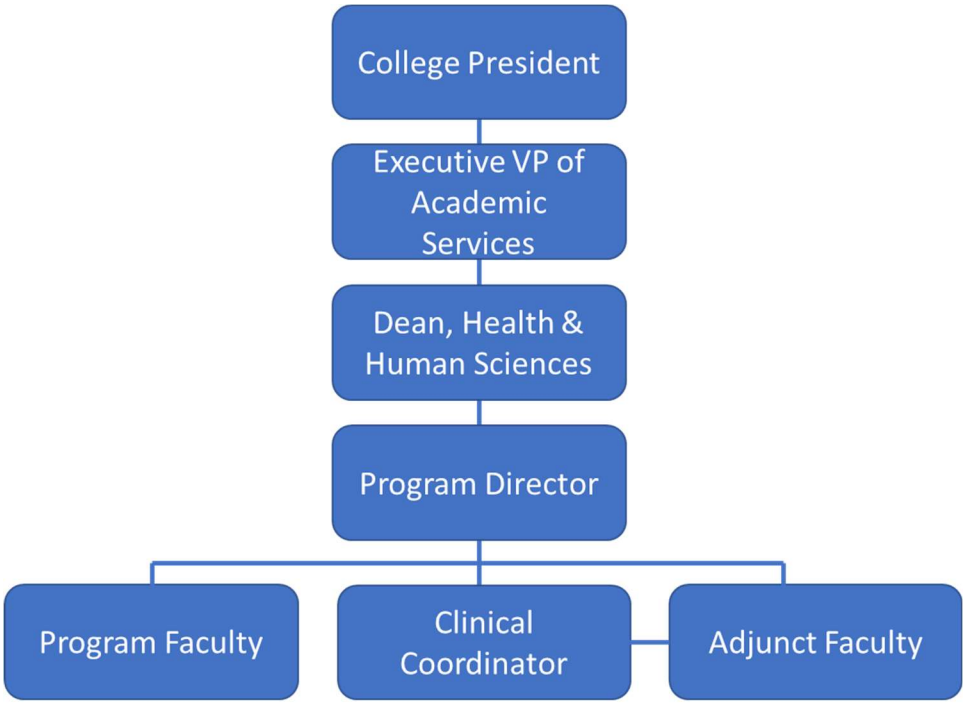
Desired Outcomes

1. Student will pass the ARRT examination on 1st attempt within 6 months of graduation.
2. Student will successfully complete the program.
3. Student will be satisfied with their education
4. Employer will be satisfied with the graduate's performance

5. For those seeking employment, student will be employed within 12 months post-graduation

ORGANIZATIONAL STRUCTURE

Organizational Chart



PROGRAM FACULTY

Program Faculty and Contact Information

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ACCREDITATION

Regional Accreditation and Compliance

Weatherford College of the Parker County Junior College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-40978 or call 404-679-4500 for questions about the accreditation of Weatherford College.

Interested constituents may contact the Commission on Colleges (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

The Commission is to be contacted only if there is evidence that appears to support an institution's significant non- compliance with a requirement or standard.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Weatherford College and not to the Commission's office.

Also approved by the Texas Higher Education Coordinating Board

Weatherford College is a member in good standing of the:

- American Association of Community Colleges
- National Junior College Athletic Association
- North Central Texas Council of Governments
- Northern Texas Junior College Athletic Conference
- North Texas Community College Consortium
- Texas Association of Community Colleges
- Texas Association of Community College Trustees and Administrators Texas Association of School Boards
- Texas Community College Association
- Texas Community College Teachers Association
- Texas Council of Academic Libraries Association

Programmatic Accreditation and Compliance

https://www.jrcert.org/programs/weatherford-college/

The Weatherford College Wise County Radiologic Technology Program is seeking accreditation via the Joint Review Commission on Education in Radiologic Technology (JRCERT) and follows the Standards for an Accredited Educational Program in Radiologic Sciences. This ensures that students in the program receive a quality education based on professional and ethical values.

The Joint Review Commission on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182 www.jrcert.org

(312) 704-5300 or e-mail at: mail@jcert.org

According to JRCERT requirements, program effectiveness data is made accessible to relevant communities. For further details, please refer to the following link: https://wc.edu/programs/all-programs/radiologic-technology/

Current Status

The Weatherford College Wise County Radiologic Technology Program is currently in the process of seeking initial accreditation through the Joint Review Commission on Education in Radiologic Technology. The program has initiated the required application and approval process and is working toward meeting all accreditation standards established for educational programs in radiologic technology. Program officials anticipate continued progression through the accreditation process prior to and following the inaugural student cohort scheduled to begin in January 2027. Students enrolling in the program will be informed of the program's accreditation status throughout the process. While initial accreditation is being pursued, the program is being developed in accordance with established educational, clinical, and professional standards to support student success and eligibility requirements associated with the radiologic sciences profession.

JRCERT Due Process

https://www.jrcert.org/accreditation-for-students/allegations/

The JRCERT is required to be responsive to allegations of non-compliance with any of its Standards. Please be advised the JRCERT cannot advocate on behalf of any one student. An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student. The JRCERT takes seriously and follows up appropriately any allegation that an accredited program is not maintaining compliance with its accreditation standards. Before the JRCERT will take action to investigate the program, however, it must be assured that the complainant has addressed the matter internally. Did you follow the program's/institution's due process through to its final appeal? If you have addressed the matter internally and wish to make a formal complaint, please complete an allegations reporting form. The allegations must reference the specific accreditation standards/objectives with which you believe the program to be in non-compliance. The Standards for an Accredited Program in Radiologic Sciences can be found under the Accreditation Information menu.

Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.1)

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer

Joint Review Commission on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Ph: (312) 704-5300
e-mail: mail@jrcert.org

The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible. Forms submitted without a signature or the required supporting material will not be considered. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

PERFORMANCE STANDARDS

JRCERT Performance Standards for Accreditation

https://www.jrcert.org/jrcert-standards/

The Weatherford College Radiologic Technology Program follows the "Standards for an Accredited Educational Program in Radiologic Technology" (Standards) set by the JRCERT. The JRCERT is approved by the United States Department of Education to accredit programs in radiography and radiation therapy. Programs that meet these standards are awarded accreditation by the JRCERT.

The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2021) are as follows:

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 enables 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.

ASRT Scope of Practice of the Medical Imaging Professional

https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online

- Administering medications parenterally through new or existing vascular access, enterally, or through other appropriate routes as prescribed by a licensed practitioner.*+
- Administering medications with an infusion pump or power injector as prescribed by a licensed practitioner.*+
- Applying principles of ALARA to minimize exposure to patient, self, and others.
- Applying principles of patient safety during all aspects of patient care.
- Assisting in maintaining medical records, respecting confidentiality and established policy.
- Corroborating a patient's clinical history with procedure and ensuring information is documented and available for use by a licensed practitioner.
- Educating and monitoring students and other health care providers.*+
- Evaluating images for proper positioning and determining if additional images will improve the procedure or treatment outcome.
- Evaluating images for technical quality and ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.*+
- Performing ongoing quality assurance activities.
- Performing venipuncture as prescribed by a licensed practitioner.*+
- Postprocessing data.
- Preparing patients for procedures

- Providing education.
- Providing optimal patient care.
- Receiving, relaying and documenting verbal, written and electronic orders in the patient's medical record.*
- Selecting the appropriate protocol and optimizing technical factors while maximizing patient safety.
- Starting, maintaining and/or removing intravenous access as prescribed by a licensed practitioner.*+
- Verifying archival storage of data.
- Verifying informed consent for applicable procedures.

**Excludes limited x-ray machine operator*
+Excludes medical dosimetry
Source: American Society of Radiologic Technologists (ASRT), February 22, 2024, Effective June 26, 2022

National ARRT Registry

https://www.arrt.org/pages/about/about-us

The American Registry of Radiologic Technologists (ARRT) is the world's largest organization offering credentials in medical imaging, interventional procedures, and radiation therapy. They certify and register technologists in a range of disciplines by overseeing and administering education, ethics, and examination requirements.

The purpose of ARRT certification and registration is to recognize individuals qualified to perform a specific role. The Radiography certification and registration recognizes individuals who are qualified to perform the role of a radiographer. Certification and registration requires satisfaction of certain professional standards in medical imaging. Employers, state licensing agencies, and federal regulators all consider an ARRT credential to be verification that radiographers have met rigorous educational and clinical standards.

Upon completion of the curriculum at Weatherford College, students are eligible to apply to take the Registry Examination. To become a Registered Technologist in Radiography, students will have to successfully pass the ARRT examination. Students will need to make an appointment to take the examination at an ARRT recognized testing site.

Applicants that have been convicted of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations should request an ARRT ethics review. All potential violations must be investigated by the ARRT to determine eligibility. All alcohol and/or drug related violations must be reported. Individuals may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted before or after entry into an accredited program.

ARRT Contact Information

1225 Northland Dr.
St. Paul, MN 55120-1155
Tel: (651) 687-0048

ARRT Code of Ethics

https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements

Students accepted into the Radiologic Technology program at Weatherford College are expected to adhere to the ARRT Code of Ethics. Failure to follow these guidelines may result in dismissal from the program pending administrative review.

The Code of Ethics[1] shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

[1]retrieved from ARRT February 22, 2024 Radiography Program Technical Practice Standards

Texas State Licensure

https://www.tmb.state.tx.us/page/licensing-full-medical-radiologic-technologist

All graduates who pass the American Registry of Radiologic Technologists (ARRT) certification examinations are qualified for General Medical Radiologic Technologist (GMRT) licensure in Texas. One-hundred twenty (120) days prior to completion of the program, students may apply for a certificate from the State of Texas, Texas Medical Board.

Other states may have different licensure requirements. If a student is planning to seek employment in a state other than Texas, they may choose not to register for a Texas MRT and may instead apply for licensure in the state of their choosing, if it is required. Faculty can assist students with this process if necessary.

Advisory Committee

The primary function of the Radiologic Technology Advisory Committee is to provide counsel to the Program faculty and College administration to ensure that the Program continues to meet the needs of students and the community. The members of the committee are individuals involved in the imaging profession in various capacities.

The program has implemented a structured approach to periodically review and reevaluate our assessment methodologies, tools, and strategies. These goals and learning objectives are assessed annually with stakeholders of the community during the Advisory Committee meetings to identify strengths, areas for improvement, and emerging trends in assessment practices within the field of radiologic technology education.

Student Class Representatives

As part of the professional development process, one or two (1-2) student(s) is/are chosen from each cohort to represent the class. The students are chosen by the radiologic technology faculty and will serve as guests to represent students at the committee meetings. The term for the students selected will end on the scheduled day of their class graduation.

The student representative is expected to attend and actively participate in the annual advisory committee meetings. In addition, the student representative should share information about the meetings with the radiography program students.

The selection of the student representative will be based on the following criteria. Students shall:

- Be in good standing in the program (didactic and clinical courses)
- Demonstrate leadership qualities
- Possess good communication skills
- Demonstrate excellent patient care skills in both the lab and clinical settings

- Have good attendance and punctuality in didactic and clinical courses
- Be mature
- Be adaptable
- Demonstrate a professional attitude
- Be a program advocate

GENERAL COLLEGE POLICIES AND PROCEDURES

The Weatherford College Health and Human Sciences Division Policies and Procedures have been compiled by the Health Sciences faculty to provide information pertinent to all students in the Health Science programs. The purpose of this is to provide to student's essential information about the educational and behavioral performance requirements expected of individuals entering the health science professions.

In order to ensure safe practice, Weatherford College has developed specific policies and procedures, in addition to those already established by the College, that govern student matriculation in their respective programs. It is the responsibility of the student to be familiar with and abide by the policies contained in this handbook and in the College Catalog and Student Handbook. The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

Statement of Student Rights and Responsibilities

Weatherford College students neither gain nor lose any of the rights and responsibilities of other citizens by virtue of their student status. They are subject to the same federal, state, and local laws as non-students and they are the beneficiaries of the same safeguards of individual rights as non-students.

As members of the WC community, students are subject to the rules and regulations of the College. Students retain the responsibility of citizenship upon enrollment in the College District. The College District expects that each student will conduct himself or herself in a manner compatible with the College District's function as an educational institution. Regardless of place of residence, each student must observe all federal, state, and applicable local laws both on and off campus. Any student who violates any provision of these laws is subject to disciplinary action, including expulsion, notwithstanding action taken by civil authorities on account of the violation.

Weatherford College Admission Requirements Policy

The general admissions policy of Weatherford College is established by the Board of Trustees on the recommendation of the administration. Specific admission policy is the responsibility of the administration and the faculty. The director of admissions is responsible for administering the policy. Admission to Weatherford College is open to qualified individuals regardless of race, color, religion, age, sex, national or ethnic origin, veteran status, or disability. An admissions application form is available online.

Admission to Weatherford College is open to qualified individuals under the following conditions:

- By high school graduation,
- By Texas Certification of High School Equivalency (GED, HiSet, and TASC exams), or

- By meeting individual approval guidelines: not graduated from high school, not enrolled in high school or home school, 18 years of age or older and his or her high school class has graduated.
- High School Graduates and College Transfer Students will be admitted as regular students under conditional acceptance for one semester pending acceptance of all required documents including official transcripts.

Before presenting themselves for registration, prospective students must complete the following steps prior to applicable deadline dates:

- Submit the electronic application for admission located at
- Have official transcripts from high school (including home school and private secondary school), GED services, and/or last college attended sent to the Student Services Office. Transcripts from other colleges must bear the official signature and seal of the college from which they are issued and be sent from that college to WC. Weatherford College accepts electronic transcripts from high schools and colleges and their selected transcript provider(s).
- Weatherford College requires a student who has not attended a prior college to present an official transcript confirming high school graduation. If the applicant has attended a prior college, only an official transcript from the last college attended is required as part of the admissions process. In addition, for financial aid consideration, transfer students are subject to high school validation. Federal law requires a student to have valid high school credentials to receive financial aid, and that all conflicting information in a student record be resolved before the issuance of Title IV (Pell Grant and student loans) funds.
- Weatherford College will accept without a validation process high school transcript from any state-recognized ISD. Transcripts from Charter Schools and Home Schools will be reviewed for verification of all required components. Transcripts from private schools and online schools will be evaluated for content, and the institution from which the transcript is issued will be reviewed for validity. This is done in order to determine the quality and scope of education received by the student, and to meet the U.S. Department of Education mandate that such schools be vetted to determine if the school is a diploma mill. Weatherford College must have an official transcript from the school in order to begin the evaluation process.
- Provide the results of any state approved assessment test; or present verification of exceptional SAT, ACT or Texas high school exit scores; or present verification of active military duty or Reserve/National Guard in Texas. An advising conference will be held with each student who is required to take the TSI Assessment test.
- Veterans must submit military transcripts, Post 9/11 Certificate of Eligibility, DD214, and all prior college transcripts.
- Provide documentation of meningitis vaccination within the last 5 years. Students under age 22 who are entering an institution of higher education for the first time or returning after an absence of one or more semesters are required to provide this documentation. The vaccination must be received at least 10 days prior to the beginning of the semester for

which application is being submitted. For additional information, including vaccination exemption, visit the state meningitis website.

- Complete IRS form W-9S for social security number verification

Financial Aid

Weatherford College is dedicated to the belief that no student wishing to pursue a college education should be denied that opportunity, regardless of financial ability to pay. In determining the need for financial assistance, the Financial Aid Office is guided by its estimate of each student's actual expenses, the data supplied by the student in the Free Application for Federal Student Aid (FAFSA), and information received from the U.S. Department of Education. Each student who is eligible will be offered a financial aid package containing a combination of grants, scholarships, and/or student employment. FAFSAs are available on the U.S. Department of Education website at https://studentaid.gov. A student cannot be "packaged" for financial aid until his or her financial aid file is complete. A student's file is not considered complete and cannot be evaluated until the Student Aid Report (SAR) and all other requested documents have been submitted. Failure to meet application deadlines could result in a delay in receiving financial assistance.

Access to Student Records (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Weatherford College may disclose, without consent, "directory information." Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate; fulltime or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Student can request directory information be kept confidential by contacting the Student Services Office.

Eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Weatherford College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, D.C. 20202-8520

Information regarding electronic submission of complaints can be found online at https://studentprivacy.ed.gov/file-a-complaint.

Academic Integrity Policy

Academic integrity is fundamental to the educational mission of Weatherford College and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Any student who is demonstrated to have engaged in any of these activities, will be subject to immediate disciplinary action in accordance with institutional procedures.

Examples of cheating, plagiarism, collusion, or abuse of source materials include, but are not limited to:

- Copying from another student's test paper or devices;
- Failing to comply with instructions given by the person administering the test;
- Possession of materials during a test which are not authorized by the person administering the test, such as class notes or other unauthorized aids;
- Using, buying, stealing, transporting, selling, or soliciting in whole or part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program;
- Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority;
- Discussing the contents of an examination with another student who has taken or will take the examination without authority;
- Appropriation through purchasing, receiving as a gift, or obtaining by any means, material that is attributable in whole, or in part, to another source including words, ideas,

illustrations, structure, computer code, other expression, and media, and presenting that material as one's own academic work to instructors for credit;
- Unauthorized collaboration with another person in preparing academic assignments offered for credit, or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.
- Unauthorized use of Generative AI to produce work of any type (text, image, code, etc.) and presenting that work as one's own;
- Citation of sources that do not exist or citation of material within a source that does not exist;
- Misrepresentation of information or phrasing taken out of context changing the original meaning of the source;
- Falsifying research data, laboratory reports and/or other academic work offered for credit;
- Substituting for another person or permitting another person to substitute for oneself to take a course, take a test or complete any course-related assignment.

Faculty may request, through the appropriate instructional dean, that an allegation of Academic Integrity violation be reviewed for possible academic sanction. Appeals concerning academic sanctions may be made through the Student Appeals Procedure.

Alcohol and Drug Policy

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any controlled substance, abusable inhalant, performance-enhancing drug, designer drug or any other intoxicant behavior-altering drug on College District premises or off premises at a College District-sponsored activity, function, or event.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under the policy.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Student Appeals (Due Process) Complaint/Grievance Policy

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at the Student Services Office. The College holds each student responsible for compliance with these policies, rules, and regulations. For a complete listing of College policies and their specific procedures, please visit the Conduct and Grievances webpage.

Weatherford College recognizes the importance of providing an opportunity for students to appeal the decisions made by college administrators, committees, and faculty and staff. Particular care is taken to provide safeguards for students if any action significantly alters their status at the College. In cases in which the accused student disputes the facts and/or penalties upon which the findings were based, an appeals committee shall hear such charges. The appeals committee shall be impartial and shall be designated by the Assistant Vice President of Student Services. The appeals

committee shall preside over a fair hearing for the student and holds the authority to affirm, modify, remand, or reverse sanctions. The student and the College may be represented by counsel during the appeals. Weatherford College has one standing appeal committee.

The Student Appeals Committee will convene for a student disputing the facts and/or sanctions in the following circumstances:

- Violations of the Student Code of Conduct
- Violations of program-specific rules and regulations
- Non-Academic Success resulting in a delay of education

All students appearing before the Student Appeals Committee shall be informed of their due process rights. The procedural processes are listed in the student handbook. Students may request an appeal in the Office of Student Services.

Students may petition the College President in writing to review the Student Appeals Committee decision, within ten business days of receiving notice of the committee's decision. The College President will follow the procedures set forth in the College Policy. If the College President affirmed or modified the decision of the appeals committee or if the time for a response has expired, the student may appeal the decision to the Board in writing.

Weatherford College encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or another campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach an acceptable outcome for the student, the student may initiate the formal complaint process by filing a written complaint form. The student complaint form is found online at www.wc.edu, and in the Office of Student Services. Completed forms should be directed to the Executive Dean of Student Services. The Executive Dean will then forward to the appropriate administrator who can address the concern. If the student did not receive the relief requested, the student may request a conference to the next level of administration by following the student complaint policy. When addressing a student complaint, the college will follow the institution’s student complaint policy, unless the complaint is regarding discrimination, harassment, retaliation, disciplinary decisions, or commissioned peace officers employed by the college. These alleged grievances are adjudicated through separate policies and have varying due process procedures.

Bullying Policy

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and/or ostracism, all of which are prohibited activities at Weatherford College and college-sponsored events. Bullying can occur in written or verbal expression, expression through electronic means, or physical conduct.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or another college employee who shall notify the Executive Dean of Student Services. A report may be made orally or in writing.

Student Complaint Policy

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General Disciplinary Action Policy

Disciplinary action may originate with the Executive Dean of Student Services or designee or in other units of the College District, which may initially deal with the alleged misconduct. A faculty member, staff member, or student shall report any student violation that is not resolvable through an informal process if he or she believes that disciplinary action may be warranted. Any such referral(s) to the Executive Dean of Student Services shall be in writing and shall be signed by the college official making the referral.

The Executive Dean of Student Services or designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the student(s) and/or the college official who referred the matter. After the initial investigation, the Executive Dean of Student Services or designee may issue one or more of the following:

- Take no action.
- Take administrative action to counsel, advise, or admonish the student.
- Forward the grievance to an appropriate administrator/committee
- Take disciplinary action against the offending student.

The discipline of students at Weatherford College is, in all but the case of expulsion, a part of the education process. Disciplining students is intended to be instructional and help students ultimately discipline themselves. A student shall be subject to discipline for violation of College policies and procedures, including the rules outlining expectations for student conduct (see Student Handbook). If a student commits an infraction or engages in misconduct, the college may impose penalties outlined in the Student Discipline Policy.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College's record retention schedule and kept separate from the student's academic record.

Discrimination, Harassment, and Retaliation Policy

Weatherford College prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of the College policy and is prohibited.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, another college employee, or the appropriate college official listed below:

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the American with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

- Name: Pattie Davis (pdavis@wc.edu) at WCWC, or Jolonda Sillemon (Jsillemon@wc.edu)
- Position: Coordinator for ADA and Special Populations
- Address: 225 College Park Drive
- Weatherford, TX 76086
- Telephone: 817-598-6308

Reports of discrimination based on sex, including sexual harassment and sexual harassment in the form of sexual violence, and bullying may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

- Name: Adam Finley
- Position: Executive Dean, Workforce
- Address: 225 College Park Drive
- Weatherford, TX 76086
- Telephone: 817-598-8831

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator or the Title IX coordinator may be directed to the College President. A report against the College President may be made directly to the Board

Student Conduct Policy

The conduct of Weatherford College students, both on and off campus, is expected to be that of any responsible adult in a public place. Students should consider at all times the effect of their actions on the reputation of the college. It is recognized that each student has the inherent right of free speech and free thought. However, it is also recognized that these rights must be extended to all individuals.

With these statements as guidelines, the college reserves the right to immediately suspend any students found guilty of a felony, found guilty of the possession or use of narcotics, engaged in action that disrupts or interferes with regular college classes or college sanctioned functions, found guilty of academic dishonesty or who is responsible for the obstruction of the normal administrative operations of the College. Any student suspended or expelled under this policy may appeal the ruling before the appropriate committee (see Appeals (Due Process).

A complete set of policies regarding student conduct may be found in the current student handbook available online.

Tobacco/E-Cigarettes/Vapors Policy

Weatherford College prohibits the use of any type of tobacco products on college grounds and in college buildings, facilities, and vehicles in order to provide students, employees, and visitors a safe and healthy environment. The use of "vapor" or electronic cigarettes are prohibited in any classroom or building on college property. This prohibition shall also apply to spaces leased by the College. The use of tobacco products shall be permitted in private vehicles parked on College property provided any residue is retained within the vehicle.

Grade Dispute Policy

Questions regarding individual grades or how they are calculated should be directed to the course instructor. A student disputing a grade should contact the course instructor no later than 30 days after the grade is awarded. If not satisfied after consulting the instructor, the student may request a review of the grade by submitting a written request to the next level of instruction administration. The administrative hierarchy is:

1. Department Chair or Program Director
2. Instructional Dean
3. Vice President of Academics and Student Services
4. College President

Disputes involving clerical errors, such as grade transposition or data entry, will be addressed by the Student Services Office.

Excused Absence for Religious Holy Day Observation Policy

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20. (FC Legal).

An institution of higher education, including a college district, shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

Policies and procedures for absences due to religious holy days shall be consistent with (or no more arduous than) the institution's policies and procedures relating to other excused absences.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution or his or her designee. The student and the instructor shall abide by the decision of the chief executive officer or his or her designee.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. (Education Code 51.911; 19 TAC 4.4, 9.24).

Students are required to complete the Excused Absence Notification form and submit it to their instructor.

Use of Computer and Internet Resources Policy

Weatherford College provides computer and Internet resources to its students, faculty, and staff, as well as to the community, as a means of enhancing learning, efficiency, and productivity. This technology allows students to access resources beyond the boundaries of our physical campus so that learning may become more global and students, faculty, and staff can be more efficient in the production of their assignments and work tasks. Finally, these resources enhance productivity by providing avenues of immediate communication on a global scale. To provide this resource to all persons affiliated with the College, a set of standards must be established for its management.

The Internet, as an information resource, enables Weatherford College to provide information beyond the confines of its campus. It allows access to ideas, information, and commentary from around the world. While the Internet offers a wealth of material that is personally, culturally, and professionally enriching to individuals of all ages, it also enables access to some material that may be offensive or disturbing to others, inaccurate, or illegal under U.S/ law. Weatherford College cannot police the global network and takes no responsibility for its content. Rather, all users must take responsibility for their activities on the Internet.

Social Networking Policy

Weatherford College acknowledges that students engage in social networking sites (e.g., Facebook, Instagram, Twitter, YouTube, Snapchat, TikTok, and LinkedIn, etc.), chat rooms, and create and maintain personal websites, including blogs. Weatherford College respects students' online social networking and personal internet use.

However, students' online presence can have an impact on Weatherford College, as words, images, posts, and comments can reflect or be attributed to Weatherford College, affiliated medical facilities, patients, staff members, or instructors. Students must be mindful to use electronic media responsibly and respectfully. Because a Weatherford College student's online comments and postings can affect Weatherford College, affiliated medical facilities, patients, staff members, or instructors, Weatherford College has adopted the following guidelines that students must adhere to when participating in social networking sites and/or engaging in other forms of internet use on and off duty:

- Follow all applicable Weatherford College and Health and Human Sciences policies. To remain in compliance with the Health Insurance Portability and Accountability Act (HIPAA) you must not share confidential or proprietary information from medical facilities, their staff members or patients encountered while a student at Weatherford College. Posts from Weatherford College computers and E-mail addresses are the property of Weatherford College and subject to the policies, rules and regulations of Weatherford College. Photography, video and voice recordings from clinical locations are prohibited by law (HIPAA) and therefore should not be posted on social media or social networking sites.
- Write in the first person. Where your connection to Weatherford College is apparent, make it clear that you are speaking for yourself and not on behalf of Weatherford College. In those circumstances, you may want to include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of Weatherford College." Consider adding this language in an "About me" section of your blog or social networking profile.
- If you communicate in the public internet about Weatherford College or Weatherford College -related matters, disclose your connection and your role at Weatherford College. Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on Weatherford College, and may result in liability for you or Weatherford College.
- Use a personal email address (not your Weatherford College.edu address) as your primary means of identification. Do not use your Weatherford College E-mail address for personal views.
- If your blog, posting or other online activities are inconsistent with, or would negatively impact Weatherford College, affiliated medical facilities, patients or staff member's reputation or brand, you should not refer to or identify your connection to Weatherford College, affiliated medical facilities, patients or staff members.
- Be respectful and professional to fellow students, instructors, sponsors and patients. Avoid using unprofessional online personas.
- Ensure that your blogging and social networking activity does not interfere with your student commitments.

CAMPUS SAFETY

Campus Safety Policy

Weatherford College provides a campus police department located in the Police & Maintenance Building (PLMA) consisting of a Chief of Police, several full-time and part-time State-of-Texas Certified Peace Officers, and a Crime Victim Liaison. WC Campus Police is on duty to provide a safe and secure campus environment for students, faculty, staff, and guests of the College. A crime victim liaison is available to assist any student, faculty, or staff member if subjected to a violent crime on campus. For emergency cases, please dial 911. To reach the WC Campus Police call 817-594-1731, after hours call 817-771-3535

Campus Carry Policy

Weatherford College is committed to providing a safe environment for students, employees, and visitors, and to respecting the right of individuals who are licensed to carry a handgun as permitted by Texas state law. On August 1, 2017, individuals who are licensed to carry may do so on campus premises except in locations and at activities prohibited by law or as is specified by local procedure.

Facts About the Law –"Campus Carry" or SB 11

- **The law does NOT allow open carry campus.**
  SB 11 deals only with the concealed carry of handguns by people who have a "license to carry". It is now – and will still be – illegal to display a firearm on any campus property.

A person must have a license to carry a concealed handgun on campus.
SB 11 authorizes concealed campus carry only by "license holders," that is, people who received the state-mandated training and met other statutory requirements for a license to carry a concealed handgun

Inclement Weather Policy

When scheduled classes are canceled or delayed due to inclement weather, every effort will be made to notify students of the cancellations per television, radio or per telephone, when necessary. The "lost" class or laboratory time will be made up through a variety of possible means. These include group work outside the classroom, research in the College library, or additional class time beyond the regular class hours. Each instructor will decide on which approach is best for his/her curriculum and then notify the immediate supervisor or instructional administrator of the decision.

For detailed information on campus closings, please go to:

- The WC COYOTE ALERT/School Cast (an email will be sent to your student email account with instructions on how to set up your School Cast account).
- Check the College's website at http://www.wc.edu
- Next, call the main WC telephone number at 817-598-5471 for a notification.
- Tune in to KYQX 89.5 FM, or go to www.qxfm.com and "Listen Live."
- Local TV Channels 4, 5, 8 and 11 will be notified of campus closings.

Severe Weather Safety Procedures

The following procedures will be enacted if severe weather is in the area. The Campus Police Department will monitor the National Weather Service forecast over cable TV, Police Band Radio, and the Internet. When an actual tornado or funnel cloud has been sighted and is moving in the general vicinity of the college, the Campus Police, or a designated representative, will enact Coyote

Alert (the campus emergency notification system) to notify students, faculty, and staff shall proceed immediately to their designated shelter area.

STUDENT RESOURCES

College Bookstore

The College Bookstore provides students, community members, faculty and staff with needed academic material to assist in their education. In addition to providing textbooks, the bookstore also provides college apparel, gifts, software, sundries and supplies. The store is located in the first floor of the college. For more information call (940) 626-3259.

Coyote Clinic (Weatherford)

The clinic is available free of charge to all students and with a $30 co-pay to all employees. The clinic operates in conjunction with the Parker County Hospital District to provide medical care for minor conditions. Some examples of conditions are sinus infection, ear infection, strep throat, flu, minor cuts and skin disorders, diarrhea, vomiting, treatment of asthma flareups etc. Onsite testing is available for COVID-19, Flu A & B, Strep. It is the legal and ethical responsibility of Coyote Clinic to safeguard all confidential health information. The clinic is located on the Weatherford campus in Lower Level of the Liberal Arts Building. No appointments are necessary, but pre-enrollment with the hospital district is needed. More information and pre-enrollment is on the Weatherford College website https://www.wc.edu/clinic. 817-598-8898

Library Services (Weatherford)

The mission of the Speaker Jim Wright Library is to support programs, faculty, and students with quality resources and good customer service. The library values the input of all users in meeting the needs of the Weatherford College community.

Facilities and hours: Speaker Jim Wright Library is a two-story building located in the heart of campus. Five study rooms and individual study carrels are available for student use. The Health Science Room includes print and AV materials specifically for Nursing and all other Health Science programs, video viewing equipment, and two group study areas. Health Science students may reserve these study areas for group work.

The Faculty Development Room (FDR) is a conference room that may be reserved by faculty and staff for meetings. When not in use, it is available as an open study space for students. Contact the library's Circulation Desk at 817-598- 6251 or library@wc.edu to make a reservation.

Archival collections, centered on the history of the College, are available for viewing by appointment. Contact the library's Circulation Desk at 817-598-6251 or library@wc.edu .

The Streib Center Computer Lab is primarily used for teaching library research instruction classes. Instructors may reserve the Streib for either library research or for general classroom use that requires students to have computer access. Contact the library's Circulation Desk at 817-598-6251 or library@wc.edu to make a reservation. When not reserved, the Streib is a designated quiet study space in the library and open to all students for walk-in use.

The Adjunct Corner provides two laptop workstations exclusively for adjunct faculty teaching for Weatherford College. Adjuncts are welcome to use these computers to work on their classes, print assignments, and meet with students.

Students who need to print papers and documents can do so from any of 36 computer work stations. Both printing and photocopying are for a minimal fee. Students can also scan and save documents to email or a flashdrive. Wireless internet is available for users who bring their devices. A charging station and coffee vending machine are also available.

Library hours vary according to the school year and are posted on the entrance to the library and on the library's website. For library hours on the Wise County campus, check those locations specifically.

Instructional and Academic Support Services

Located on the upper level of the Student Services building (STSV 104-106), the Academic Support Center (wc.edu/asc) is a resource center for students who need assistance in gaining the skills and knowledge needed to achieve academic success. The Academic Support Center staff is dedicated to providing support to the entire Weatherford College community through maintaining an up-to-date computer lab, presenting workshops on study skills, writing skills, and specific math topics, tutoring for various subjects including developmental classes, and providing a variety of testing resources. Handouts, books, and study guides are available for students needing these resources. Additional services include:

- Academic assessment through computerized testing is available to assist students in identifying academic strengths and weaknesses providing students with information enabling them to develop effective learning strategies.
- Test preparation for the entrance exams for the Health Sciences programs are offered throughout each semester. Schedules are posted at wc.edu/ ASC/accuplacer-teas-workshops study guides and computer programs are also available to assist individual students in preparing for admission tests.
- Tutoring is offered on a drop-in basis or by appointment to all Weatherford College students. Schedules are posted at wc.edu/ASC/tutoring. In addition, online tutoring is available 24/7 for most subjects. All tutors are required to participate in a certification training program and in additional in-service training.
- Content tutoring is provided for Physics, Chemistry, Anatomy & Physiology, and Spanish. Tutoring for other courses may be provided on a one-to-one basis. Contact the Academic Support Center for more information.
- Required tutorials for developmental math, reading, and writing classes are coordinated through the Academic Support Center.
- Services for special needs students are coordinated through the Special Populations Office in conjunction with the Academic Support Center.

Study skills workshops in areas including time management, note-taking, and test taking are provided throughout each long semester. A schedule of these workshops is posted on the Academic Support Center web page; additionally, fliers announcing topics, dates, times, and locations are regularly distributed throughout the campus. For access online, visit wc.edu/ASC/study-skills-workshops.

In addition, math and writing workshops are offered throughout the semester on a variety of math topics. For more information about academic support, please call 817-598-6499, or email at admissions@wc.edu.

Office of Disabilities and Accommodations

Students or prospective students with disabilities can contact the Office of Disabilities and Accommodations. The Office of D/A exists to assist students with documented disabilities as they pursue their goal of a college education. The office serves as a liaison between students and the college in matters of communication and action toward achievement of reasonable accommodations. Each student is encouraged to act as his or her own advocate, and take the major responsibility for securing accommodations. The Office of D/A provides students with the voluntary and confidential means to seek accommodations for academic and related needs. Early and regular contact will assure the timely identification of needed services and the location of resources and options available to the student.

Eligibility for disability services at Weatherford College is dependent upon the nature of the disability and its impact on learning. A disability is defined as any mental or physical condition that substantially limits an individual's ability to perform one or more major life activities. These disabilities may be: physical, visual or auditory, neurological or psychological in nature, and also include chronic health problems and learning and communication disorders.

The Office of D/A is located in Wise County Student Services, and coordinated through the main Weatherford Campus. Due to the high volume of students who receive services through this office, it is highly recommended that students make an appointment. 817-598-6308

Testing Services

The Weatherford College Testing Center offers a secure testing environment that is conducive to achievement. The testing center administers national and state standardized tests, such as Texas Certificate of High School Equivalency (GED, CLEP, TCEQ, TCOLE, and Pearson Certification Exams. The testing center administers local tests, such as TSI Assessment, Accuplacer, ATI TEAS, HESI A2, and campus faculty tests. The testing center is also available for students and community members to have tests proctored while taking on-line or correspondence courses from other colleges or universities. For more information, contact the Testing Center at 817-598-6383. The Weatherford College Wise County Testing Center can be reached at 940- 626-3247.

Personal Counseling (Weatherford)

Individual and group counseling are available to all WC students. Personal issues and concerns such as decision-making, personal relationship skills, increasing self-confidence, anxiety, depression, eating disorders, substance abuse, anger management, and personal adjustments necessary to be successful may be topics through which students might work with the guidance of a WC counselor. All counseling provided by the WC counseling staff is free and confidential. Appointments can be scheduled by contacting the Office of Student Development, located within the Doss Student Center by calling 817-598-6246. Appointments at WCWC, and ECGB are also available by calling 817-598-6246 for scheduling.

Student Support Services

Student Support Services (SSS) is a TRIO program funded by the U.S. Department of Education, whose mission is to help eligible students succeed at Weatherford College, graduate and/or transfer to a university to complete a degree. SSS participants are provided personal academic advising, individual development plans, tutoring and supplemental instruction, financial aid assistance, personal counseling, career advising, transfer assistance through campus tours and cooperative advising with transfer admissions offices, and cultural enrichment, all at no cost to the student.

To be eligible, students must be enrolled at Weatherford College, be citizens or permanent residents of the U.S., and meet one or more of the following requirements: have a family income within federal low-income guidelines, be a first-generation student, or a student with a documented disability. Applications to the program may be obtained in the TRIO Student Support Services office, located in Room 108 of the Student Services Building. The SSS department can be reached at 817-598-6484.

PROGRAM POLICIES FOR ADMISSION

Admission to Weatherford College does not guarantee selective admission to a specific Health Science program. The number of students admitted to each of these programs is limited. Students admitted to selected Health Science programs are chosen on the basis of admission to the college, reading level, math ability, prior educational achievements and health status. For specific application information and deadlines, contact the program director or Student Services.

Program and Marketable Skills Certificates require separate applications. They include Baccalaureate Degree Nursing, Associate Degree Nursing, Diagnostic Medical Sonography, Echocardiography Certificate Program, Human Service Provider Associate/Substance Abuse Counseling Certificate, Occupational Therapy Assistant (OTA), Physical Therapist Assistant (PTA), Radiologic Technology, Respiratory Care, Phlebotomy, Vascular Certificate, and Vocational Nursing

Radiologic Technology Program Application Requirements

The Radiologic Technology Program begins every year in January and is a 20-month continuous program. All prospective students are required to meet the admission criteria. In addition, all applicants should be free of illegal drug use, have no felony convictions, and be clear of any misdemeanor convictions other than minor traffic violations.

Applications for admission are accepted beginning August 15th through October 1st each year.

To apply to the Radiologic Technology Program:

- Complete **Weatherford College application**.
- Submit the following to the Weatherford College Wise County Campus, Office ----- Mickey Ryan, Program Director. Or email completed applications to mryan@wc.edu.
    - **Health and Human Sciences application** with official transcripts from all colleges attended.
    - Evidence of successful completion of the Texas Success Initiative or evidence of being exempt.
    - Completion of all prerequisite courses and general education courses.
    - GPA of 2.5 or above.
    - Science courses must have been taken within 5 years prior to admission. (Student must begin their Hepatitis B series by the last business day in February to complete the series before fall semester. Series must be completed by the fall semester. Failure to meet this requirement will result in denial of application.)
    - Proof of first of three) Hepatitis B immunization or positive titer or Department of State Health Services waiver with application.
- Only completed applications with transcripts are accepted.

English Proficiency Requirement

Before being accepted into the Radiologic Technology Program an applicant whose native language* is not English must submit an acceptable score on the Test of English as a Foreign Language (TOEFL). Additional information may be obtained from the Allied Health Department.

**A native language is a language that is acquired naturally during childhood & is usually spoken at home, as opposed to a language that is learned later in life; for example, as a part of a person's formal education.*

Preprogram Admission Requirements

Once selected for admission to the program, the student must complete the following prior to beginning the clinical portion of the program:

- Complete a criminal background check and driver's license check.
- Attend the mandatory program orientation.
- Obtain a TB screen test, various titers and immunizations, and a back/spine strength screening.
- Seasonal flu vaccine
- Submit proof of major medical health insurance.
- Obtain current AHA Health Care Provider CPR – valid throughout the duration of the program.

Information and specifics on obtaining the above criteria are available to the student upon acceptance into the program.

COVID-19 Statement

A student's involvement in the clinical experience carries the potential risk of injury or illness, including COVID-19. Weatherford College is not responsible for consequences resulting from participation in the clinical experience in excess of what the college's liability insurance policy provides. Additionally, Weatherford College is not responsible for any injuries or medical conditions, including a diagnosis of COVID-19, that students may contract during participation in the clinical environment.

In the event of a positive COVID test result, students are required to promptly notify the course instructor or Clinical Coordinator. Notification should be via email and accompanied by either a physician's note or a picture showing the positive test results. Following a positive diagnosis, students must observe a minimum quarantine period of five (5) days from the onset of symptoms before resuming classes, and they should be free of symptoms upon return. It's important to note that the COVID-19 quarantine policy of the student's assigned clinical site takes precedence over the program's policy, and students must adhere to the clinical site's guidelines. Importantly, any time spent in COVID quarantine will not be counted against a student's attendance record.

Applicant Selection Process

The Wise County Radiologic Technology Program begins every year in January and is a 20-month continuous program, which generally requires attendance Monday through Friday. All prospective students are required to meet the admission criteria. In addition, all applicants should be free of illegal drug use, have no felony convictions, and be clear of any misdemeanor convictions other than minor traffic violations.

The WCWC Program admits one cohort annually, with classes projected to begin each January. The admissions process is designed to provide applicants with adequate time for application submission, interviews, acceptance decisions, and program onboarding requirements.

The standard application period for the WCWC Radiologic Technology Program is anticipated to occur from approximately August 15 through October 1st each year. All application materials and supporting documentation must be submitted by the published application deadline in order to be considered for admission. All courses must be completed before August 15th; the program will not accept any credits from courses being completed during or after the application window.

Following the application deadline, WCWC faculty will review all completed and eligible applications. The top 20-25 applicants, based on cumulative admission criteria and point totals, will be selected and invited to participate in a face-to-face interview process. Interviews are generally conducted during the first week of November.

After completion of the interview process, final applicant rankings will be determined using cumulative admission point totals, including prerequisite coursework, interview performance, and other program-specific admission criteria. The top 10 applicants selected for admission, along with 5 alternate candidates, are typically notified during the second week of November through official program communication methods to include telephone calls and e-mails.

Accepted applicants must notify the program of their intent to accept or decline admission by the deadline identified in the official acceptance letter. Failure to respond by the stated deadline may may affect progression in the program, which may then be offered to an alternate candidate.

Mandatory program orientation for all accepted and alternate applicants is generally conducted during the first week of December. Additional information regarding orientation requirements, clinical compliance documentation, background checks, drug screening, immunizations, and program expectations will be provided prior to orientation.

Specific application deadlines, interview dates, orientation schedules, and program start dates may vary slightly from year to year and will be published through official WCWC program communications.

Applicant Scoring Process

Pre-requisite Courses

Anatomy and Physiology I, College Algebra, Introduction to Psychology, English Composition I

Co-requisite Courses

Humanities or Performing Arts (3 credit hour)

** Science courses must have been taken within the last five (5) years from the date of entering the program.*

A = 4 points
B = 3 points
C = 2 points

Pre-requisite and Co-requisite Courses

A = 4 points
B = 3 points
C = 2 points

Bonus Points Course – Anatomy and Physiology II

A = 4 points
B = 3 points
C = 2 points

Applicants with previous college degrees points:

AA or AAS = 2 points
BS or BA or higher = 4 points

Applicants with previous health care experience points:

2 points

It is strongly recommended that all co-requisite courses be completed prior to entering the Radiologic Technology Program.

Transferring Student Policy

Transfer students are admitted to the college under the following conditions:

- College transfer applicants are considered for admission on an individual basis. An official transcript from the last college attended must be submitted directly to the Weatherford College Student Services Office by the institution previously attended. Transcripts from the last college attended must either be on file at Weatherford College or an unofficial copy hand-carried for temporary admission until the start of the next registration period. To be eligible to register for the next session, the official transcript(s) must be on file. If the student hand-carries a transcript, it must be in a sealed envelope and must bear the issuing college's seal to be official. Students transferring in with a GPA below 2.0 from the most recent college attended will be placed on academic probation upon admittance to Weatherford College (please refer to page 50 of this catalog for more information about Scholastic Probation and Academic Probation). Students who are in good standing at the previous college will be admitted unconditionally at Weatherford College. Students on academic suspension with two or more semesters of attendance at another college will not be admitted. Students on disciplinary suspension will not be admitted.
- Transfer students will be advised regarding the number of transferable credits. Transfer students should request that coursework from other colleges be transcribed to their Weatherford College transcript. This is done in the Student Services Office. Or by completing the online form.
- Credits from international colleges and universities are accepted upon translation and evaluation of transcripts. Course descriptions may be required to complete transcript evaluation.
- Weatherford College is a member of the Servicemembers Opportunity Colleges (SOC). Eligible credit will be awarded from military schools and training if it applies to the

student's major. Weatherford College will accept the CCAF, and Joint Services Transcripts (JST).

All transfers into the Radiologic Technology program will occur at the beginning of a semester. Due to limited clinical affiliate space, students seeking to transfer from another program will only be accepted as space permits. Additionally, certain items must be fulfilled before admittance and program completion. Official transcripts, verified eligibility to enroll, and a letter of being in "good standing" with previous program are required. The student must also apply for admission to Weatherford College and the Radiologic Technology Program as a new student. A transcript evaluation must be requested. Additionally:

- Courses completed by the transferring student must match in their scope with the Weatherford College program. This decision is made by the Dean of Student Affairs. Additionally, the previous courses must match in sequence with the Weatherford College program.
- The transferring student must request that their current program director send a letter to Weatherford College, stating that the student is in good standing in their program; academically and professionally.
- The transferring student cannot have any professional or ethical counseling on file in their current program.
- The transferring student must successfully complete an entrance exam consisting of questions from courses already completed.
- The transferring student must successfully complete a clinical competency assessment.
- The transferring student must meet program required pre- and co-requisites.
- The transferring student must complete a minimum of 51% of the program at Weatherford College in order to receive an Associate's degree in Radiologic Technology from the college.

PROGRAM STRUCTURE

Program Structure

The Radiologic Technology Program spans approximately 20 months. Each Spring semester in January marks the commencement of a new student cohort. Students participate in classroom lectures, laboratory sessions, and practical clinical training from Monday through Friday. Upon successful completion, graduates will be awarded an Associate in Applied Sciences degree in Radiologic Technology.

First year students

In the first and second semesters, students attend classes at Weatherford College Wise County on Mondays, Wednesdays, and Fridays from approximately 4:00 PM to 12:00 AM. Clinicals take place two nights a week, on Tuesday and Thursday.

During the third semester (Fall), students attend class at Weatherford College Wise County on Mondays from 4:00 PM to 12:00 AM. Clinicals take place Tuesday, Wednesday, Thursday, and a limited number of Fridays.

Second Year students

In the fourth and fifth semesters, students attend classes at Weatherford College Wise County on Tuesdays and Thursdays from 4:00 PM to 12:00 AM. Clinicals are scheduled three days a week and may occur on Mondays, Wednesdays, and Fridays.

Students who choose to work while enrolled in the program are expected to arrange their work schedules around their class times and clinical rotations. It is important that students also allow adequate time for studying, skill development, and exam preparation to ensure academic success.

Curriculum Map

Course	Number	Name	Lecture Hrs.	Lab Hrs.	Extern. Hrs.	Contact Hrs.	Credit Hrs.
PREREQUISITE							
BIOL	2401	Anatomy and Physiology I	3	3	0	96	4
MATH	1314	College Algebra	3	0	0	48	3
ENGL	1301	Comp and Rhetoric	3	0	0	48	3
PSYC	2301	Introduction to Psychology	3	0	0	48	3
BIOL	2402	Anatomy and Physiology II [Bonus Points]	3	3	0	96	4
Elective		Humanities or Performing Arts [Co-rec]	3	0	0	48	3
		Totals	**12**	**2**	**0**	**240**	**16**
FIRST YEAR							
First Semester (Spring [16 weeks])							
RADR	1409	Introduction to Rad. & Patient Care	3	2	0	80	4
RADR	1411	Basic Radiographic Procedures	3	2	0	80	4
RADR	1313	Prin. of Radiographic Imaging I	2	3	0	80	3
RADR	1260	Clinical I	0	0	12	192	2
		Totals	**8**	**7**	**12**	**432**	**13**
Second Semester (Summer [13 weeks])							

RADR	2401	Intermed. Radiographic Procedures	3	2	0	80	4
RADR	1360	Clinical II	0	0	16	256	3
		Totals	**6**	**3**	**16**	**336**	**7**
Third Semester (Fall [16 weeks])							
RADR	2366	Practicum	0	0	40	400	3
RADR	2305	Prin. of Radiographic Imaging II	3	1	0	64	3
		Totals	**0**	**0**	**40**	**464**	**6**
SECOND YEAR							
Fourth Semester (Spring [16 weeks])							
RADR	2313	Radiation Biology & Protection	3	0	0	48	3
RADR	2331	Advanced Radiographic Procedures	2	3	0	80	3
RADR	2309	Prin. of Radiographic Imaging Equip.	3	0	0	48	3
RADR	2460	Clinical IV	0	0	24	384	4
		Totals	**11**	**3**	**24**	**560**	**13**
Fifth Semester (Summer [13 weeks])							
RADR	2217	Radiographic Pathology	2	0	0	32	2
RADR	2335	Radiologic Technology Seminar	2	4	0	96	3
RADR	2461	Clinical V	0	0	24	384	4
		Totals	**4**	**4**	**24**	**512**	**9**

Tuition and Fees

Program costs are based on 2026-2027 rates and may change upon board review. Visit the WC Tuition & Fees page for current costs. Highlighted fees will be charged when the student registers. Non-highlighted fees must be paid out of pocket.

Program costs are based on 2026-2027 rates and may change upon board review. Visit the WC Tuition & Fees page for current costs. Highlighted fees will be charged when the student registers. Non-highlighted fees must be paid out of pocket.

Semester	Expense Items	In-District Fees	Out-of-District Fees	†Out-of-District-Wise Fees	Out-of-State Fees
Semester One (Spring)	Semester Hours/Credit Hours (13 credit hours)	$1,625.00	$2,860.00	$2,106.00	$4,056.00
	Institutional Enrichment Fee ($25/credit hour)	$325.00	$325.00	$325.00	$325.00
	Technology Fee ($15/credit hour)	$195.00	$195.00	$195.00	$195.00
	Radiologic Technology Differential Tuition ($60/credit hour)	$780.00	$780.00	$780.00	$780.00
	Parking Fee ($30/semester)	$30.00	$30.00	$30.00	$30.00
	Lab Hours ($24/class with lab)	$72.00	$72.00	$72.00	$72.00
	Trajecsys Fee	$150.00	$150.00	$150.00	$150.00
	Liability Insurance Fee	$15.00	$15.00	$15.00	$15.00

	Radiation Dosimetry Fee	$150.00	$150.00	$150.00	$150.00
	Textbooks	$600.00	$600.00	$600.00	$600.00
	Uniforms, Badges, and Markers	$200.00	$200.00	$200.00	$200.00
	**Physical Exam and Immunizations	Varies	Varies	Varies	Varies
	**CastleBranch/Background/Drug Screen	$140.00	$140.00	$140.00	$140.00
	**CPR Certification	$50.00	$50.00	$50.00	$50.00
	Total for Semester One:	**$4,332.00**	**$5,567.00**	**$4,813.00**	**$6,763.00**
Semester Two (Summer)	Semester Hours/Credit Hours (7 credit hours)	$875.00	$1,540.00	$1,134.00	$2,184.00
	Institutional Enrichment Fee ($25/credit hour)	$175.00	$175.00	$175.00	$175.00
	Technology Fee ($15/credit hour)	$105.00	$105.00	$105.00	$105.00
	Radiologic Technology Differential Tuition ($60/credit hour)	$420.00	$420.00	$420.00	$420.00
	Lab Hours ($24/class with lab)	$24.00	$24.00	$24.00	$24.00
	Parking Fee ($30/semester)	$30.00	$30.00	$30.00	$30.00
	Radiation Dosimetry Fee	$0.00	$0.00	$0.00	$0.00
	Textbooks	$100.00	$100.00	$100.00	$100.00
	Total for Semester Two:	**$1,729.00**	**$2,394.00**	**$1,988.00**	**$3,038.00**
Semester Three (Fall)	Semester Hours/Credit Hours (6 credit hours)	$750.00	$1,320.00	$972.00	$1,872.00
	Institutional Enrichment Fee ($25/credit hour)	$150.00	$150.00	$150.00	$150.00
	Technology Fee ($15/credit hour)	$90.00	$90.00	$90.00	$90.00
	Radiologic Technology Differential Tuition ($60/credit hour)	$360.00	$360.00	$360.00	$360.00
	Lab Hours ($24/class with lab)	$24.00	$24.00	$24.00	$24.00
	Parking Fee ($30/semester)	$30.00	$30.00	$30.00	$30.00
	Radiation Dosimetry Fee	$0.00	$0.00	$0.00	$0.00
	Total for Semester Three:	**$1,404.00**	**$1,974.00**	**$1,626.00**	**$2,526.00**
Semester Four (Spring)	Semester Hours/Credit Hours (13 credit hours)	$1,625.00	$2,860.00	$2,106.00	$4,056.00
	Institutional Enrichment Fee ($25/credit hour)	$325.00	$325.00	$325.00	$325.00
	Technology Fee ($15/credit hour)	$195.00	$195.00	$195.00	$195.00
	Radiologic Technology Differential Tuition ($60/credit hour)	$780.00	$780.00	$780.00	$780.00

	Parking Fee ($30/semester)	$30.00	$30.00	$30.00	$30.00
	Lab Hours ($24/class with lab)	$24.00	$24.00	$24.00	$24.00
	Liability Insurance Fee	$15.00	$15.00	$15.00	$15.00
	Radiation Dosimetry Fee	$140.00	$140.00	$140.00	$140.00
	Textbooks	$100.00	$100.00	$100.00	$100.00
	Total for Semester Four:	**$3,234.00**	**$4,469.00**	**$3,715.00**	**$5,665.00**
Semester Five (Summer)	Semester Hours/Credit Hours (9 credit hours)	$1,125.00	$1,980.00	$1,458.00	$2,808.00
	Institutional Enrichment Fee ($25/credit hour)	$225.00	$225.00	$225.00	$225.00
	Technology Fee ($15/credit hour)	$135.00	$135.00	$135.00	$135.00
	Radiologic Technology Differential Tuition ($60/credit hour)	$540.00	$540.00	$540.00	$540.00
	Parking Fee ($30/semester)	$30.00	$30.00	$30.00	$30.00
	Lab Hours ($24/class with lab)	$24.00	$24.00	$24.00	$24.00
	Radiation Dosimetry Fee	$0.00	$0.00	$0.00	$0.00
	Textbooks	$180.00	$180.00	$180.00	$180.00
	ARRT Examination Application Fee	$225.00	$225.00	$225.00	$225.00
	Texas State Licesne Application Fee	$128.00	$128.00	$128.00	$128.00
	Graduation Regalia (Approximate cost)	$100.00	$100.00	$100.00	$100.00
	Total for Semester Five:	**$2,712.00**	**$3,567.00**	**$3,045.00**	**$4,395.00**
	Total Program Cost:	**$13,411.00**	**$17,971.00**	**$15,187.00**	**$22,387.00**

Prices are subject to change

Tuition Payment Plan

To help students meet their educational expenses, Weatherford College offers a convenient online payment option. Students who choose to use the online payment option may select an installment plan and may choose to make payments from their checking or savings account or by Visa, MasterCard, American Express or Discover credit cards. A $25 per semester, nonrefundable payment plan enrollment fee is the only cost to budget monthly payments.

A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FROM CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM.

General Tuition Refund Policy

If a class is cancelled by the college, 100 percent of tuition and fees applicable to the cancelled class will be refunded. Students who drop courses or officially withdraw from Weatherford College will be refunded tuition and mandatory fees according to established guidelines, outlined in the following schedule.

Students disputing an outstanding balance must contact the Business Office no later than one calendar year from the date the charge was incurred.

The Business Office prepares refund checks after an audit of a student's account. Immediate refunds are not issued upon withdrawal. Any refunds due to a student will be directly deposited to a student's designated account or mailed to the address on file with the Student Services Office.

The withdrawal refund is based on the date of withdrawal, regardless of the date the class first meets. The semester's first-class day is always the first official college day of classes and not the first day of an individual's class.

Any student officially withdrawing from the college may do so through the Student Services Office. The student will receive a refund of tuition and mandatory fees in accordance with the following schedule.

Note: Federal financial aid recipients who withdraw from all classes may be required to repay some or all of the financial aid received during the term per federal regulations. Students should contact the Financial Aid Office for additional information prior to withdrawing from classes.

Coordinating Board approved semester-length courses for which semester credit hours are awarded:

During the fall or spring semester or comparable trimester:

100% is refunded prior to the first-class day; during the first fifteen semester class days- 70%; during the sixteenth through twentieth class days- 25%; after the 20th -class day- none

Five-week summer semester:

100% is refunded prior to the first-class day during the first five class days, 70% during the sixth-class day, 25% after the sixth-class day, none

For non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):

Prior to the first-class day, 100 percent after classes begin (See 'Drops and Withdrawals' schedule).

Graduation Requirements

In order to graduate from Weatherford College with an A.A.S. degree in Radiologic Technology, a student must successfully complete accepted pre-requisite and co-requisite courses. All Radiology program courses must be satisfactorily completed with a minimum score of 78%. A minimum of 51 different ARRT radiographic procedures performed competently on patients must be completed. Any make-up clinical hours must also be completed.

It is the student's responsibility to ensure that all requirements for graduation have been met. A degree audit must be performed in the last semester prior to graduation. Students should contact an academic advisor regarding any discrepancies found.

All students must complete a graduation application in order for their credential to be posted to their academic transcript. Graduation applications are done through the Coyote Connect portal. Submitting the application ensures the correct name is printed on the diploma and that the correct address is on file for diploma to be mailed. Students submit the application form during the same term in which they will meet all degree/certificate requirements. Graduation processing occurs at the end of every term.

Holidays

Radiologic Technology students enjoy time off during all holidays observed by Weatherford College, including semester breaks. Please be aware that certain holidays may coincide with semester breaks. The program acknowledges the following holidays:

- Labor Day
- Thanksgiving Holiday Break
- Winter Break (Includes Christmas and New Year's Days)
- Martin Luther King Jr Day
- Good Friday
- Memorial Day
- Independence Day

CLASSROOM POLICIES AND PROCEDURES

Student Code of Conduct and Procedure for Discipline

The mission of Weatherford College is to provide an opportunity for education to all its students. To achieve this mission, it is important to define a standard or a code of conduct for behavior which will enable students to work together and with the faculty, staff, and administration in a positive manner. The following regulations have been established by the College staff and approved by the governing board of Weatherford College and will apply on –campus, any College sponsored or sanctioned activities, and any off-campus behavior which reflects the mission of the College.

Enrollment at Weatherford College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the College. The discipline of students at Weatherford College is, in all but the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and to help them ultimately to discipline themselves

Weatherford College is an institution of higher learning. The rules and regulations are designed to ensure optimal conditions for learning for all students. The standard of code of conduct for students is seen as a foundation of behavior rather than arbitrary limits on behavior.

The conduct of Weatherford College students, both on and off campus is expected to be that of any responsible adult in a public place. Students should consider at all times the effect of their actions on the reputation of the College. It is recognized that each student has the inherent right to free speech and free thought. However, it is also recognized that these rights must be extended to all other individuals. With these statements as guidelines, the College reserves the right to immediately suspend any student found guilty of a felony; found guilty of the possession or use of narcotics; engaged in action that disrupts or interferes with regular College classes or a College-sanctioned function; found guilty of academic dishonesty or who is responsible for the obstruction of the normal administrative operations of the College. The length of suspension will be dependent on nature, severity, and future risk to the campus community.

Professional Behavior Policy

Weatherford College is committed to promoting a level of classroom etiquette conducive to maximum teaching and learning. Within this context, the following etiquette is expected:

- Attend class each time the class is scheduled to meet.
- Be on time for class and remain for the entire period. You are inconsiderate of your classmates if you arrive late and leave early.
- Refrain from talking while the teacher is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to your teacher and classmates.
- Be attentive and participate in class.
- Refrain from bringing non-students to class. This includes children, spouses, boyfriend/girlfriend and friends.

Demerits may be given for unprofessional behavior. A demerit is a penalty for breaking rules or regulations as outlined throughout the Program handbook. Demerits are used to track and document professional, behavioral, or academic issues and may result in consequences such as a reduction in grades, restriction from privileges, or other disciplinary measures.

- One (1) demerit result in a 5-point reduction of a student's final grade.

- Please consult the course syllabi for more detailed information.

Required Textbooks

Author	Title
BUSHONG	RADIOLOGIC SCIENCE FOR TECHNOLOGISTS
CHABNER	MEDICAL TERMINOLOGY: SHORT CRSE.-W/CODE
ADLER	INTRODUCTION TO RADIOLOGIC & IMAGING SCIENCES & PATIENT CARE
LAMPIGNANO & KENDRICK	RADIOGRAPHIC POSITIONING & RELATED ANATOMY (Textbook)
LAMPIGNANO & KENDRICK	RADIOGRAPHIC POSITIONING & RELATED ANATOMY (Workbook)
LAMPIGNANO & KENDRICK	RADIOGRAPHIC POSITIONING & RELATED ANATOMY (Handbook)
FAUBER	RADIOGRAPHIC IMAGING & EXPOSURE
KOWALCZYK	RADIOGRAPHIC PATHOLOGY F/TECH.
SAIA	LANGE Q+A RADIOGRAPHY EXAM
CORECTEC	ONLINE RADIOGRAPHY REVIEW-ACCESS

Grading Policy

The purpose of the didactic competency requirements is to verify that individuals had the opportunity to develop fundamental knowledge, integrate theory into practice and hone affective and critical thinking skills required to demonstrate professional competence. Candidates must successfully complete coursework addressing the topics listed in the ARRT Content Specifications for the Radiography Examination. These topics would typically be covered in a nationally-recognized curriculum such as the ASRT Radiography Curriculum. Educational programs accredited by a mechanism acceptable to ARRT generally offer education and experience beyond the minimum requirements specified in the content specifications and clinical competency documents.

The Radiologic Technology Program at Weatherford College follows its own unique grading process. The minimum passing score for all RADR courses is 78%, or a letter grade of C. The grading scale is as follows:

- A – 100%-91%
- B – 90% - 83%
- C – 82% - 78%
- D – 77% - 70%
- F – 69% - 0%

Program Retention/Academic Advisement Policy

The Radiography program faculty are charged to monitor students' ongoing academic performance and take action for all students presenting an academic risk of failing.

Classroom Academic Advising for at Risk Students

If a student fails a test or tests during a course, they will be required to meet with their instructor within one week for remediation to address the areas of misunderstanding. The student will be asked to sign the Academic Counseling Form confirming their attendance at the remediation session. Failure to contact the instructor and attend the review session within the specified time frame will be documented as a "no show" on the form, which will then be placed in the student's file.

It is strongly recommended that remedial or informal review sessions be held with the student(s) to ensure a thorough understanding of the material presented. This process aims to support the student's successful completion of the course.

Students will also be informed of tutorial options available on campus, as well as the opportunity for specialized tutoring with a faculty member from the radiology program. Additional review sessions may be provided for students deemed "at risk," with mandatory attendance required for those students.

Academic Disciplinary Action Policy

Faculty are committed to assisting student success in the program. To afford students due process and an opportunity for remediation, Health Science students who are not meeting courses objectives in class, clinical/practicum or lab will be apprised of their performance status using the following recommended steps. The progression of these steps is not required. A student’s academic or disciplinary misconduct, or performance can be addressed beginning with probation or dismissal if warranted.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from WC faculty or counselors. At the discretion of the instructor and depending on the situation, this step may be bypassed and a conference initiated. If the situation warrants probation or dismissal, the instructor will consult with the Program Director to determine the appropriate disciplinary measure.

Step 2: Conference

A meeting will occur between the student and the instructor to review the performance deficit(s). The student will receive a written Health Science Conference Report that will identify specific course/program objectives that are not being met. If applicable, to address the relevant performance deficits, the student may be issued a remediation plan/contract, which will include deadlines for completion steps that will assist the student in correcting the deficit in order for the student to remain in the program and enhance the opportunity for success. If at any time the student does not comply with any or all of the remediation or correction terms outlined in the conference report, the student may be placed on probation or dismissed from the program pending administrative review.

Step 3: Probation

A student may be placed on probation for any violation of the policies, standards, or provisions outlined in this handbook, or the College's Student Handbook/Code of Conduct. Probation is a specified time frame in which the student must improve or will be dismissed from the program pending administrative review. Once the determination is made to place a student on probation, the student will meet with the instructor and program director. The student and faculty will review and sign a Health Science Incident Report explicitly stating expectations that must be followed during the probationary period and the consequences for noncompliance or unsatisfactory completion of these expectations.

The duration of the probationary period will depend on student remediation efforts and will be determined at the discretion of the Program faculty.

Step 4: Dismissal from the Program

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be dismissed from the program pending administrative review. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student may be dismissed from the program.

A student who is placed on probation for unsafe clinical practices or behavior that violates the standards of the profession will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program, even if the probationary period was completed successfully. If the student is dismissed from the program for a subsequent violation that occurs after the official college date for withdrawal from a course, the student will receive a performance grade of "F" unless a specific program states otherwise. Repeated violations that would otherwise warrant probation may result in dismissal from the program pending administrative review.

If an instructor is recommending a student's dismissal from the program, the recommendation must be reviewed and approved by the Program Director and Health Sciences Dean. Before a student can be dismissed from the program under this provision, a meeting must be held with the student to inform them verbally and in writing, of the reasons for the dismissal, and to provide them an opportunity to respond, either verbally or in writing. A student has one (1) business day after this meeting if they wish to submit a response. See details in Technical Program Appeal.

Following this opportunity to respond, the student may be dismissed or other action may be taken appropriate to the case. If the student is dismissed from the program, the notice of dismissal should inform the student as to whether they are eligible to reapply for readmission to the program. The notice must also provide notice to the student of the appeals process available to the student.

Program Dismissal Policy

All courses with a RADR prefix require a grade of C (78%) or better for the course to be successfully completed. This includes both didactic and clinical education courses. These courses are sequential and must be taken in sequence as laid out in the curriculum map.

A student who earns a grade below a C or withdraws from any RADR course regardless of the reason will be dismissed from the program pending administrative review. Additionally, failure to adhere to program or College policies, such as engaging in drug or alcohol use, criminal behavior, falsifying records (including but not limited to time or patient records), violating HIPAA regulations, or academic or clinical dishonesty, may lead to immediate suspension from clinical and/or academic activities pending administrative review and may result in dismissal from the Radiologic Technology program. Eligibility for readmission or reapplication will be determined on a case-by-case basis by program administration and the Dean of Health and Human Sciences.

Prior to any final dismissal action being implemented, the circumstances surrounding the incident(s) must be reviewed by the appropriate Program Dean for administrative review and approval. The student will be provided with written notification outlining the reason(s) for the proposed dismissal and may be given the opportunity to respond to the allegations in accordance with the College due process procedures.

The Dean's review is intended to ensure consistency, fairness, and appropriate application of program and institutional policies. Program dismissal may become effective only after Dean approval has been granted. Students retain the right to utilize applicable College grievance or appeal procedures as outlined in the College Student Handbook.

Program Cheating Policy

The program's policy for cheating specifies that one (1) incident of cheating will result in a grade of zero (0) for that assignment or examination, and disciplinary action will result according to the Academic Disciplinary Action Policy.

Cheating includes but is not limited to:

- Copying from the test of another student
- Allowing another student to copy from your test
- Possessing materials or objects not authorized by the instructor during the test, programmable calculators, open textbooks, notebooks or notes, even if unused.
- Copying, recording, buying, stealing, transporting or soliciting tests (pre or post testing), test keys, questions, written assignments, or computer programs
- Unauthorized assistance during quizzes, tests, or examinations
- Seeking aid from or collaborating with another student for aid without permission from the instructor during a test
- Substituting for another person, or permitting another to substitute for you
- Alteration of scantron or any other grade sheets through changing answers or filling in of blank spaces after being graded
- Discussing the test with a student who has not already taken the test
- Taking tests or academic materials from college faculty or staff without permission

Students dismissed from the program due to serious academic dishonesty may be deemed ineligible for future readmission to the program.

Plagiarism is defined as: copying someone else's work and presenting it as one's own, without the knowledge of the original author. All research must give credit when quotes are used.

Withdrawal from Classes

Students contemplating withdrawal from the Radiologic Technology Program must first discuss their decision with the program director before taking any action. A student who formally withdraws from a course before the last day to withdraw will receive a "W" on their transcript. If a student fails to complete a course successfully or withdraws after the withdrawal deadline, they will automatically receive an "F". Additionally, withdrawal from any radiologic technology course constitutes withdrawal from the program.

Students may also drop the Radiologic Technology Program before it begins. This should be completed before the first day of the program, and students may drop the program in one of three ways:

1. Online through Coyote Connect
2. In person in the Office of Student Services or at one of the Education Centers
3. By emailing admissions@wc.edu from your student email account.

After the start of the program, and before the official census date, a student can formally request to be withdrawn (receive a grade of "W") from the program by completing the Course Withdrawal Form. Please refer to the college calendar or speak with an academic advisor for information regarding census date as well as details regarding the last day to withdraw.

Course withdrawal is initiated by the student completing the Course Withdrawal form. This form is found online or can be received in Students Services. A student cannot withdraw from a course within the Self-Service. Course withdraw requires the signature of the instructor of record (recommended) or by an appropriate administrator. Students taking an online course can present an email from their instructor serving as the instructor's signature. Students receiving federal financial aid, veteran benefits, or residing in student housing are required to speak with the corresponding office to discuss the impacts of course withdrawal.

Re-admittance into the Radiologic Technology program is not guaranteed and will only be granted if the student can pass a series of tests to assess whether their knowledge base is still intact. Additionally, there must be available space in the clinical arena to accommodate the student. A student who withdraws from the program may reapply as a new applicant the following year as long as:

- The student is in good standing
- The student has withdrawn from a program while in good standing
- The student is not on probation for any academic or non-academic issue
- The applicant is not currently on probation, for a disciplinary issue
- The applicant is not on probation for a behavioral issue in a clinical education class
- The applicant has not received a failing grade in the Program for a behavioral issue

If a student needs to withdraw from all courses due to circumstances beyond their control, their readmission will be considered on a case-by-case basis and requires approval from the Program Director.

Grading Complaint Policy

It is the policy of the Weatherford College to work with students to find fair solutions to problems outside of the grievance procedures. Students disputing a grade must contact their course instructor no later than 30 days after the grade was awarded. If the student is not satisfied after consulting the instructor, the student may request a review of the grade by submitting a written request to the next level of instructional administration. The request for each subsequent review by the administration is ten calendar days from the decision of the previous level.

- Step 1: Students should meet to discuss their issue or question with the course instructor. The instructor generally has direct knowledge about the subject and is best qualified to resolve the situation.
- Step 2: If the student and course instructor are unable to find a solution within a reasonable amount of time, the student may bring the matter to the Program Director or Clinical Coordinator. The student should feel free to discuss the matter fully.
- Step 3: Should a satisfactory and impartial solution not result from Step 2, the student may pursue the matter through the Assistant Dean of Health Sciences or the Academic Vice-President.

Academic Dishonesty Reporting Process Policy

Academic integrity is fundamental to the educational mission of the Radiologic Technology Program, and students are expected to maintain high standards of personal and scholarly conduct. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Any student who is demonstrated to have engaged in any of these activities, will be subject to immediate disciplinary action in accordance with institutional procedures.

1. The instructor of record shall report in writing an allegation of academic dishonesty to the department chair for the coursework impacted by the alleged violation. Because the authenticity of the student work presented is in question, the assignment will not be graded at the current time.
2. The program director shall review the allegation of academic dishonesty as well as any supporting documentation regarding the incident to determine if the allegation merits further action and if there is sufficient evidence to support the allegation, the director may either dismiss the allegation or advance it to the division dean for further action.
3. The divisional dean shall review the allegation and supporting documentation and, when warranted, may conduct further investigation into the incident. The Dean shall schedule a mandatory meeting with the student who is alleged to have violated the Academic Integrity Policy to discuss the allegation. The dean shall issue a finding regarding the alleged violation and authorize either grading of the assignment or dismissal of a compromised assignment. Compromised assignments cannot be awarded academic credit. When the divisional dean determines a violation has occurred, the dean may recommend academic and/or disciplinary action. The divisional dean shall inform the student of any academic and or/disciplinary action as well as the due process procedure for appeals.
4. Appeals of academic action (grades) may be addressed to the Vice President of Instruction and Student Services.
5. Appeals of Disciplinary Action may be addressed through the Student Disciplinary Policy (FMA, Local).

Incident Categories and Disciplinary Policy

This section provides clear guidelines on how incidents are classified at Weatherford College, and the corresponding disciplinary actions. It's crucial for all students to understand these policies to ensure a safe and respectful learning environment for everyone. By becoming familiar with these guidelines, students will contribute to upholding the standards of our college community and promoting a culture of accountability and responsibility.

Section I

Any student committing any Section I offense or removal from a clinical site may result in disciplinary review, reassignment, probation, suspension, or dismissal from the program depending on the severity and circumstances of the incident. Section I offenses include but are not limited to.

- Falsification, incomplete, and/or alteration of patient, facility, student, college, or publisher records, as well as websites for resource materials.
- Representing self as any person other than a WC Health & Human Sciences student to gain access to secured resources intended for instructor uses.
- Participating in any form of conduct that is fraudulent, defamatory, or creates a conflict of interest.
- Participating in illegal or unethical acts.
- Utilizing any resources, including but not limited to study guides, test banks, and/or exam related material without the consent of WC Health & Human Sciences faculty
- Theft of personal, college, or facility property
- Insubordination or failure to follow direct orders or assignments of program faculty or designated supervisor that has the potential for or results in harm to the patient.
- Failure to adhere to any written policies and or procedures of Weatherford College or any affiliated clinical agencies that has the potential for or results in harm to the patient.
- Being under the influence of illegal drugs and/or alcohol during any program-related situation or bringing said substances into the facility or consuming these substances while on facility property. Students are subject to drug screening for just cause and at the student's expense (See Alcohol/Substance Testing Procedure)
- Demonstrating noticeable physical and/or cognitive impairment due to substance misuse while participating in any school sponsored event.
- Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPAA regulations.
- Failure to demonstrate the ability to function as a team member in class or clinical.
- Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty.
- Involvement in illegal drug use or any of the following:
    - Felony convictions/deferred adjudications
    - Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs.
    - Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under $1,500, computer crimes of fraud, etc.)

    - Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
    - Registered sex offenders
    - OIG, GSA, OFAC, and Medicaid Sanctions
    - U.S. Terrorist suspected list
    - Pending charges and warrants for arrest.
- Disruptive or abusive behavior on or off campus during college related activities.
    - Use of foul language.
    - Inappropriate display of anger
    - Verbal, mental, or physical abuse including sexual harassment.
- Representing self as Health and Human Sciences student, in clinical facilities/activities when not involved in school sponsored activities.
- Entering a clinical facility during unapproved hours representing self as a Weatherford College Health and Human Science student.
- Giving medications or conducting diagnostic testing without consent of instructor/preceptor and/or without a physician order
- Accepting gifts from clients or families
- Failure to follow program specific clinical absence policy (no call, no show)
- Academic dishonesty including cheating, collusion or plagiarism.
- A verbal act or physical act of aggression against another person on facility or college premises
- Deliberate destruction or damage to facility, college, patient, student, visitor or employee property
- Commits patient and/or clinical assignment abandonment by leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Weatherford College Health and Human Science Division (according to program specific guidelines)
- Unprofessional, unethical, or egregious behavior.

The Director and Clinical Coordinator of the Radiologic Technology program will withdraw any student from a clinical site upon request from the affiliating agency. The affiliating agency will follow-up with a letter to the Clinical Coordinator with removal request reasons.

Section II

Any student committing any Section II offense will be subject to the following disciplinary considerations.

- 1st incident – probation
- 2nd incident – dismissal from the respective program pending administrative review

Section II offenses include but are not limited to:

- Causing damage to college, clinical facility or patient property through negligence
- Causing injury or potential harm to a patient, staff, visitor, peer or instructor through negligence
- Insubordination or refusal to obey an order (not resulting in harm to a patient)
    - Exceptions:
        - Student is not qualified to perform the task

    - Proper supervision is lacking
- Removal from the clinical site at the request of the clinical site personnel with the possibility of transfer to another site

Section III

Any student committing any Section III offense will be subject to the following disciplinary considerations.

- 1st offense – Written reprimand
- 2nd incident – Probation
- 3rd incident – Dismissal from the respective program pending administrative review

Section III offenses include but are not limited to:

- Leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Weatherford College Health and Human Science Division (not resulting in patient and/or job abandonment)
- Substantiated complaint from any clinical site or college faculty of inappropriate/unprofessional behavior or appearance
- Failure to follow Weatherford College Health and Human Science, respective programmatic policy or clinical facility rules or policies (not resulting in patient harm)
- Failure to report an absence from clinical rotations in the proper manner (other than no call no show)
- Failure of a student to maintain personal hygiene and/or dress code.

Weatherford College Health and Human Sciences reserves the right to define additional Section I, II, and III offences on a case-by-case basis as determined HHS Program Directors and the Dean of Health and Human Sciences. All offenses are accumulative throughout the duration of the program.

Leave of Absence Policy

Students enrolled in the Radiologic Technology Program are expected to attend all scheduled clinical, classroom, and laboratory sessions. Regular attendance is essential for the successful completion of program objectives and the development of clinical competence.

A Leave of Absence (LOA) may be requested when a student experiences circumstances that significantly interfere with their ability to meet program attendance or academic requirements. Situations that may warrant consideration of an LOA include, but are not limited to, serious medical conditions, hospitalization, extended illness or injury, jury duty, military service, pregnancy-related conditions, or other significant personal emergencies.

In the event of an unexpected illness, injury, or emergency situation, the student or a designated family member must notify the Program Director within 48 hours of the incident whenever possible. Official supporting documentation may be required and must be submitted in a timely manner for program records and review.

All Leave of Absence requests will be evaluated on a case-by-case basis. Any clinical hours, laboratory activities, competencies, examinations, or academic assignments missed during the approved leave must be completed according to a plan developed by the Program Director. Extended absences may affect the student's ability to successfully progress within the curriculum

sequence. In some cases, the student may be required to re-enter the program with a future cohort based on course availability, clinical scheduling, and program progression requirements.

Classroom Attendance Policy

The Radiologic Technology Program academic calendar follows the published college academic calendar in the student catalog. Students will not attend classes or clinical assignments on dates that the college is closed.

Regular class attendance is integral to student success. Therefore, faculty encourage regular class attendance by stating both the attendance requirements and the consequences for noncompliance in each course syllabus. Students are expected to attend and be punctual for all class sessions. Excessive absences and/or tardiness will impact a student's grade, as determined by each instructor.

If a student will be late or needs to leave class early, they must inform the course instructor as soon as possible. Students must arrange for makeup work missed due to absences for any reason. If a student is absent, it is their responsibility to check with the instructor for any assignments or course announcements made during their absence. If a student is absent from class, it is their responsibility to notify the course instructor.

Students must adhere to the course syllabi for specific information regarding assignments, evaluation methods, course exams, absences, and tardies. Final exams must be taken on the scheduled date/time set by the instructor.

Cell Phone Use in Class Policy

Cell phones are not permitted for use during class and should be set to silent or turned off. If a student anticipates an urgent phone call, they must inform the instructor beforehand. Additionally, activities such as checking text messages, browsing the Internet, or using social media are not allowed during class or lab sessions.

Except in cases of an emergency, if a student's cell phone rings during class, they must silence or turn it off immediately. If the cell phone rings during an exam, 15 points will be deducted from the score. Multiple incidents will result in increasing the severity of disciplinary actions. If a student needs to answer an urgent call during class, they should leave the classroom so as not to disrupt the other students. Unless it's an emergent call, if a student answers a phone during an exam, they will receive a grade of 0.

Bereavement Policy

Three (3) total days of bereavement leave, excluding weekends, will be given for the loss of immediate family members. Immediate family includes: mother, father, mother-in-law, father-in-law, sister, brother, husband, wife, child, and grandparents. One (1) day of bereavement leave will be granted for the loss of cousins, aunts, nieces, nephews, and uncles. Clinical time missed during bereavement leave does not require makeup. Documentation such as an obituary or funeral service announcement should be provided to the Program Director.

Classroom Dress Code Policy

Students are required to wear their teal and black clinical scrubs or black scrub pants paired with either a Weatherford College shirt or a radiology-themed shirt. Radiology-themed shirts must not include any language, imagery, or symbols that could be considered negative or inappropriate. Students should be clean and well-groomed when in the class room or labs, and must be free of body odor.

Student Email and Communication Policy

Students are expected to communicate with program faculty and staff in a professional and respectful manner at all times. This includes all forms of communication such as emails, discussion boards, and written assignments. Proper English, grammar, spelling, and punctuation must be used consistently—slang, abbreviations, or casual language are not appropriate. Students are required to check their Weatherford College email daily for important announcements and program-related updates.

Faculty will make every effort to respond to student emails within 48 hours, not including weekends or official college holidays. Likewise, students are expected to respond to faculty communication within 48 hours, unless a specific deadline requires a more immediate response. It is the student's responsibility to plan accordingly for time-sensitive matters. Professional communication is a vital skill in the healthcare field, and students are expected to begin developing and demonstrating this standard throughout the program.

Course Evaluation Policy

Students conduct anonymous evaluations of courses and instructors in accordance with college policy. These evaluations are conducted once a semester for each enrolled course. Students are encouraged to provide constructive criticism in their evaluations to help faculty identify the strengths and weaknesses of the course and plan accordingly. Faculty review the evaluations and written comments, which are anonymous.

LAB SAFETY

The Radiologic Technology program at Weatherford College Wise County has polices/procedures for appropriate laboratory use for energized labs. Policies and procedures regarding the energized laboratory on campus are located in the Radiologic Technology student handbook and in the energized lab.

Lab Supervision Policy

The Program Director and faculty members of the Radiologic Technology Program are responsible for the supervision of all students enrolled in the program. The program assures radiation safety in energized laboratories. Radiologic technology students must be supervised when using radiation producing equipment in laboratory procedures. Radiologic technology students must perform procedures that require the production of ionizing radiation when using department radiographic equipment in energized laboratory situations only under the direct supervision of a program faculty member. Outside of a lecture/lab course, a student practicing in the lab will be under indirect supervision. However, NO EXPOSURES are to be made in the lab without a qualified faculty member present. During a lecture/lab course, a student performing in the lab will be under direct supervision. A student who energizes radiation producing equipment without adequate supervision is subject to disciplinary action, to include possible dismissal from the program. During any energized laboratory procedure, radiation monitoring badges must be worn by students.

Safety guidelines for the energized labs include the following:

- The dosimeter shall be worn during any operation of the energized unit.
- Close all doors to the energized lab before making any exposure.
- Ensure that there is no one in the lab during exposures.
- Observe low hanging and projecting equipment while manipulating the unit.
- Ensure that all doors are locked when the lab is not in use.
- The lab shall be used only with permission of the radiography faculty.
- Students shall practice all standard radiation safety practices while operating the equipment.
- A professional demeanor shall be practiced at all times.

Concealed Carry in the Laboratory Setting Policy

Participation in laboratory classes within the field of Radiologic Sciences often necessitates students to wear "scrubs," which are lightweight garments that can make it challenging, if not impossible, to conceal a firearm. Moreover, students are frequently required to engage in palpation exercises, involving physical contact with peers to simulate medical examinations or procedures. This hands-on requirement further complicates the concealment of a firearm. While there are no explicit prohibitions against concealed carry in Radiologic Sciences laboratories, students are reminded that any intentional display of a firearm could lead to criminal or civil consequences, and any unintentional display is a violation of college policies. Such actions may result in disciplinary measures, including expulsion from the program and the college. Students should take these factors into consideration when deciding whether or not to carry a concealed firearm in Radiologic Sciences laboratories.

WORKPLACE HAZARDS

Radiation Protection Policy

Students should understand that while radiation can be a very useful diagnostic tool, it also poses certain dangers to themselves, their patients, and others in the immediate area. In order to minimize the risk of adverse radiation effects, students in the radiologic technology program will adhere to the following policies:

- All students must wear a radiation monitoring device (dosimeter). The dosimeter is to be worn on the collar. When wearing a lead apron, the dosimeter should be worn outside the apron.
- Students must wear lead aprons when involved in fluoroscopic, mobile or operating room procedures. Lead gloves must also be worn in situations in which exposure to the hands is likely.
- Students must never stand in the primary X-ray beam.
- Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Students must not hold image receptors during any radiographic procedure while the exposure is made.
- Students must never make exposures in the lab unless the exposure is part of a laboratory experiment and under the direct supervision of a faculty member.
- Students will at all times utilize the three Cardinal Rules of Radiation Protection as listed:
    - Time – Use as short an exposure time as possible
    - Distance – Stand as far away from the source as possible
    - Shielding – Use shielding (such as lead aprons and lead barriers)
- Students will minimize the risk of exposure to patients by utilizing the principle of A.L.A.R.A. (As Low As Reasonably Achievable)
- Students will reduce patient exposure through the use of shielding and collimating to the I.R. size or smaller.
- Students will minimize exposure to others in the area by making certain the door to the examination room is closed when making exposures.
- Students will minimize exposure to others in the area when performing mobile examinations by making sure that family members and other non-essential personnel are out of the room when making an exposure, or by providing them with a shield.
- Students will minimize exposure to others in the area when performing portable examinations by announcing clearly and audibly that an X-ray exposure is about to be made.

Students found not following these policies will be subject to penalties ranging from Documentation Forms, to failure of competencies.

Dosimeter Policy

- The dosimeter must be worn at clinical at all times.
- Always wear the dosimeter outside the apron at the collar.
- Do not leave the dosimeter in the room (e.g. hanging on a lab coat or lead apron on the back of a door) where it may be exposed.
- Do not expose the dosimeter to heat or static electricity.
- NEVER INTENTIONALLY EXPOSE THE DOSIMETER.

- If a dosimeter is lost, damaged, or stolen, the student must immediately notify the Radiation Safety Officer as well as their clinical instructor. Students are required to leave the clinical site and will not be allowed to return until a replacement dosimeter has been issued. Any missed clinical time must be made up in accordance with program policy.
- Students are responsible for the dosimeter. If lost or stolen, students will be responsible for the $140 replacement cost.
- Leave the dosimeter in a secure location.
- Students are responsible for monthly dosimeter reporting. The dates for filing reports will be noted on the Program Calendar. Students not entering the required information by the deadline date will have points deducted from the next Professional Development Evaluation.
- If a student becomes pregnant, they have the OPTION to notify the program in writing to declare their pregnancy. Upon notification, a second dosimeter will be provided to be worn at the waist (under lead aprons, when worn). This dosimeter will be designated as a "fetal" monitor.
- The occupational radiation exposure limit for a radiation worker is 50 mSv per year. It is the policy of the Radiologic Technology Program at Weatherford College, that any student in a radiation area be monitored at all times during clinical education hours and in labs when exposures are being made. If a dose equal to or exceeding 4 mSv is reached in any single month, and investigation will be undertaken to determine the cause of the exposure.

Pregnancy Policy

The Pregnancy Policy aligns with relevant federal regulations and state laws. WCWC is committed to safeguarding the student's well-being and privacy. All students are educated about the risks of radiation exposure during pregnancy and have the choice to disclose or not disclose their pregnancies. A student can voluntarily choose to inform the WCWC Radiation Safety Officer (RSO), Program Director or Clinical Coordinator about their pregnancy. The student can also voluntarily retract this declaration in writing at any time, without needing to provide a reason.

Following a voluntary pregnancy declaration, the student will meet with the Program Director and RSO, and if appropriate, the Title IX Coordinator to discuss available options. Depending on the student's individual circumstances, the student may choose to:

- Continue in the program without accommodations.
- Continue in the program with reasonable accommodations, when appropriate and consistent with Title IX and program requirements.
- Request a temporary leave of absence or delayed progression.
- Withdraw from the program and apply for readmission with a future cohort in accordance with program policies.

The student's decision regarding continuation in the program will be respected to the extent that essential program requirements can be met safely and with or without reasonable accommodations.

Following a written pregnancy declaration, additional dosimeter monitoring will be implemented:

- The pregnant student will receive counseling on radiation protection standards, a fetal dosimeter, and proper wear instructions for the fetal dosimeter.
    - In addition to the standard dosimeter at collar level, the fetal monitor will be worn at waste level.

- The Weatherford College RSO and the Laboratory Instructors will ensure the student wears the appropriate dosimeter(s) correctly during laboratory classes.
- The Weatherford College RSO, Clinical Coordinator, or Clinical Preceptors will monitor the student wears the appropriate dosimeter(s) correctly during clinical hours.
- The student's radiation exposure will be continuously monitored. If the fetal dose monitor reads more than a negligible amount (0.01 mSv) in a 30-day period, the RSO will review and possibly revise the student's assignment.
- If the fetal dosimeter exceeds the maximum permissible dose (0.5 mSv/month), the RSO will review and possibly revise the student's assignment.
- The pregnant student shall follow any/all additional radiation safety precautions established by the Radiation Safety Officer.
- If a student voluntarily retracts their pregnancy declaration in writing, all fetal monitoring will be stopped. Weatherford College and the student's clinical site will no longer be responsible for any further fetal monitoring.

Consistent with program and radiation safety standards, pregnant students shall not hold patients or image receptors during radiographic exposures. Pregnant students will not be required to perform any activity prohibited by radiation safety regulations.

Following a voluntary pregnancy declaration, fluoroscopic assignments will be reviewed by the Radiation Safety Officer and Program Director. Appropriate radiation safety precautions, including modification of fluoroscopic participation when warranted, will be determined based on fetal dose monitoring, applicable regulations, clinical learning requirements, and the student's educational progression.

The Program will make reasonable efforts to minimize fetal radiation exposure while preserving the student's ability to meet educational objectives. Pregnant students should adhere to the following specific guidelines:

- Move to a distance of greater than 10 feet perpendicular from the path of the primary beam during portable examinations.
- Use a wrap-around apron when involved with fluoroscopic or portable procedures.
- Use safe radiation practices to reduce radiation exposure as much as possible (Time, Distance, Shielding).

If an extended pregnancy-related absence affects a student's ability to complete required clinical competencies or other program requirements within the established program timeline, the Program Director will work collaboratively with the student, the Title IX Coordinator, and appropriate college and clinical representatives to identify reasonable accommodations, develop an individualized completion plan, explore alternative clinical scheduling when feasible, and consider other available options. Depending on the length of the absence and the student's progress in the curriculum, successful program completion may require an extension beyond the standard program timeline, delayed progression, or readmission with a future cohort. Any such plan will be developed collaboratively to support the student's successful completion of the program while ensuring all program and graduation requirements are met.

The declared pregnant student is required to sign the attached form, “Weatherford College Radiologic Technology Pregnancy Declaration Form” acknowledging the hazards and requirements.

Magnetic Resonance Imaging (MRI) Screening Policy

Before students enter the clinical setting, the program schedules a period for teaching MRI safety guidelines or offers an instructional video. Before any student is permitted to enter an MRI suite, they must complete and have their MRI Safety Clearance form reviewed by the Clinical Coordinator, Clinical Preceptor, and the MRI supervisor. If a student is unable to work in the MRI area due to contraindications, the Clinical Coordinator will modify the student's clinical obligations to ensure their safety.

CLINICAL EDUCATION



https://www.homes.com/fort-worth-tx/neighborhood/medical-district/?tab=2&dk=b62jdj32kpllg

Clinical Education Overview/Introduction

In contrast to the structured learning activities conducted on campus in a classroom setting, the learning activities in the clinical setting are often less regimented. Here, the student must adopt a more proactive and accountable approach to integrate their academic training with the individual examinations they observe and/or perform. In a typical classroom setting, students typically work independently as they pursue their academic objectives. However, in a clinical setting, the student must align their educational objectives with the broader goals of the clinical site, which is to deliver quality patient services efficiently and effectively. Instead of operating independently, the student becomes an integral part of a healthcare delivery team and must collaborate effectively to achieve educational and departmental objectives.

Pre-Clinical Requirements in Castle Branch

All students receiving a program acceptance or alternate letter must attend the program Orientation. After students receive their program letter of acceptance, they are instructed to begin collecting and submitting documents into Castle Branch. The following must be in completed status in Castle Branch before the first day of attendance at an assigned clinical site:

- Criminal background check/fingerprinting
- Drug screen
- Body Mechanics/Strength test
- Immunizations (TDap, MMR, Varicella – Positive titer of documentation of 2 vaccines)

- PPD
- AHA CPR certification
- Proof of Medical Health Insurance

Students will be instructed when to get the Flu shot and TB test. Students must inform the Clinical Coordinator or Program Director if there are any complications in completing the Castle Branch requirements prior to the deadline. If a student encounters any issues uploading Castle Branch documents, they are encouraged to reach out directly to Castle Branch at 888-723-4263.

Pre-Clinical Preparation Overview

Before entering the clinical setting, the student must demonstrate academic readiness by successfully completing didactic courses in imaging physics, imaging principles and techniques, anatomy and physiology, diagnostic imaging positioning, and other relevant subjects. Initially, the student's activities in the clinical setting will mainly involve observing qualified radiologic technologists in action.

Once the student becomes familiar with the diagnostic imaging exposure room, they will have the chance to assist and carry out diagnostic imaging procedures under the supervision of a qualified radiographer. Students will not conduct diagnostic imaging examinations without direct supervision until they have achieved competency in the selected examination.

CLINICAL EDUCATION OVERVIEW

The clinical portion of the program is a valuable aspect to becoming a fully trained radiographer who can perform as a competent professional in a radiology department. Clinical education is the application of the students' knowledge of radiologic technology in a real-life situation. It enables students to put into practice what they learn in the classroom, laboratory sessions and from observation of the registered technologists at the clinical sites. This experience will be structured in an attempt to provide and ensure uniformity among the affiliated institutions the program works with.

Physical Abilities, Essential Functions, and Technical Standards

The profession of Radiologic Technology requires a combination of cognitive, communication, behavioral, sensory, and physical abilities necessary to provide safe and effective patient care. Radiologic technologists frequently work in fast-paced healthcare environments and may be required to respond quickly and appropriately in routine, urgent, and emergency situations.

Students enrolled in the Radiography Program must be able to perform the essential functions and technical standards required for classroom, laboratory, and clinical education activities, with or without reasonable accommodations, in accordance with applicable law and institutional policy. The ability to meet these standards is necessary to ensure the safety and well-being of patients, fellow students, healthcare personnel, and the student.

Reasonable accommodations are considered through the College's designated disability services process. However, accommodations cannot fundamentally alter program requirements, compromise patient safety, or eliminate essential program competencies.

Successful completion of the Radiography Program requires that the student demonstrate competency in the following areas:

Communication (verbal, nonverbal and written)

The student must be able to:

- Communicate effectively and professionally with patients, physicians, faculty, clinical staff, and other members of the healthcare team through verbal, written, and nonverbal methods.
- Read, comprehend, and accurately interpret physician orders, requisitions, medical records, technical instructions, charts, policies, and other healthcare-related documents.
- Provide clear instructions and explanations to patients at an appropriate level of understanding.
- Accurately document patient information, procedures, and clinical activities in written or electronic formats.
- Respond appropriately to verbal instructions and communications in classroom, laboratory, and clinical settings.

Musculoskeletal and Motor Skills

The student must be able to:

- Safely assist with transferring, lifting, positioning, and transporting patients with varying levels of mobility, with or without assistive devices.
- Operate, maneuver, and manipulate radiographic equipment, mobile imaging equipment, stretchers, wheelchairs, hospital beds, image receptors, and related accessories.
- Position patients accurately for radiographic procedures while maintaining patient safety and comfort.
- Demonstrate sufficient motor coordination, dexterity, balance, and physical stamina to perform radiographic procedures safely and efficiently.
- Respond promptly and appropriately in urgent or emergency situations, including assisting with basic life support measures such as CPR.
- Stand, walk, bend, reach, and move for extended periods during classroom, laboratory, and clinical assignments.
- Wear required radiation protective equipment, including lead aprons and related shielding devices, during imaging procedures.

Visual Acuity

The student must be able to:

- Function effectively in dimly lit clinical environments commonly used during imaging procedures.
- Observe and assess patient condition, movement, and response to instructions.
- Evaluate radiographic images for positioning accuracy, technical quality, and diagnostic acceptability.
- Read and interpret information displayed on computer monitors, control panels, equipment displays, labels, charts, and medical documentation.
- Identify and obtain appropriate supplies and equipment necessary for radiographic procedures.

Hearing and Auditory Ability

The student must be able to:

- Hear and appropriately respond to patient communications, monitoring equipment, alarms, emergency signals, and overhead announcements.
- Recognize and respond to audible equipment indicators, malfunction alerts, and operational sounds.
- Receive, comprehend, and appropriately respond to verbal instructions from faculty, physicians, clinical staff, and other healthcare personnel.
- Communicate effectively with patients and members of the healthcare team in routine and emergency situations.

Behavioral and Professional Standards

The student must be able to:

- Demonstrate professional behavior, emotional stability, sound judgment, and appropriate interpersonal skills in stressful and fast-paced healthcare environments.
- Maintain patient confidentiality and adhere to ethical, legal, and professional standards.
- Adapt appropriately to changing clinical situations and prioritize patient care responsibilities safely and effectively.
- Demonstrate the ability to work independently and collaboratively as part of the healthcare team.

Clinical Site Assignment Rotations

Typically, students are assigned to one clinical site for the initial two semesters (Clinical Education I – II), a second site for the Clinical Practicum in Semester three, and a third site for the final two semesters (Clinical Education IV-V). It's important to note that due to program capacity, requests for specific hospitals cannot be guaranteed. Clinical assignments are primarily determined based on the student's clinical needs, the radiology department's workload and variety of exams, and the number of students requested by the clinical site.

Modality and Specialty Rotations

Students who have satisfactorily fulfilled the clinical competency requirements will be permitted to engage in additional imaging modalities/specialties during their final semester. The clinical instructor will provide students with a basic safety, patient care, and equipment orientation for the new department, in addition to the orientation offered by the hospital/department staff. However, any student who is on program probation during the final clinical semester will not be eligible to participate in that semester, including the selection of modality rotations. An example of rotations is, but not limited to:

- Magnetic Resonance Imaging (MRI)
- Computed Tomography (CT)
- Angiography
- Cardiac Cath
- Surgery
- Pediatric Specialty Hospitals
- Cancer Treatment
- Mammography

Mammography Rotation Policy

Students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting. This policy is adopted from the JRCERT policy on mammography.

Clinical Dismissal Policy

Clinical affiliates reserve the right to request the removal of a student from their department or clinical education site if the student fails to comply with facility policies, safety standards, professional expectations, or conduct requirements. When appropriate and depending on the severity of the incident, the student may first receive counseling, a conference, or corrective action prior to removal from the clinical site.

Any request by a clinical affiliate to remove a student from a clinical education site will result in administrative review by the Program Director and/or Clinical Coordinator. Disciplinary action may include a written warning, probation, reassignment to another clinical site, suspension, or dismissal from the program, depending on the nature and severity of the incident. Repeated incidents resulting in removal from a clinical affiliate may result in dismissal from the program. Eligibility for readmission or re-entry will be determined on a case-by-case basis by program administration.

Clinical Education Centers

Facility	Address	Main Contact	Preceptor	Distance from WCWC	Contact Number	Clinical Capacity
Baylor Scott and White All Saints Medical Center-Fort Worth	1400 8th Ave. Ft Worth	Sarah Franks	Rayla Clary	54 Miles 55 Minutes	817-927-6151	1
John Peter Smith Hospital (JPS)	1500 S Main Ft Worth	Brenda Kirk	Thomas Pelletier	53 Miles 54 Minutes	817-702-3604	2
Medical City-Weatherford Hospital	713 E Anderson St Weatherford	Sharon Huskey	Timothy Tesi	38 Miles 50 Minutes	817-596-8751	1
Medical City - Decatur Hospital	609 Medical Center Dr Decatur	Robert Hollister	Robert Hollister	15 Miles 22 Minutes	940-539-6552	1
Texas Health Harris Methodist Hospital Azle	108 Denver Trail Azle	Dierdre Carter	Johnny Terrazas	31 Miles 40 Minutes	817-444-8640	1
Texas Health Harris Methodist Hospital Fort Worth (Downtown)	1301 Pennsylvania Ave, Ft Worth	Brenda Spann	Jonathan Weber	54 Miles 56 Minutes	817-250-3538	2
Texas Health Harris Methodist Hospital-Southwest Fort Worth	6100 Harris Pkwy, Ft Worth	Kevin Spears	Danial Barry	61 Miles 64 Minutes	817-346-5090	1-2
Texas Health Harris Methodist Hurst-Euless-Bedford	1600 Hospital Pkwy, Bedford	Shannon Gutierrez	Richard Otieno	57 Miles 59 Minutes	817-848-4685	1
Texas Health Huguley Hospital Fort Worth South	11801 South Fwy, Burleson	Shayne Musick	Jesus Ledezma	63 Miles 65 Minutes	817-568-5575	1
Palo Pinto General Hospital	400 SW 25th Ave, Mineral Wells	Joe Erwin	Caitlin Menz	45 Miles 59 Minutes	940-325-7891	1

Clinical sites may be added or changed based on availability

CLINICAL SUPERVISION POLICY

The Weatherford College Radiologic Technology Program has adopted the supervision policy of the JRCERT, as outlined in Objective 5.4: "*The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.*"

Direct Supervision Policy

In accordance with JRCERT Objective 5.4, a qualified radiologic technologist must oversee the activities of a student. Until a student proves their proficiency in a specific diagnostic procedure, all of their clinical assignments must be under direct supervision. The following guidelines, adopted from JRCERT, are strictly enforced:

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement,
- Evaluates the condition of the patient in relation to the student's knowledge,
- Is physically present during the conduct of the procedure, and
- Reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. A student is considered competent in a procedure when the competency is completed and submitted in Trajecsys by either the program faculty or clinical site preceptor.

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Indirect Supervision Policy

In accordance with JRCERT Objective 5.4, once students have achieved competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

"Immediately Available" is understood to mean the presence of a qualified radiologic technologist in close proximity to the room or area where a diagnostic imaging procedure is being conducted. This availability extends to any and all areas where ionizing radiation equipment is utilized, including bedside and surgical procedures.

Repeat Image Policy

In accordance with JRCERT Objective 5.4, repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Observation Site Policy

In accordance with JRCERT Objective 4.3, if a student is assigned to an observation rotation, they are not allowed to perform patient care or procedures on patients at the site. They are only authorized to shadow a qualified technologist and observe the procedures.

CLINICAL EDUCATION POLICIES AND PROCEDURES

To foster exemplary professional and ethical behavior among students and to ensure the delivery of superior medical care to patients, the following policies are presently in place for students enrolled in the Radiologic Technology Program at Weatherford College.

Clinical Participation Statement

Weatherford College, as part of its educational offerings, sponsors several clinical programs in collaboration with various healthcare organizations and institutions. Each program operates under a specific contract, granting the organization or institution the authority to dictate circumstances under which they can deny placement or remove a participating student from their premises. This decision-making authority typically lies outside the College's control and may be executed without its consent.

In said situations, Weatherford College will make every effort to reassign students. However, such denial of access may hinder a student's ability to satisfactorily complete the program or required coursework. In the event access is denied and the student cannot be reassigned, they cannot pursue recourse through standard grievance procedures against the College. Instead, they may need to take independent action against the organization or institution that revoked access to the specific clinical program.

Liability Insurance Policy

Student receive liability insurance through Weatherford College with their paid tuition throughout the duration of the program. For this reason, students may not attend clinical unless tuition is paid.

Health Insurance Policy

Weatherford College does not provide health insurance coverage to individual students. Information on carriers offering student policies is available in the Student Services Office.

Health insurance is mandatory prior to commencing procedures labs. A copy of the student's insurance details must be submitted to Castle Branch and retained in student files. The program does not provide personal health insurance coverage for students. Information about low-cost student health insurance is available at www.ejsmith.com. Should medical care be required, the student is responsible for all costs of treatment/medical care unless covered under the accident insurance policy described below. This is a requirement of our clinical affiliates and cannot be waived. Medicare and Medicaid are acceptable. The student’s name must appear on the card, or a letter from the insurance company confirming coverage is required.

Infectious/Contagious Disease Standard Precautions Policy

Engaging with clients in the healthcare system presents inherent risks to both the client and caregiver, such as communicable diseases. In the curriculum, students receive information about the known risks associated with various medical conditions and will be equipped with the skills needed to implement necessary precautions. Standard/Universal precautions, as recommended by the Center for Disease Control, are taught to all students and adhered to at all times. All students are expected to provide appropriate care to all clients assigned to them in any healthcare setting as a part of their learning experience. These assignments may involve clients diagnosed with medical conditions such as tuberculosis, hepatitis A, B, or C, and/or AIDS.

Standard precautions apply to the care of all patients, irrespective of their disease state. These

precautions apply when there is a risk of potential exposure to (1) blood; (2) all body fluids, secretions, and excretions, except sweat, regardless of whether or not they contain visible blood; (3) non-intact skin, and (4) mucous membranes. This includes hand hygiene and personal protective equipment (PPE), with hand hygiene being the single most important means to prevent transmission of disease (https://www.ncbi.nlm.nih.gov/books/NBK470223/)

Standard precautions include employing protective barriers to reduce the risk of exposure to blood, body fluids containing visible blood, and other fluids. Examples of protective barriers include gloves, gowns, masks, and protective eyewear. Gloves should reduce the incidence of contamination of hands, but they cannot prevent penetrating injuries due to needles or other sharp instruments. Masks and protective eyewear or face shields should reduce the incidence of contamination of mucous membranes of the mouth, nose, and eyes.

Standard precautions are intended to supplement rather than replace recommendations for routine infection control, such as regular handwashing and using gloves to prevent gross microbial contamination of hands. Because specifying the types of barriers needed for every possible clinical situation is impractical, some judgment must be exercised. The risk of nosocomial transmission of HIV, HBV, and other bloodborne pathogens can be minimized if health-care workers use the following general guidelines:

- Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Do not recap used needles by hand; do not remove used needles from disposable syringes by hand; and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant containers for disposal. Locate the puncture-resistant containers as close to the use area as is practical.
- Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
- Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferably within one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Program director to assist the faculty member following an exposure to the student or employee.

Radiologic Technology students at Weatherford College will adhere to the following infection control guidelines:

- Students will follow all clinical site policies and procedures related to infection control.
- Students will follow standard precautions with all patients.
- Students will practice hand washing after each patient.
- Students will disinfect the x-ray equipment after each patient.

- Students will change patient linen in the examination room after each patient.
- Students will clean up all patient fluids and dispose of them as to the appropriate guidelines set forth by the clinical site infection control policy.
- Students who are infectious or so ill that it will affect their clinical performance should remain at home that day and take an absence.
- Students are to consult the supervising technologist, nurse, and/or requisition concerning work on patients in isolation.

Workplace Hazard Policy

The Occupational Safety and Health Administration (OSHA) is a branch of the United States Department of Labor dedicated to preventing work-related injuries, illnesses, and fatalities by establishing and enforcing regulations (known as standards) for workplace safety and health. OSHA's objective is to guarantee employee safety and health in the United States by collaborating with employers and employees to improve working conditions. Students are instructed on workplace hazards, which include but are not limited to the following:

- Universal precautions
- Communicable disease awareness
- Fire safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens

Immunization Policy

It is strongly recommended that students and their families review their vaccinations to ensure that they are up-to-date. Special attention should be paid to such diseases as diphtheria, measles, mumps, tetanus and polio. While the College does not require proof of vaccination other that the Meningitis Vaccination, students are reminded that current vaccinations are a major step in providing protection for most individuals. Students in Allied Health and Public Safety programs may be required to provide health records and proof of vaccination as a condition of enrollment. Contact the individual program for additional information.

Recommended Vaccines by the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP):

1. Tetanus-diphtheria-acellular-pertussis (Tdap) protects against pertussis or also known as Whooping Cough, recently on the increase again according to news reports.
2. Human papillomavirus (HPV) vaccine protects girls against cervical cancer.

Students who have not completed their immunizations will NOT be allowed to participate in clinical education until all immunizations are in compliance with the program policies. Students who are unwilling or unable to comply with the immunization policy must understand that some clinical agencies prohibit the presence of unvaccinated students at their facility. Clinical site immunization requirements supersede Weatherford College immunization requirements. Students who are unable to meet required clinical placement requirements due to immunization restrictions may be unable to complete required clinical education components, which may affect progression or continuation in the program.

Note that some clinical affiliates may require additional background checks or screenings in addition to those done when students entered the program. If placed at one of these clinical sites, students must abide by their requirements.

Substance Abuse Policy

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Radiologic Technology Department has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law. Failure to comply with required drug or alcohol screening procedures may result in suspension from clinical activities and may subject the student to disciplinary action, up to and including dismissal from the program pending administrative review.

Students will be asked to submit to drug screening by their WC clinical instructor at their own expense in the following circumstances:

- Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
- Behavioral abnormalities such as euphoria, excitation, drowsiness, or disorientation.
- Possession of drugs, apparent paraphernalia or alcoholic beverages.
- Detailed, factual and persistent reports of misuse by multiple colleagues.
- Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
- Involvement in suspicious accidents.
- Apparent lapses in judgment or memory.
- Unusual lethargy.
- Altered motor skills such as poor perception of time and distance, drunken behavior with or without odor, constricted or dilated pupils, and altered respiration.

Transportation Policy

Transportation to and from clinical sites, and any costs incurred by the student for travel is the sole responsibility of the student. Weatherford College is not responsible for reimbursing students for any travel to or from clinical sites.

Professional Conduct Policy

It is crucial for students to bear in mind that the clinical institutions are collaborating with the College to offer essential learning opportunities. As guests of the cooperating agency, students are expected to maintain a professional demeanor. Students should make an effort to comply with the following guidelines:

- Introduce yourself to the patient and address the patient by the correct title (Ms., Mr., etc.)
- When addressing a patient, avoid using terms of endearment such as honey and sweetie.
- Give a warm smile to patients and visitors and develop a friendly rapport.
- Empathize with patients and their situation when needed.
- Learn to be a good listener when patients describe their problems, concerns and fears.

- Explain each procedure in a manner that patients can understand.
- Conduct should not include any sign of impatience, loud or fast-talking, boredom, working in a hurried manner, etc.
- Be especially careful of personal conversation. Patients should be the center of all conversations when they are in your care. Be careful about giggling and laughing, as this can be easily misinterpreted by the patient.
- Always treat patients with professionalism, dignity, and respect.
- Smoking, smokeless tobacco, vaping, eating, drinking, or chewing gum is only allowed in designated areas.
- Students are not permitted to leave their assigned area without prior permission.
- Students must not remain in the radiology department after clinical hours, except when authorized.
- When not actively involved in diagnostic imaging or other duties, students should use their time wisely for studying or updating Trajecsys logs and should not gather in offices, hallways, or other rooms.
- Personal telephone calls are discouraged, and no one should be called from the working area unless it is an emergency.
- Patients must not be left unattended.
- Cell phones should be silenced, and are not allowed in direct patient care areas.
- Students should wear uniforms only during their assigned clinical hours or for required campus activities.

Students are accountable for their actions and should refrain from engaging in any activities that are deemed unprofessional or detrimental to proper patient care. A student's failure to uphold professional conduct may lead to dismissal from the clinical site, a lowered clinical grade, course failure, and potential expulsion from the program.

- In the event of a student's dismissal from a clinical site owing to unprofessional behavior, the program will evaluate the possibility of relocating the student to an alternative site. Such decisions will be made on a case-by-case basis, taking into account the circumstances that prompted the dismissal.

Electronic Device and Cell Phone Usage Policy

If permitted by the clinical site and Clinical Preceptor, electronic devices may be used only for approved educational or clinical purposes and only when such use does not interfere with assigned duties, clinical workflow, or patient care activities. Students are expected to remain actively engaged in all assigned clinical responsibilities throughout the scheduled clinical day, and patient care and clinical duties must always take priority over electronic device usage.

Students are expected to maintain professional conduct and exercise sound professional judgment regarding electronic device usage at all times. Electronic devices must never be used in a manner that delays or interferes with patient care, distracts from assigned clinical responsibilities, disrupts communication with patients, staff, instructors, or members of the healthcare team, or creates the appearance of disengagement or unprofessional behavior

If a clinical instructor, preceptor, or supervising technologist believes or witnesses a student using an electronic device for non-educational or non-clinical purposes during clinical education activities, the student may be instructed to discontinue use of the device immediately. Continued

misuse of electronic devices may result in disciplinary action and loss of the student's privilege of using electronic devices within the clinical environment.

Approved Educational Devices

The following electronic devices may be permitted in the clinical environment for educational purposes:

- Laptop computers.
- Tablets/iPads.
- Program-approved educational devices.
- Electronic reference materials or calculators.

Approved uses may include:

- Reviewing educational materials or procedures.
- Completing clinical assignments.
- Competency documentation.
- Accessing program-related educational resources.
- Reviewing imaging procedures or anatomy references.
- Program-related communication approved by faculty or clinical instructors.

All device usage must remain professional, educational, and appropriate to the clinical environment.

Cell Phone Usage

Personal cell phone usage during clinical hours is restricted.

Students must:

- Keep cell phones on silent or vibrate mode during clinical hours.
- Store phones away during patient care activities unless specifically authorized.
- Use personal cell phones only during scheduled breaks, lunch periods, or emergency situations.

Students may not:

- Text or use social media during patient care activities.
- Use personal electronic devices in a manner that distracts from clinical responsibilities.
- Wear earbuds or headphones in patient care areas.
- Make personal phone calls in patient care or imaging areas except in emergency situations.

Repeated or excessive noncompliance with the Electronic Device and Cell Phone Usage Policy may result in disciplinary action, removal from the clinical setting, and possible dismissal from the program pending administrative review.

Clinical affiliates may establish stricter electronic device policies than those outlined by the program. Students are required to comply with all policies of the assigned clinical site. Clinical instructors, program faculty, and clinical staff reserve the right to limit or prohibit electronic device usage at any time if such use becomes disruptive, unsafe, or unprofessional.

Health Insurance Portability and Accountability Act (HIPAA) and Student Confidentiality Policy

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that ensures patient privacy. All patient records are confidential, and any inquiries regarding patient information should be directed to the supervising technologist or the clinical preceptor. It is expected that students will maintain patient confidentiality in a professional manner at all times.

In accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information is confidential. Confidential information is defined as any information found in a patient's medical record, personal information, and work-related information. Any and all information relating to a patient's care, treatment, or condition constitutes confidential information. This policy applies to any and all individuals in a WC lab and/or at any of our Clinical Affiliates' facilities including patients, volunteers, college employees, students, friends, or family members

Students must uphold the privacy of protected health information by:

- Limiting discussions of protected health information to private areas and conference rooms.
- Refraining from discussing patient health information unless with an appropriate faculty member and in private.
- Avoiding discussions of protected health information with other students.
- Not copying any part of the medical record for use outside of the healthcare facility.
- Medical images with all protected health information (PHI) removed may be used for Weatherford College research projects and case studies if permitted by the clinical affiliate.
- Photography, video and voice recordings from clinical locations are prohibited by law (HIPAA) and therefore should not be posted on social media or social networking sites.

Any breach of the HIPAA policy is strictly prohibited. Any students found to be in violation of the HIPAA policy will face immediate dismissal from the Radiography program.

Personal Appearance and Hygiene Policy

It is crucial for the student's appearance to be impeccable. If students arrive at the clinical education area dressed in attire other than the approved uniform, they will be asked to leave the area and will be marked absent for the day. The Clinical Dress Code Policy has been established in accordance with typical clinical affiliate policies. If a student is employed in an ionizing radiation area that requires a Dosimetry device, they must not wear the Dosimetry device provided by Weatherford College at work, nor may they wear the designated Weatherford College uniform, patch, or name badge. Failure to comply with the dress code after being informed of non-compliance in a single semester will result in dismissal from the program pending administrative review.

Clinical Dress Code Policy

Hospitals, clinics, and their staff are expected to exemplify cleanliness and a professional appearance. The "Dress Code" of the clinical site establishes the minimum standards, which students are expected to meet or surpass. Students are expected to present a professional appearance according to the following dress code:

- Students must always be neat and well-groomed, clean and free of body odor while at the clinical site.
- Program specific clean and wrinkle free uniform that meets the following guidelines must be worn at all clinical sites:
    - Black scrub pants with Teal scrub shirts with school patch on left front above the pocket (to be sewn on and approximately 2 ½" below the shoulder seam). Regular surgical style scrubs, either with single pocket on front left of top or the female version of scrubs that have two pockets on bottom front. If an undershirt is worn, sleeves cannot descend past scrub sleeve or bottom. Additionally, all shirts worn under the scrub top must be a solid color without decal/design. School I.D. badge will be visible on front above the waist, radiation dosimeter on collar area, along with any clinical site I.D. that might be required.
    - OPTIONAL: Clean, ironed, white or Teal lab coat. If the lab coat is worn, a school patch must be on the front above the pocket, the school I.D. and clinical site required I.D. must be worn on the front
- Clean, predominantly white or black athletic or nursing shoes are permitted. Open-toed shoes, sandals, high-top tennis shoes, or basketball shoes with multiple bright colors or logos are not allowed. Crocs (without holes) may be worn if they are black or white in color.
- Hands and fingernails must be clean. Fingernails will be clean and no longer than 1/8" beyond fingertips. Acrylic or faux nails are prohibited. Fingernail polish is not permitted.
- Hair must be kept neat and clean. If it is long, it must be pulled up off the collar. All hairstyles must comply with the clinical site's policies.
- A mustache or beard is allowed as long as it is neatly trimmed.
- After shaves, colognes, perfumes, etc. are not permissible.
- The following jewelry will be permissible: watch, rings with smooth surfaces, and earrings that do not hang or dangle. Hoops cannot be larger than dime-size. Piercings are limited to the earlobe and cannot exceed the diameter of a post earring. (See Program Director or Clinical Coordinator for clarity). Med-Alert and religious medallions should be worn underneath the scrubs.
- Visible tattoos and other body modifications must be covered or removed if deemed inappropriate, offensive, or required by the clinical site.
- Articles of clothing required for religious or cultural reasons will be allowed if they comply with the clinical site's policies.

Each student should possess a minimum of three (3) uniforms. If a student is not in the appropriate uniform, the Clinical Preceptor or Clinical Coordinator may send them home with an unexcused absence. Under no circumstances should student uniforms be worn while the student is working as an employee or volunteer at a clinical facility. If working hours are scheduled immediately after clinical hours, the student must change clothing before commencing paid or volunteer work.

Clinical Attendance/Absence Policy

Students should plan to arrive at their assigned clinical site on time, prepared to work and in full compliance with the program dress code. Students are required to be at their clinical site for the full duration of their shift. Students will log onto www.trajecsys.com to clock in and out each day at the assigned site. In rare circumstances, students will be permitted to use their cell phone to clock in and out.

Some clinical hours will have exceptions as students may be allowed to rotate through weekend shifts. These rotations will be considered on a case-by-case basis. In accordance with JRCERT Objective 4.4, under no circumstances are students scheduled for longer than a 10-hour day.

Personal Time

Personal time is intended to provide flexibility for students when unexpected illnesses, emergencies, or personal situations occur. Students are permitted a maximum of personal time per semester. Approved personal time is not counted as an unexcused clinical absence. However, once all personal time hours have been exhausted, any additional missed clinical time may result in grading penalties and/or disciplinary action.

Missed clinical time during the semester will be deducted from the student's available personal time balance until all personal time hours have been used. Personal time may not be carried over to another semester, and any unused personal time remaining at the conclusion of the semester will be forfeited.

- Personal time must be used in minimum increments of two (2) hours.
- Personal time may not be used on the first scheduled day at a new clinical site due to mandatory orientation requirements.
- For planned use of personal time, students must complete an Absence Notification Form and submit it to the appropriate instructor or Clinical Coordinator prior to the absence whenever reasonably possible.

Unexcused Clinical Absence

Timely attendance is an essential component of professional conduct, patient care, and clinical education. Unexcused clinical absences are not tolerated. Once the personal time allowance has been exhausted, each additional unexcused clinical absence will result in a deduction of five (5) percentage points from the student's final clinical grade. Three (3) or more unexcused clinical absences may result in referral to the Department Chair and/or Dean and may lead to dismissal from the program.

- In the event a student experiences an extended absence beyond the allowed personal time allowance due to a medical condition, the student must provide a physician's note and receipt of service from the healthcare provider upon returning to clinical education. Additional missed time beyond the personal time allowance may be required to be made up, as determined by program administration.
- Extenuating circumstances (e.g., surgery, motor vehicle accidents, or death in the family) will be reviewed on an individual basis by the Program Director and/or Clinical Coordinator.

Specific clinical attendance requirements, assigned clinical hours, tardiness, absence procedures, and related grading or disciplinary consequences are outlined in each individual clinical course syllabus. Students are responsible for reviewing and complying with all policies and expectations established for each clinical education course.

Clinical Make-up Time Policy

Students are expected to complete clinical competencies in a manner that will not delay graduation. In the case of extenuating circumstances, if a student has not completed clinical competency requirements at the end of the semester, the student will earn the grade of "I" and will not graduate from the program until all requirements have been met. All make-up time is necessary in order for a student to receive their diploma.

Clinical make-up time will be handled on a case-by-case basis and clinical hours/assignments will be made up at the discretion of the program director and clinical coordinator. However, some absences may result in the inability of the student to progress in the respective program. The possibility of readmission with the following cohort may be considered.

No Call/No Show Policy

Not showing up for clinical duties without prior notification constitutes a violation of the no-call/no-show policy. Students are required to adhere to their scheduled clinical site assignments and are expected to proactively inform their Clinical instructor and clinical site in case of any absences or tardiness. The student should provide a valid reason for their absence and, if feasible, an estimated duration.

Upon the first offense, the student will receive a demerit and be placed on probation. A second offense will result in dismissal from the program.

Trajecsys Clock In/Out Policy

Under no circumstances may a student sign or clock in for another student. Doing so is considered fraud, and both students will be dismissed from the program for falsifying documents. Additionally, under no circumstances will a student be allowed to sign or clock in for work while on clinical time. This action constitutes time theft and fraud, and the student(s) involved will be dismissed for falsifying clock in or sign in sheets. Falsifying time records can result in dismissal from the program pending administrative review.

Students must make every effort to clock in and out on Trajecsys using a clinical site computer. Exceptions are allowed if prior arrangements have been made with the Clinical Instructor and Clinical Coordinator for the student to clock in or out on their cell phone. Students are not allowed to clock in or out unless they are in the physical presence of the clinical site. Reprimand will result if a student clocks in or out on their cell phone while outside the physical presence of the clinical site.

Student Employment Policy

The Weatherford College Radiologic Technology program acknowledges that some students may need to work. Classes, including Clinical requirements, are previously scheduled and students are given sufficient notice of the class hours. Student employment must be arranged around courses, no exceptions are granted. It is not feasible to modify course schedules to accommodate individual employment needs.

Students employed by a clinical affiliate or healthcare facility must clearly distinguish between their role as an employee and their role as a student radiographer. Students shall not be scheduled or utilized to replace qualified staff while assigned to clinical education activities and must be appropriately supervised in accordance with program and JRCERT supervision policies. Clinical education assignments must be educational in nature and may not be substituted for employment responsibilities. If a student is employed as a limited or temporary radiographer, they may only perform radiologic procedures outside of clinical courses and for compensation when permitted by both state law and clinical affiliate policy.

Students who are employed at any clinical facility will not receive credit for student time or competencies performed during their working hours. Student time and competencies will only be performed during regularly scheduled clinical hours. Any student who attempts competencies during paid employee time or any time outside of clinical hours may be dismissed from the program. In addition, students who are performing duties related to their employment must NOT wear any part of the student uniform including any form of student identification or Weatherford College affiliation.

Illness/Injury Policy

If a student feels unwell or believes they may be contagious before their clinical shift, they should stay home and contact the Clinical instructor, and clinical site at least 15 minutes before the start of their assigned shift to report their absence.

If a student becomes ill while at the clinical site, they should immediately notify their site supervisor and their Clinical instructor or Clinical Coordinator before leaving the facility.

Students must notify WCWC Program Faculty of any medical procedure or injury leading to absence from clinical activities. Before being permitted to resume clinical duties, students must furnish documentation of physician orders confirming their clearance to return without any restrictions.

In the event of an injury at the clinical site, the student should promptly inform the Clinical Preceptor or Clinical Coordinator. If necessary, they may seek medical attention either at the emergency room or with their own physician. The decision to seek treatment is at the student's discretion and the hospital may not be responsible for charges incurred by the student due to their injury. If the injury results in missed clinical time, a physician's note is required. The student may be required to make up the missed clinical time to adhere to the absence policy. Depending on the nature of the injury, the student may also need to provide a physician's release for return to work. All absences must be reported to the Clinical Coordinator.

Breaks and Lunch Policy

Clinical sites have varying policies regarding breaks for employees, as well as the duration of lunch periods. Students will adhere to the breaks and lunch periods specified by the department policies at their assigned clinical site. If a shift is scheduled for more than six (6) hours, students are required to take at least a thirty-minute lunch period.

Skipping lunch is prohibited. Therefore, working through one's lunch period to make up time is not permitted. Similarly, working through one's lunch period to leave earlier in the afternoon is also not allowed.

Student Radiation Protection Policy

In accordance with JRCERT Objective 5.3, students must understand basic safety practices prior to assignment to clinical settings. As students' progress in the program, they will become increasingly proficient in the application of radiation safety practices. The following guidelines apply to all students in the Weatherford College Radiologic Technology program:

- Students must not hold image receptors during any radiographic procedure
- Students must not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care
- Students must wear an apron and thyroid collar during all fluoroscopic exams
- Dosimeters are to be worn outside of the apron at the collar level
- Students who voluntarily declare a pregnancy will be issued a second badge to be worn at the waist
- Students must wear lead PPE and remain behind the physician during fluoroscopy unless assisting with patient movement or positioning.
- Students will remain behind the control panel for all exposures in the x-ray room.
- Students will position the C-arm with the tube under the table and with the tube directed away from them whenever possible.
- The beam will never be directed toward the control panel area in the examination room.
- Students will practice ALARA for all exams.
- Students must be directly supervised for all repeat images.

Furthermore, students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is available for assistance.

Patient Shielding Policy

Misplaced shielding also obscures relevant anatomy, potentially hiding diagnostically pertinent information, including pathology. Improper placement of shielding can also potentially disrupt the performance of automatic exposure control (AEC) systems and lead to heightened patient exposure. Shielding must never obstruct the view of the relevant anatomy. Patient shielding policies vary by clinical site. Therefore, students must adhere to the shielding policies of their clinical sites.

CLINICAL GRADING POLICY

The purpose of the clinical competency requirements is to verify that individuals certified by the ARRT have demonstrated competence performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the certification examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education.

Radiography-Specific Requirements

As part of the education program, candidates must demonstrate competence in the clinical procedures identified below. These clinical procedures are listed in more detail in the following sections:

- Students will demonstrate Competency by passing a competency evaluation to the satisfaction of the clinical faculty and/or designated radiologic technologist.
- All radiologic technology program and 35 mandatory ARRT requirements must be fulfilled for program completion. In order to satisfy the radiologic technology program and ARRT requirements, a clinical competency is required for each exam on the Master Competency List (MCL) unless the exam is identified as an elective.
- A minimum of seventeen (17) ARRT electives are required, but students should strive to complete as many as possible as this is reflected in the professional development grade. At least one (1) of the 17 electives must be selected from the Head section (Skull), and at least two (2) must be fluoroscopy studies section.
- The patient should be of no more than average difficulty except for those exams otherwise indicated.
- Trauma, or mobile procedures competencies are only allowed after the student has been successfully evaluated for Competency in the basic procedures.
    - Trauma is considered a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition.
- The Clinical Competency column indicates the competency evaluation was satisfactorily performed at the clinical site on an actual patient. The date of the competency should be recorded in the clinical competency column.

Per the ARRT requirements, Radiologic Technology candidate must independently demonstrate appropriate:

- patient identity verification;
- examination order verification;
- patient assessment;
- room preparation;
- patient management;
- equipment operation;
- technique selection;
- patient positioning;
- radiation safety;

- image processing;
- image evaluation.

The ARRT Clinical Competency Requirements begin on the following page.

ARRT Clinical Competency Requirements

Imaging Procedures	**Mandatory or Elective**		**Eligible for Simulation**	**Date Completed**	**Competence Verified By**
	Mandatory	Elective			
Chest and Thorax					
Chest Routine	✓				
Chest AP (Wheelchair or Stretcher)	✓				
Ribs	✓		✓		
Chest Lateral Decubitus		✓	✓		
Sternum		✓	✓		
Upper Airway (Soft-Tissue Neck)		✓	✓		
Sternoclavicular Joints		✓	✓		
Clavicle	✓				
Upper Extremity					
Thumb or Finger	✓		✓		
Hand	✓				
Wrist	✓				
Forearm	✓				
Elbow	✓				
Humerus	✓		✓		
Shoulder	✓				
Scapula		✓	✓		
AC Joints		✓	✓		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	✓				
Trauma: Upper Extremity (Non-Shoulder)*	✓				
Lower Extremity					
Toes		✓	✓		
Foot	✓				
Ankle	✓				
Knee	✓				
Tibia-Fibula	✓		✓		

Femur	✓		✓		
Patella		✓	✓		
Calcaneus		✓	✓		
Trauma: Lower Extremity*	✓				
Head – Candidates must select at least one elective procedure from this section.					
Skull		✓	✓		
Facial Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
Nasal Bones		✓	✓		
Orbits		✓	✓		
Paranasal Sinuses		✓	✓		
Spine and Pelvis					
Cervical Spine	✓				
Thoracic Spine	✓		✓		
Thoracolumbar Spine		✓			
Lumbar Spine	✓				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)		✓	✓		
Pelvis	✓				
Hip	✓				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
Abdomen					
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		
Nasogastric/Enteric or Orogastric/Enteric Tube (e.g., Dobhoff)		✓			

Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		✓			
Contrast Enema, Single or Double Contrast		✓			
Small Bowel Series		✓			
Esophagus (*NOT* Swallowing Dysfunction Study)		✓			
Cystography/Cystourethrography		✓			
ERCP		✓			
Myelography		✓			
Arthrography		✓			
Hysterosalpingography		✓			
Mobile C-Arm Studies					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓		
Mobile Radiographic Studies					
Chest	✓				
Abdomen	✓				
Upper or Lower Extremity	✓				
Pediatric Patient (Age 6 or Younger)					
Chest Routine		✓	✓		
Upper or Lower Extremity		✓	✓		
Abdomen		✓	✓		
Mobile Study		✓	✓		
Geriatric Patient (At Least 65 Years Old **and** Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	✓				
Upper or Lower Extremity	✓				
Hip or Spine	✓				
Subtotal					
Total Mandatory exams required	35				
Total Elective exams required		17			
Total number of simulations allowed			10		

Effective March 2027

ARRT General Patient Care Procedures

Candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine (9) patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

General Patient Care Procedures	Date Completed	Competence Verified By
BLS or ACLS Certified		
Vital Signs – Blood Pressure		
Vital Signs – Pulse Rate		
Vital Signs – Respiration Rate		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device.

Clinical Grading Specifics by Semester

Students will undergo competency-based assessments to showcase their proficiency in entry-level procedures, demonstrating their knowledge and skills. Students' psychomotor abilities are assessed in the college's labs and during clinical rotations at affiliated sites. Accurate evaluation of a student's psychomotor skills requires determining their level of performance ability. The proficiency level achieved by a student can only be determined through competency-based testing system.

As part of the education program, students must demonstrate competence in the clinical procedures identified below:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 17 elective imaging procedures selected from a list of 34 procedures;
- One of the 17 elective imaging procedures must be selected from the head section; and
- Two of the 17 elective imaging procedures must be selected from the fluoroscopy studies section

RADR 1260 Clinical I

Students must achieve at least 6 ARRT competencies.

Failure to meet these minimum competencies will lead to course failure. Clinical grading will be determined based on the following 0–100-point scale:

- 0-5 competencies=0 points
- 6 competencies= 78 points
- 7 competencies=83.5 points
- 8 competencies=89 points
- 9 competencies=94.5 points
- 10 or more competencies=100 points

Students are encouraged to complete as many additional competencies as possible throughout the semester.

RADR 1360 Clinical II

To advance to the succeeding clinical semester, students must achieve a minimum cumulative 18 ARRT competencies. Failure to meet this criterion will lead to course failure. Additionally, students are required to complete 4 rechecks, which are exams assessing previously demonstrated competencies. Clinical grading will adhere to a 0-100-point scale, alongside fulfilling the minimum ARRT requirements.

- Less than 18 competencies and/or fewer than 4 rechecks=0 points
- 18 competencies and 4 rechecks=78 points
- 19 competencies and 4 rechecks=83.5 points
- 20 competencies and 4 rechecks=89 points
- 21 competencies and 4 rechecks=94.5 points
- 22 or more competencies and 4 rechecks=100 points

Students are encouraged to complete as many additional competencies as possible throughout the semester.

RADR 2366 Clinical III (Summer Practicum)

To advance to the succeeding clinical semester, students must achieve a minimum cumulative 35 ARRT competencies. Failure to meet this criterion will lead to course failure. Additionally, students are required to complete 6 rechecks, which are exams assessing previously demonstrated competencies. Clinical grading will adhere to a 0-100-point scale, alongside fulfilling the minimum ARRT requirements.

- Less than 36 competencies and/or fewer than 6 rechecks=0 points
- 37 competencies and 6 rechecks=78 points
- 38 competencies and 6 rechecks=83.5 points
- 39 competencies and 6 rechecks=89 points
- 40 competencies and 6 rechecks=94.5 points
- 41 or more competencies and 6 rechecks=100 points

Students are encouraged to complete as many additional competencies as possible throughout the semester.

RADR 2460 Clinical IV

To advance to the succeeding clinical semester, students must achieve a minimum cumulative 47 ARRT competencies. Failure to meet this criterion will lead to course failure. Additionally, students are required to complete 6 rechecks, which are exams assessing previously demonstrated competencies. Clinical grading will adhere to a 0-100-point scale, alongside fulfilling the minimum ARRT requirements.

- Less than 46 competencies and/or fewer than 6 rechecks=0 points
- 47 competencies and 6 rechecks=78 points
- 48 competencies and 6 rechecks=83.5 points
- 49 competencies and 6 rechecks=89 points
- 50 competencies and 6 rechecks= 94.5 points
- 51 or more competencies and 6 checks=100 points

Students are encouraged to complete as many additional competencies as possible throughout the semester

RADR 2461 Clinical V

In the final semester (Clinical V), students must attain a minimum of 51 ARRT competencies. In addition, students must satisfactorily complete six (6) final recheck competencies, each requiring a minimum passing grade of 90%. Any recheck competency scoring below 90% is considered unacceptable. The 6 final recheck competencies must come from the following categories:

- One (1) exam from the Chest/Thorax category
- One (1) exam from the Abdomen category
- One (1) exam from the Upper or Lower Extremity category
- One (1) exam from the Skull category
- One (1) exam from the Spine (minimum 3 views) category
- One (1) exam from the Fluoroscopy category or Surgery category

Failure to achieve the minimum of 51 ARRT competencies and 6 final competencies will result in an Incomplete grade, resulting in academic disciplinary action and possible dismissal from the program. Students final grade will be determined by averaging the scores of the six (6) final competencies.

Clinical Academic Advising Policy

The Radiography program faculty are charged to monitor students' ongoing clinical performance and take action for all students presenting a clinical risk of failing.

Clinical Academic Advising for at Risk Students

Students who achieve a total score below 78% on a clinical competency will receive informal counseling from their faculty clinical instructor. If a student obtains a score below 78% on a second clinical competency within the same semester, they will undergo formal counseling conducted by the faculty clinical instructor. During this session, the faculty member will dedicate additional time to assist the student in improving the specific areas where they were evaluated as deficient.

In the event of a third score below 78% within the semester, the student will be subject to formal counseling by the Clinical Coordinator, with or without additional personnel present. During this counseling session, the student will be cautioned about their significant deficiency in clinical competence and alerted to the risk of failure due to insufficient imaging proficiency.

Clinical Academic Advising – Integrity/Ethics/Professionalism Issues

In cases where the concern pertains to integrity or professionalism rather than procedural competence, a second occurrence of an "unsatisfactory" rating in any of these areas will prompt formal counseling conducted by the Clinical Coordinator. Before initiating this formal counseling, the Clinical Coordinator will conduct an investigation involving the clinical site and/or the faculty clinical instructor to ascertain the details of the issue. The decision to proceed with formal counseling rests with the discretion of the Clinical Coordinator. This established procedure will also be applied if any information regarding a student's professionalism deficiency arises outside of the evaluation process

Competency Evaluation Overview

When the student feels confident in their ability to perform a specific examination independently, they will request a competency evaluation from the Clinical Preceptor or a qualified radiologic technologist when the next patient for the examination arrives. The student's performance will be recorded on a Competency Evaluation Form. If the student demonstrates competency in the examination, they will be marked as competent on the Competency Form and the list of competency examinations. If the student does not achieve competency, they must repeat the examination until they do.

Diagnostic images submitted as completed competencies will be visually assessed by the Clinical Preceptors. Final approval of competency evaluations will be granted by the Clinical Preceptor, regardless of prior approval by the supervising technologist who approved the competency.

After successfully completing the Competency Evaluation for a specific examination, the student will require ongoing practice to maintain and refine their skills. They are now permitted to conduct the examinations they have demonstrated competency in, under indirect supervision, meaning a qualified radiologic technologist must be nearby but not necessarily in the exposure room. If a repeat examination is necessary due to factors within the student's control, direct supervision by a qualified radiologic technologist is required.

Rescinded Competency Policy

Supervising technologists, Clinical Preceptors, or Clinical Coordinators may request that a student re-demonstrate competency in any examination for which competency has previously been achieved. If it is determined that the student no longer demonstrates the expected level of proficiency or understanding, the competency may need to be reassessed, and the student may be required to repeat any examinations for which competency status has been removed.

Professional Development Evaluations

The Clinical Preceptor, along with the clinical supervisor or supervising technologist, will conduct Professional Evaluations every four (4) weeks during this semester. The evaluation covers the primary topics such as initiative, critical thinking, professionalism, communication skills, image production, and safety. Additionally, each primary topic includes multiple subtopics. Ultimately, students are evaluated on 15 different areas. The Clinical Preceptor may gather feedback from other radiology staff members to provide a comprehensive assessment of the student's performance.

Image Evaluation

The objective of the image evaluation is to provide students with constructive feedback on their radiographic images. By actively engaging in constructive feedback and guided discussions, the image evaluation serves as a valuable educational tool for students to enhance their anatomy identification skills, positioning abilities, and overall technical proficiency.

- Image evaluations will be conducted during the Clinical Preceptor's visit following the successful exam competency

Student Self-Evaluation

A Student Self-Evaluation is a process wherein a student critically reflects on their own performance, progress, strengths, weaknesses, and areas for improvement in their image production. The self-evaluation is incorporated in the Image Evaluation process, and includes the following areas:

- Identification of Anatomy
- Positioning Specifics: SID; Central Ray; Technical Factors; Evaluation Criteria
- Does the image meet evaluation criteria? Why or why not?

Clinical Preceptors will select a variety of radiographic images students completed during clinical competency sessions. At a minimum, areas to review are:

- Anatomy identification: Verify the visualization and clarity of relevant anatomical structures; Evaluate student's knowledge of anatomy demonstrated
- Positioning specifics: Assess the accuracy of anatomical positioning and alignment relative to the imaging receptor
- Overall image quality: Evaluate factors such as exposure, contrast, sharpness, and artifact presence

PROGRAM FORMS FOUND ON THE FOLLOWING PAGES

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PREGNANCY FORMS

Weatherford College Radiologic Technology Pregnancy Declaration Form

By providing this information to the Program, I am making voluntary disclosure of a formal notification that I am pregnant. Under the Program's Radiation Protection policy, I understand the fetal dose is not allowed to exceed 0.5 mSv/month during my entire pregnancy from occupational exposure to radiation. I understand this limit includes exposure I have already received since becoming pregnant. When the pregnancy has termed, I will inform the Program in writing as soon as practical. I also understand I have the right to revoke this declaration of pregnancy at any time.

I understand it is crucial to make every effort to minimize radiation exposure and maintain my dose as low as reasonably achievable (ALARA). I will wear two (2) dosimeters, one at collar level and one at waist level. Monthly reviews and documentation of both dosimeters will be conducted by the Radiation Safety Officer (RSO) for the duration of my pregnancy. Upon delivery, I will officially declare myself as "non-pregnant." Additionally, at any point during the pregnancy, I have the option to declare myself as not pregnant in writing.

I am aware that if I discontinue clinical education at any time for health reasons, that all clinical time, assignments/rotations and competencies must be made up and completed before I can graduate from the program. I am aware that I may be asked to discontinue clinical education if there are health or performance concerns as indicated to me by faculty.

I have reviewed the Pregnant Radiography Students Policy in this handbook, and I fully understand the risks involved and I have been given the opportunity to take a leave of absence from my education in the Radiology Program during this pregnancy.

STUDENT NAME:

_____

STUDENT SIGNATURE:

_____

DATE:

_____

ESTIMATED DATE OF CONCEPTION:

_____

RADIATION SAFETY OFFICER SIGNATURE:

_____

Weatherford College Radiologic Technology Withdrawal of Pregnancy Declaration Form

I am voluntarily withdrawing my previous declaration of pregnancy. I understand that as a result of signing and submitting this form, any leave of absence for pregnancy (if applicable) will be discontinued. I understand that all information related to this pregnancy declaration withdrawal will be treated with the utmost confidentiality. Only individuals directly involved in the processing of the withdrawal request will have access to the information provided.

STUDENT NAME:

_____

STUDENT SIGNATURE:

_____

DATE:

_____

PROGRAM DIRECTOR OR CLINICAL COORDINATOR SIGNATURE

_____

RADIATION SAFETY OFFICER SIGNATURE

_____

ABSENCE NOTIFICATION

Absence Notification Form

Students must submit the following form to notify Weatherford College Faculty of a planned excused absence from clinical.

Today's Date: _____

Student's Printed Name: _____

Beginning on: _____

Ending on: _____

Total hours/days: _____

Reason for Absence

☐ - Vacation ☐ - Personal Leave ☐ - Funeral / Bereavement

☐ - Jury Duty ☐ - Family Reasons ☐ - Medical Leave

☐ - To Vote ☐ - Other: _____

I understand that this request must comply with the Weatherford College Clinical Attendance/Absence Policy.

Student's Signature: _____

Instructor Signature: _____

Instructor Printed Name: _____

Date Notified: _____

INCIDENT FORM

Incident Report Form

The Incident Report Form is used when an incident occurs requiring counseling or disciplinary action. This form can be completed by a faculty member or clinical preceptor and is kept in the student's file.

Incident Report

Student Name: _____ Date: ____/_____/20____

Weatherford College/Radiologic Technology Academic/Clinical rule violation or other counseling need:

_____

_____

_____

_____

_____

_____

Expectation and/or corrective action taken (completed by faculty):

_____

_____

_____

_____

_____

_____

_____

Student's comments:

_____

_____

_____

_____

_____

_____

_____ _____

Student Signature Faculty and/or Clinical Signature

ACADEMIC COUNSELING FORM

Academic Counseling Form

Student Notification of Counseling for Substandard Academic Performance

Student Name: _____

Student Email: _____

Student Phone: _____

Date of Counseling Session: _____

Instructor/Counselor: _____

Course ID: _____

Summary of Counseling Session (provide a brief summary of the topics discussed during the counseling session):

_____

_____

_____

Action Plan (Outline any specific actions or steps agreed upon during the counseling session):

_____

_____

_____

Follow-Up (Indicate any follow-up appointments scheduled or recommended actions for the student to take):

_____

_____

_____ _____

Counselor's Signature: Student Signature

Follow-Up Appointment Scheduled: Yes/No

Further Actions Recommended: Yes/No

Referral to Academic Support Services: Yes/No

Referral to Counseling Services: Yes/No

Other: (Specify) _____

Comments/Notes (Additional comments or notes regarding the counseling session.)

_____

_____

VERBAL CONFERENCE

Verbal Conference Form

Student Name: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I have reviewed the above information and have been advised that this is only documentation of a verbal conference.

Student signature:

_____

Instructor signature:

_____

Date:

_____

DEMERIT FORM

Demerit Form

Demerits may be given by Weatherford College faculty or clinical staff technologists. Each demerit results in a reduction of the student's final grade by 5 points Completed demerit forms should be signed and submitted to WC faculty or e-mailed to the Clinical Coordinator.

Student Name: _____

1. Reason for demerit:

_____

_____

_____

_____

_____

_____

2. Number of demerits issued:

1 2 3 4 5 6 7 8 9 10

Student signature:

_____

Instructor signature:

_____

Date:

_____

EXCESSIVE CLINICAL ABSENCE COUNSELING FORM

Excessive Absence Counseling Form

Student Notification of Counseling due to Excessive Clinical Absences

I, _____, am aware that I am in jeopardy of being involuntarily withdrawn for the Weatherford College Radiologic Technology program due to excessive clinical absences. I understand if I miss one more clinical assignment I will be withdrawn from this program.

DATES OF ABSENCES: _____

_____

_____

Student Signature and Date: _____

Clinical Coordinator Signature and Date: _____

Program Director Signature and Date: _____

EXCESSIVE TARDY COUNSELING FORM

Excessive Tardy Counseling Form

Student Notification of Counseling due to Excessive Clinical Tardiness

I, _____, acknowledge that I have been consistently tardy, which aligns with the Tardy Policy. I understand that another instance of tardiness will result in academic probation. Subsequent to being placed on probation, there's a risk of being involuntarily withdrawn from the Weatherford College Radiologic Technology program due to continual violation of the Tardy Policy.

DATES OF TARDY: _____

_____

_____

Student Signature and Date: _____

Clinical Coordinator Signature and Date: _____

Program Director Signature and Date: _____

NO CALL/NO SHOW COUNSELING FORM

No Call/No Show Counseling Form

Student Notification of Counseling due to Violation of No Call/No Show Policy

I, _____, acknowledge that I have repetitively violated the No Call/No Show Policy. I understand that another instance of No Call/No Show will result in academic probation. Subsequent to being placed on probation, there's a risk of being involuntarily withdrawn from the Weatherford College Radiologic Technology program due to continual violation of the No Call/No Show Policy.

DATES OF NO CALL/NO SHOW:_____

_____

_____

Student Signature and Date: _____

Clinical Coordinator Signature and Date: _____

Program Director Signature and Date: _____

ACCIDENTAL CLINICAL INJURY REPORT FORM

Accidental Injury Report Form

Name _____ Age _____
(Last) (First) (Middle)

Sex: M _____ F _____ Date of Injury _____ Time _____

Status at time of accident:

_____ 1. Student
_____ 2. Employee on duty
_____ 3. Employee off duty
_____ 4. Visitor
_____ 5. Trades person

Supervisor or instructor_____
(Person directing your activity at time of accident)

Specific location of accident_____

Extent of injury_____

_____
(State exact nature of injury: part of the body injured, right or left member, etc.)

Treatment_____

By whom_____ Did/Will see physician YES _____ NO _____

Next of kin notified? Yes _____ No _____ NA_____

Statement of the injured person:

_____

_____

_____

Describe accident or equipment involved:

_____

_____

Use back of form for name, address, and statement of any witnesses.

MRI SCREENING FORM

MRI Screening Form

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Student Printed Name _____ Date _____

	Circle Yes or No	
1. Have you had prior surgery or an operation of any kind?	Yes	No
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____		
2. Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?	Yes	No
If yes to question 2, please describe: _____ _____		
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No
If yes to question 3, please describe: _____ _____		
Please indicate if you have any of the following:		
Aneurysm clip(s)	Yes	No
Cardiac pacemaker	Yes	No
Implanted cardioverter defibrillator (ICD)	Yes	No
Electronic implant or device	Yes	No
Magnetically-activated implant or device	Yes	No
Neurostimulator system	Yes	No
Spinal cord stimulator	Yes	No
Cochlear implant or implanted hearing aid	Yes	No
Insulin or infusion pump	Yes	No
Implanted drug infusion device	Yes	No
Any type of prosthesis or implant	Yes	No
Artificial or prosthetic limb	Yes	No
Any metallic fragment or foreign body	Yes	No
Any external or internal metallic object	Yes	No
Hearing aid	Yes	No
Other device: _____	Yes	No

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director.

Student Signature _____ Date _____

_____The student has not identified any contraindications to entering MR Zone III or IV.

_____The student has identified contraindications to entering MR Zones III and IV.

Form reviewed by _____ Date _____

PROFESSIONAL DEVELOPMENT EVALUATION FORM

Professional Development Evaluation Form

WEATHERFORD COLLEGE – School of Radiologic Technology

PROFESSIONAL DEVELOPMENT STUDENT EVALUATION FORM

Student Name: _____ Rotation Date: _____ to _____

Clinical Site: _____ Evaluator: _____ 1st Yr____2nd Yr____

INSTRUCTIONS: Carefully consider the student's performance and evaluate them honestly and objectively according to their current level of education. Remember – they are here to LEARN!

Please use the following scale to evaluate each learning objective.

Unsatisfactory – consistently falls below level of expected performance

Needs Practice – occasionally struggles with tasks

Satisfactory – consistently performs at an expected level

Outstanding – consistently exceeds expectations in this area

Critical Thinking Skills

1. Comprehension of Procedures – Understanding & using information, procedure protocols, responsibilities, materials, equipment and techniques utilized in the clinical setting.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

2. Use of Time – Uses time effectively and constructively – Able to organize work and perform exams in a timely & efficient manner.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

3. Problem–Solving / Critical Thinking Skills – Ability to solve routine problems without assistance – Able to adjust to new or changing situations and to seek advice when necessary.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

Professionalism

4. Self Image & Confidence – Ability to rely on own knowledge & skills to perform tasks – shows confidence in abilities & functions independently.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

5. Punctuality & Availability – Overall attendance & punctuality – Availability throughout the day - Diligence in notifying supervisor of whereabouts – Returns from lunch or break promptly.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

6. Appearance – Adheres to proper dress code – Wears uniform, ID badge, dosimeter & school patch in a proper & consistent manner.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

7. Initiative – Self-starter – Exhibits the motivation required to start and complete tasks – Demonstrates enthusiasm & interest in the healthcare field & radiology.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

Communication Skills

8. Patient Interaction – Ability to interact effectively with patients – Attentive, empathetic & reassuring – Instills confidence in their patients - gives proper & understandable instructions.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

9. Communication Skills – Effectively communicates, interacts, & deals with superiors, peers, & other team members – remains discreet, tactful & courteous.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

10. Acceptance of Criticism / Advice – Ability to accept criticism and/or advice in a professional manner – Student seeks & utilizes suggestions or advice when necessary.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

Image Production

11. Radiographic Quality – Quality of radiographs adheres to department standards – Shows ability to evaluate images to determine diagnostic quality. Has acceptable number of repeats.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

12. Selection of Radiographic Techniques – Consults technique chart or RT for technique when necessary – Demonstrates accuracy in selecting & manipulating techniques.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

13. Positioning Skills – Demonstrates accurate positioning skills to the level of current ability – Able to modify procedure to accommodate patient condition or clinical situation.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

14. Following Directions & Protocol – Ability to interpret & follow verbal directions and written protocols efficiently without question or error. Follows up on all paperwork as per department policies.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

Safety

15. Department Safety – Works at a safe speed – Cleans room & disposes of all biohazardous materials appropriately – Practices radiation protection & safety with patients, peers and self.

Unsatisfactory _____ Needs Practice _____ Satisfactory _____ Outstanding _____

EVALUATING RT SIGNATURE: _____ DATE:_____

COMMENTS: _____

_____

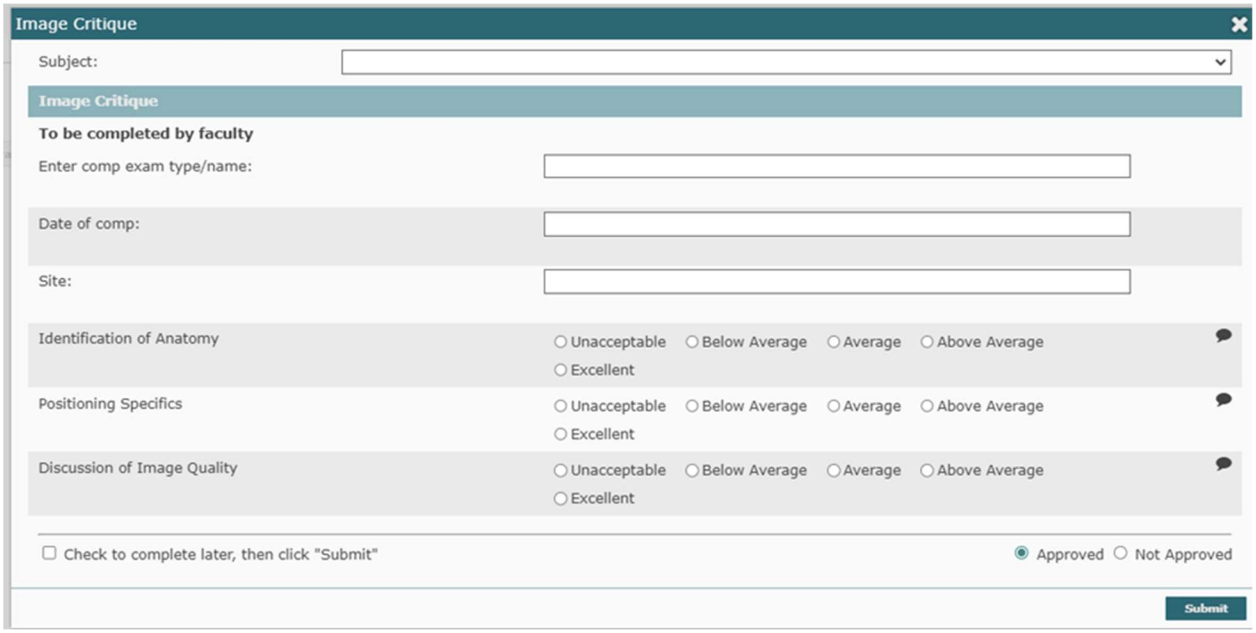
_____

_____

_____

IMAGE CRITIQUE FORM

Image Critique Form



STUDENT SELF-EVALUATION FORM

Student Self-Evaluation Form

Type of Exam: _____

New or Recheck: _____

Identification of Anatomy:

_____

_____

_____

_____

_____

Positioning Specifics:

SID: _____

Central Ray: _____

Technical Factors: _____

Evaluation Criteria: _____

_____

_____

_____

_____

_____

_____

Image Quality - Does the image meet Evaluation criteria? Why or why not?

_____

_____

_____

_____

_____

_____

_____

CLINICAL COMPETENCY EVALUATION FORM

Clinical Competency Evaluation Form

CLINICAL COMPETENCY EVALUATION

Date: _____

Weatherford College

Student Name: _____ Clinical Site: _____

Patient MR#: _____ Exam: _____ Semester: _____

PLEASE CIRCLE 'YES' OR 'NO', APPLYING EACH QUESTION TO THE EXAM AS A WHOLE. TOTAL PTS = 35

1. Prepeares room, supplies, and equipment prior to bringing patient into the room	YES	NO
2. Accurately interprets exam requisition and checks orders	YES	NO
3. Correctly identifies the patient (verbally and arm band)	YES	NO
4. Explains the procedure to the patient and provides proper instruction during the exams in terms the patient can understand - assists patient to maintain safety/privacy	YES	NO
5. Questions pregnancy per department policy	YES	NO
6. Effeciently performs exam - timely and organized for level of education	YES	NO
7. Follows through with requisition, patient, and images per department policy	YES	NO
TOTAL:		

PLEASE PUT A CHECK IN THE 'Y' OR 'N' BOX FOR EVERY CATEGORY AND EACH VIEW OF THE EXAM

	AP/PA		LAT		R. OBL		L. OBL		OTHER		COMMENTS
	Y	N	Y	N	Y	N	Y	N	Y	N	
8. Select proper IR											
9. Properly utilized bucky grid, or table top											
10. Properly oriented IR to part											
11. Properly marked IR w/patient info											
12. Properly used and placed R/L marker											
13. Used correct SID											
14. Aligned tube, IR, and part											
15. Used correct CR angle (degree/direction)											
16. Selected diagnostic technique (kVp/mAs)											
17. Anatomy is in correct position											
18. Anatomy is centered to image											
19. Collimated to area of interest											
20. Practiced proper radiation protection											

WERE THERE ANY REPEATS? YES NO

What was the reason for the repeat? _____

Was the student able to identify the unacceptable image?	YES	NO
Did the student seek proper assistance prior to repeating the image?	YES	NO
Was the student able to formulate a plan of corrective action to produce an acceptable image?	YES	NO

_____ _____

Student Signature / Date Technologist Signature / Date

STUDENT SIGNATURE PAGES

Acknowledgement of Weatherford College Radiologic Technology Academic and Clinical Policy Handbook

In addition to the following policies, I have read and understand the contents of this Academic and Clinical Policy Handbook.

- Academic Integrity Policy
- ARRT Code of Ethics
- Student Code of Conduct and Procedure for Discipline Policy
- Professional Behavior Policy
- Grading Policy
- Classroom and Clinical Attendance Policies
- Radiation Protection Policy
- Pregnancy Policy
- Dosimeter Policy
- Clinical Supervision Policy
- Classroom and Clinical Dress Code Policy
- Code of Conduct
- Travel Distance Acknowledgment

I agree to abide by the policies and procedures outlined in this Handbook and understand I am responsible for adhering to them. I understand noncompliance can result in disciplinary action up to and including dismissal from the Weatherford College Radiologic Technology Program.

_____

Print Name

_____

Student Signature

_____

Date

Acknowledgement of Weatherford College Radiologic Technology Health Insurance Portability and Accountability Act (HIPAA) and Student Confidentiality Policy

Confidential information is defined as any information found in a patient's medical record, personal information, and work-related information. All information relating to a patient's care, treatment, or condition constitutes confidential information. This Agreement applies to any and all individuals in a WC lab and/or at any of our Clinical Affiliates' facilities including patients, volunteers, college employees, students, friends, or family members.

- Students will not discuss a patient's medical condition with any non-employee or non-student of the Weatherford College Health & Human Science (HHS) Division, friends, or family members. Confidential matters involving patients will not be discussed in areas where they might be overheard by others. Students are to be aware at all times that conversations regarding patients are not to be overheard by others and take appropriate steps to ensure this confidentiality.
- Students will not divulge the information to any unauthorized person for any reason. Neither will they directly nor indirectly use, or allow the use of, information for any purpose other than that directly associated with education. Students understand that all individually identifiable information is strictly confidential.
- Furthermore, students will not, either by direct action or by counsel, discuss, recommend, or suggest to any unauthorized person any individually identifiable information.
- If any violation of this policy is noted at any time, the student must report directly to the Program Director or Clinical Coordinator immediately upon discovery.

I have received a copy of, read, understand, and agree to uphold this written policy on matters of confidential information. I also understand that in my daily duties as an HHS student, I will have access to confidential information and any violation of confidentiality, in whole or in part, could result in disciplinary action, including dismissal from the HHS program.

I understand that this signed document is my agreement to uphold the provisions of this policy and will be kept on file.

_____

Print Name

_____

Student Signature

_____ Date

CLINICAL SITE TRAVEL REQUIREMENTS AGREEMENT

Acknowledgement of Clinical Site Travel Requirements

If I am selected as a student in the Weatherford College Radiologic Technology Program, I understand and acknowledge the following:

Clinical education is a vital component of the program, and I will be assigned to various clinical sites throughout the duration of my training. These sites may be located up to, but not limited to, one hour away from the Weatherford College main campus, and I may be required to travel significant distances to complete clinical requirements. Assignments are based on site availability and program needs; therefore, clinical placements near a student's home are not guaranteed. Additionally, I understand that I will not remain at a single clinical site for the duration of the program and that clinical rotations will change to ensure a diverse educational experience.

The list of clinical education sites is continuously evolving as the program grows and partnerships expand. New sites may be added or removed based on program needs and affiliation agreements.

It is my responsibility to ensure I have reliable transportation and be prepared to invest the time and financial resources necessary to travel to and from my assigned clinical sites.

If I am unwilling or unable to meet the travel requirements, I understand that I should not accept a position in the program.

Below is a list of current clinical education sites.

Baylor Scott and White All Saints Medical Center-Fort Worth	1400 8th Ave. Ft Worth
John Peter Smith Hospital (JPS)	1500 S Main. Ft Worth
Medical City-Weatherford Hospital	713 E Anderson St. Weatherford
Medical City - Decatur Hospital	609 Medical Center Dr. Decatur
Texas Health Harris Methodist Hospital Azle	108 Denver Trail. Azle
Texas Health Harris Methodist Hospital Fort Worth (Downtown)	1301 Pennsylvania Ave, Ft Worth
Texas Health Harris Methodist Hospital-Southwest Fort Worth	6100 Harris Pkwy, Ft Worth
Texas Health Harris Methodist Hurst-Euless-Bedford	1600 Hospital Pkwy, Bedford
Texas Health Huguley Hospital Fort Worth South	11801 South Fwy, Burleson
Palo Pinto General Hospital	400 SW 25th Ave, Mineral Wells

By signing below, I affirm that I understand and accept these clinical travel expectations as a condition of participation in the Radiologic Technology Program.

Student Signature:_____ Date:_____