Radiologic Technology

Program Handbook

2025-2026

Approved by Cabinet July 2025

WESTERN DAKOTA TECHNICAL COLLEGE

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Section 1: General Program Information

Welcome

Welcome to the Western Dakota Technical College (WDTC) Radiologic Technology Program. This program will be challenging and rewarding during the educational process. This program is unique to WDTC in that your clinical hours will be integrated throughout the five semesters of your technical education. You will be performing classroom work and integrating that knowledge into your clinical settings in tandem. During your first year, your classroom education will be on WDTC campus, and your clinical rotations will be in the surrounding Black Hills Region. Starting in the summer semester, your classes will be hybrid (meaning some online and some on campus), and clinical rotations will reach outside of the immediate Black Hills Region. Travel will be required to complete the clinical portion of the program and relocation may be required.

This document is intended to provide students with policies and procedures that apply specifically to the Radiologic Technology Program. You are required to read this document thoroughly and ask your advisor for clarification on any information or policies that are unclear before you sign. At the start of the first semester, student will be required to sign a handbook acknowledgement form and complete a in My.WDT to ensure understanding of this document.

The Radiologic Technology program reserves the right to make changes to policies and procedures. Students will receive in writing any revisions as they occur. The policies and procedures in this document are in addition to the policies and procedures in the Western Dakota Technical College Student Handbook.

Thank you for choosing WDTC's Radiologic Technology Program for your education and training. We are excited to have you!

ADA/504 Accommodations

WDTC does not discriminate on the basis of disability. Students with disabilities who are seeking accommodations are strongly encouraged to work with the Disability Services Office prior to the start of the semester as accommodations are not retroactive and the process to become Registered can be lengthy. With that said, students can Register at any time during the semester. Disclosure by the student to a faculty or staff member does not qualify as self-identification to begin this process. Students with disabilities are not required to Register with the Disability Services Office if they are not seeking accommodations.

For more information regarding ADA/504 Accommodations, refer to Policy 4415 and the Disability Services page housed on the Student Hub in My.WDT.

Discrimination and Harassment

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

Notice of Non-Discrimination

WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ancestry, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, disability, sexual orientation, genetic information, status as a veteran, or any other status protected under applicable federal, state or local law. WDTC is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: VP for Institutional Effectiveness and Student Success who serves as the Title IX Coordinator.

Pregnancy Modifications

WDTC does not discriminate in its education programs or activities against any student based on the student's current, potential, or past pregnancy or related conditions. Students seeking modifications for pregnancy or pregnancy related conditions need to contact the Title IX Office at TitleIX@wdt.edu.

For more information regarding modifications for pregnancy and pregnancy related conditions, refer to Policy 4420.

Title IX at Western Dakota Technical College

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Technical College (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Kelly Oehlerking, Title IX Coordinator; 800 Mickelson Drive, Office D160A, Rapid City, SD, 57703; 605-718-2965; kelly.oehlerking@wdt.edu

WDTC Policies 9090/4430, 9090/4430.Procedure.001, and 9090/4430.Procedure.002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

Policy *https://www.wdt.edu/assets/docs/uploads/policy/4430.pdf*

Procedure.01 *https://www.wdt.edu/assets/docs/uploads/policy/4430procedure01.pdf*

Procedure.02 *https://www.wdt.edu/assets/docs/uploads/policy/4430procedure02.pdf*

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

WDTC Student Handbook

The WDTC Student Handbook houses valuable information to help students succeed. Please refer to the WDTC Student Handbook for additional information.

Program Overview

Program Mission Statement

Students in radiologic technology acquire the necessary knowledge and skills to utilize radiation in disease diagnosis under the supervision of a physician. This program integrates academic learning with practical instruction, laboratory work, and supervised clinical training to equip students for careers as radiologic technologists.

Radiology Program Philosophy Statement

The Radiologic Technology Program's philosophy supports the mission of the program. To enable faculty to teach students the knowledge, skills, and behaviors needed of a Radiologic Technologist. The faculty endorses the competency-based curriculum created by the American Society of Radiologic Technologists and is supported by the American Registry of Radiologic Technologists and the Joint Review Committee on Education in Radiologic Technology.

Statement of Values

The Radiologic Technology Program's values align with WDTC and its values. These values support the mission and the end goal of the program.

Excellence

- Aspire to achieve quality.
- Seeking opportunities to learn and grow students to meet the needs of community stakeholders.
- Moving beyond minimum standards of performance.
- Foster the environment for students to thrive.

Assessment

- Actively use outcome assessment to improve outcomes of the Radiologic Technology Program.

Transparency

- Being honest.
- Demonstrate integrity.
- Timely and thorough communication with stakeholders, including students.

Accountability

- Understanding the power and effect our words have on students, colleagues, and members of the community when speaking about Western Dakota Technical College and striving to use them in the best interest and representation of the College.
- Knowing and upholding WDTC's and Radiologic Technology program's policies, procedures, and objectives.
- Behaving legally and ethically in all endeavors and encouraging others to do the same.
- Always maintain professional behavior on campus and on clinical sites.
- Be present for yourself, others, and patients.

Dignity

- Respecting ourselves and others.
- Providing fair and just treatment to all.
- Understanding and celebrating dignity in all forms of work, both internally and externally.
- Utilizing shared governance to ensure participation in decision-making and provide channels for various groups to voice opinions.
- Respecting and embracing varying cultures, views, and opinions.

Compassion

- Believing we can make a positive impact on patients and each other's lives.
- Empathizing with other students, patients, and colleagues in their experiences and realities.

Program Goals

Clinical Performance and Competence
Students will demonstrate the knowledge, technical skills, patient care, and radiation safety practices necessary to produce high-quality diagnostic images as competent entry-level radiographers.

Problem Solving and Critical Thinking
Students will apply effective problem-solving and critical thinking skills to make sound clinical decisions in diverse imaging scenarios.

Communication
Students will communicate clearly and professionally with patients, peers, and healthcare team members to function effectively as collaborative team members.

Professional Growth and Development
Students will recognize the importance of professional ethics, values, and the ongoing pursuit of continuing education and lifelong learning.

Program Effectiveness
Graduates will be well-prepared to meet the demands of the healthcare community and contribute meaningfully as competent and engaged radiologic technologists.

Program Learning Outcomes

WDTC Institutional Learning Outcome	Program Learning Outcomes
Critical Thinking	Students will be able to: • Exhibit problem-solving and critical thinking by analyzing diagnostic images for radiographic quality and assessing patient needs to adapt technical modifications and imaging procedures.
Technical Knowledge and Skills	Students will be able to: • Demonstrate technical knowledge and skills by utilizing proper radiation protection safety principles and manipulating radiographic technical factors to produce quality images.
Communication	Students will be able to: • Apply appropriate interpersonal communication skills by explaining imaging procedures to patients in clear and understandable terms and relaying image findings in a concise manner with all healthcare team members.
Professionalism	Students will be able to: • Exhibit personal accountability and professionalism by modeling an ethical standard of care including patient confidentiality and advocacy, identifying the importance of continued professional development, and exhibiting professionalism in a clinical environment.

Program Accreditation

Accreditation

The importance of accreditation is that the program meets high quality standards. This is done by a peer review process where a non-governmental agency or association grants recognition for meeting or exceeding nationally established standards for acceptable education quality.

Institutional

Western Dakota Technical College is accredited by the Higher Learning Commission (HLC). More information about HLC can be found by visiting www.hlcommission.org. HLC is an independent agency, founded in 1895. HLC accredits degree-granting colleges and universities in the United Sates. HLC is an institutional accreditor, accrediting the institution as a whole.

Programmatic

The Western Dakota Technical College Radiologic Technology Program is working towards accreditation with the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT promotes excellence in education and continues to work to elevate quality and safety of patient care. The JRCERT accredits programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. More information about the JRCERT standards can be located at www.jrcert.org.

Program Assessment

Data will be collected and reviewed annually.

Program Directory

Program Director
Nan Bradeen, MS, R.T. (R),(M),(QM), ARRT
Office: L173
Phone: (605) 718-2927

Instructor / Clinical Coordinator

Kelsie Phillips, BS, R.T. (R)
Office: L173
Phone: (605) 718-2923

Radiologic Technology Program Cost

The estimated costs of the Radiologic Technology Program can be found at https://www.wdt.edu/paying-for-school/cost/

Section 2: Radiologic Technology Profession

Professional Organizations

American Registry of Radiologic Technologists (ARRT)

The American Registry of Radiologic Technologists (ARRT) is the organization that provides an opportunity to become certified and registered. The ARRT's credentialling is a way to recognize individuals qualified to perform a specific role. Certification and registration ensure that individuals have met professional standards to become registered. One of the many jobs of the ARRT is to maintain registries in all disciplines offered for certification by the organization.

The ARRT credentials over 330,000 technologists in the United States. This makes the ARRT the largest credentialing organization in the world. Primary Pathway credentials offered by the ARRT include Radiology, Radiation Therapy, Nuclear Medicine, Sonography, Magnetic Resonance Imaging, and Vascular Sonography. The ARRT also offers post primary pathways, and these include Vascular Sonography, Computed Tomography, Bone Densitometry, Breast Sonography, Cardiac Interventional Radiography, Magnetic Resonance Imaging, Mammography, and Vascular Interventional Radiography.

Students that successfully complete the Radiologic Technology program may be eligible to complete the American Registry of Radiologic Technologists (ARRT) national registry test for certification. It is not guaranteed that successful completion of this radiology program will ensure that the student is eligible to take the ARRT registration.

The state of South Dakota does not require a state license to operate radiology equipment. However, there are many states that require an additional state license to work in the state. To learn more information regarding state licensure, go to the American Society of Radiologic Technologist's (ASRT) website: ASRT Individual State Licensure Information at www.asrt.org.

One of the requirements of the ARRT is to ensure that candidates applying for a certification exam have graduated from an accredited program. However, the ARRT is not involved in the accreditation process.

American Registry of Radiologic Technologists Contact Information

1255 Northland Drive
St. Paul, Minnesota 55120
Phone: 651-687-0048
Web address: www.arrt.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

JRCERT is the only recognized accrediting body for Radiologic Sciences recognized by the US Department of Education. JRCERT promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. JRCERT Standards for an educational program are the guidelines that are being used to govern the Radiologic Technology Program at WDTC. The WDTC Radiologic Technology Program is seeking accreditation through the JRCERT.

The Joint Review Committee on Education in Radiologic Technology Contact Information

20 N Wacker Drive, Suite 2850
Chicago, Il 60606-3182
Phone: 312-704-5300
Web address: www.jrcert.org

The American Society of Radiologic Technologists (ASRT)

The national professional society for radiographers, radiation therapists, and nuclear medicine technologists according to the purpose and goals that are stated in the bylaws is the ASRT. By becoming a member of the ASRT, the society represents our profession at local, state, and national levels. The ASRT will track and provide continuing education for its members. There is an annual meeting that allows state society representatives to come together to support our profession. The ASRT developed, updates, and publishes the Curriculum Guide for Educational Programs in Radiologic Technology. The JRCERT approves the ASRT Curriculum Guide, and the guide also meets all the ARRT educational requirements on the exam content specifications.

American Society of Radiologic Technologists Contact Information

1500 Central AVE SE
Albuquerque, New Mexico 87123
Phone: 1-800-444-2778
Web address: www.asrt.org

South Dakota Society of Radiologic Technologists (SDSRT)

The SDSRT is our state professional society and is an affiliate of the ASRT. The SDSRT is one of the most active affiliate members. There is an annual meeting that includes business meetings, student activities, and continuing education. The ASRT and SDSRT also work together to bring student interns to learn about both societies. Board members for the SDSRT are elected from the technologist within the state.

South Dakota Society of Radiologic Technologists Contact Information – www.sdsrt.org

Joining the ASRT and SDSRT as members will be required during your 2nd year. All second-year students will be required to attend the SDSRT Annual Educational Conference and participate in the student activities. Locations vary.

ARRT Code of Ethics

The ARRT states that “The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT’s definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values.

The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT’s mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.”

To learn more about the ARRT Code of Ethics at www.arrt.org and search the Code of Ethics to obtain the document.

WDTC Code of Conduct

Students will always follow the WDTC Code of Conduct. This will include classroom, lab, and clinical sites. Students will also be responsible to follow the assigned clinical sites Code of Conduct as well. In addition to the WDTC Code of Conduct, additional prohibited behavior includes unprofessional or unethical conducts as defined by the American Registry of Radiologic Technologists' (ARRT) code and rules of conduct and HIPAA violations. The WDTC Code of Conduct is located in the Student Handbook.

ARRT Ethics Review

The ARRT will review all applications, and this will determine your eligibility for the examination. If you are concerned about your eligibility, a pre-certification application from the ARRT can be completed and the ARRT Ethics Committee will review your application to determine if you would be eligible to complete the certification examination. The pre-certification can be completed any time before the program starts or any time before the student would apply to take the certification examination. It will be the students' responsibility to notify the ARRT of any ethics violations. This includes criminal charges and convictions. Fees may apply for an ethics review, and it is the student's responsibility to pay these charges. Initiation of an ARRT Ethic Review is the responsibility of the student.

Role of the Radiologic Technologist

Radiologic Technologists are an essential team member of the health care team, and this includes radiologic technology students. Imaging Technologists are considered the "eyes" of health care. Radiology involves the application of radiation to create detailed images of bones, organs, tissues, and vessels within the human body. The images provide valuable diagnostic information that allows the provider to compare the images and results of the imaging exams with the patient's symptoms, condition, or other exam testing. In the imaging profession, caring for the patient and producing the highest quality images possible will be the most important job duty.

Radiographer Scope of Practice

The ASRT Practice Standards for Medical Imaging and Radiation Therapy document houses the scope of practice standards that radiologic technologists abide by. The ARRT uses the standards in the Scope of Practice document to help guide the ethics review of each individual technologist and future technologists. Go to the ASRT website to obtain the full Practice Standards document. https://www.asrt.org/docs/default-source/practice-standards/ps_rad.pdf?sfvrsn=13e176d0_24

Radiologic Technology Student Expectations

The student is in a fast-paced, real-time environment. They will not only report to the program faculty, but they will also report to leadership, technologists, and preceptors at the clinical sites.

A student will be always supervised by a registered technologist. The student will be responsible for operating and maneuvering radiologic equipment. The equipment will be different at each site and the student is responsible to learn all types of radiologic equipment. A student must

communicate effectively and create positive relationships. Dependability, punctuality, and efficiency are three areas that a student radiographer must excel. The student will need to be able to make quick decisions and judgements daily. There will be many other duties assigned as needed.

Essential Requirements

These requirements align with industry expectations and are provided to help students make informed career choices.

Physical Demands and Working Conditions:

This role involves physically demanding tasks, including pushing, pulling, carrying, holding, and lifting. It may require exerting up to 100 lbs. of force occasionally, 50 lbs. frequently, and 20 lbs. constantly when handling patients or equipment. Manual dexterity is essential for tasks such as dialing, filing, grasping, typing, reaching, and writing. Up to 80% of work time involves standing or walking. Due to exposure to ionizing radiation in X-ray procedures, strict adherence to safety standards outlined in the Radiologic Technology Program Handbook is required.

Communication Requirements:

Proficiency in both written and spoken English is crucial to ensure patient safety.

Environmental Risks:

Students may be exposed to infectious diseases, bloodborne pathogens, radiation, and physical hazards such as needle sticks or injuries from lifting patients, equipment, or materials. Radiation exposure is monitored throughout clinical training.

Sensory Requirements:

Students must have sufficient visual acuity to analyze diagnostic images and read exam requests and reports. Adequate hearing is necessary to understand instructions without visual cues, particularly in environments where face-to-face communication is not possible, such as during surgical procedures.

Dress Code and Personal Hygiene:

Students are required to comply with the established dress code and personal hygiene policies.

Section 3: Radiologic Technology Program Curriculum

Program Curriculum

The WDTC Radiologic Technology Program is a 6 to 7 semesters or 36-40 months with a total of 79 credit hours to earn an Associate of Applied Science degree with focus on Radiologic Technology. At WDTC, prerequisites and courses needed for the associate degree requirement have two different tracks. Prerequisite courses need to be completed before the start of the technical component and degree courses can be completed before or integrated into the technical component of the Radiologic Technology Program. The number of students that can start the technical component of the Radiologic Technology Degree is limited.

The Radiologic Technology Program curriculum content was obtained from the ASRT Radiography Curriculum Guide. The ARRT and JRCERT utilize the ASRT's Curriculum Guide as the gold standard. The curriculum for the Radiologic Technology Program is specifically designed to integrate didactic, laboratory, and clinical education to integrate all components of the program. There will also be a competency requirement. These requirements are based on the ARRT content specification.

This will foster a learning environment that will enhance learning to develop competent, caring, and professional individuals.

RADIOLOGIC TECHNOLOGY

Associate of Applied Science, 79 Credit Hours, 36-40-Month Program

Students in radiographic technology acquire the necessary knowledge and skills to utilize radiation in disease diagnosis under the supervision of a physician. This program integrates academic learning with practical instruction, laboratory work, and over 900 hours of supervised clinical training to equip students for careers as radiologic technologists. Coursework covers patient care, radiographic anatomy and positioning, radiation safety and effects, x-ray generation, radiographic pathology, and advancements in x-ray technology. Students also gain practical experience in patient care, problem-solving, and effective communication within healthcare teams.

This is a highly competitive program, and not all applicants will secure a seat the Radiologic Technology courses.

Course	No.	Course Title	Credits
		General Education Requirements	
CMST	101	FOUNDATIONS OF COMMUNICATION	3
CSC	105	MICROCOMPUTER SOFTWARE APPLICATIONS I *or*	3
HUM	100	INTRODUCTION TO HUMANITIES	
ENGL	101	ENGLISH COMPOSITION I*	3
MATH	105	MATHEMATICAL REASONING**	3
PSYC	101	GENERAL PSYCHOLOGY *or*	3
SOC	100	INTRODUCTION TO SOCIOLOGY	
		Total	**15**
		Technical Requirements	
HC	114	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC	116	ANATOMY & PHYSIOLOGY FOR THE HEALTH PROFESSIONS LAB	1
HC	213	MEDICAL TERMINOLOGY	3
RAD	115	PATIENT CARE IN RADIOLOGIC SCIENCES	3
RAD	120	RADIOLOGIC PROCEDURES I	4
RAD	125	IMAGING PHYSICS	3
RAD	130	DIGITAL IMAGE ACQUISITION & DISPLAY	3
RAD	135	RADIOLOGIC PROCEDURES II	4
RAD	140	CT & SECTIONAL ANATOMY	2
RAD	175	RADIOLOGY CLINICAL I	4
RAD	180	RADIOLOGY CLINICAL II	5
RAD	199	RADIOLOGY CLINICAL III	4
RAD	225	PRINCIPLES OF IMAGING & ETHICS	3
RAD	230	RADIOLOGIC PATHOLOGY	3
RAD	235	ADVANCED MODALITIES	2
RAD	240	RADIATION BIOLOGY & PROTECTION	3
RAD	245	REGISTRY REVIEW	2
RAD	275	RADIOLOGY CLINICAL IV	6
RAD	280	RADIOLOGY CLINICAL V	6
		Total	**64**

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.
**Prerequisite: Acceptable ACCUPLACER score.

Note: All courses in the Radiologic Technology program must be completed with a C or better.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside of the Rapid City area.

All prerequisite courses must be completed with a C or better to be eligible to start the RAD technical courses after selected. CSC 105/HUM 100 and ENGL 101 are not prerequisite courses required for degree completion but not considered a prerequisite course.

SEMESTER BREAKDOWN - FALL START

Prerequisite Semester (Fall)		CR	Prerequisite Semester (Spring)		CR
CMST 101	Foundation of Communication	3	CSC 105	Microcomputer Software Applications *or*	3
HC 213	Medical Terminology	3	HUM 100	Introduction to Humanities	
MATH 105	Mathematical Reasoning	3	ENGL 101	English Composition I	3
PSYC 101	General Psychology *or*	3	HC 114	Anatomy & Physiology	3
SOC 100	Introduction to Sociology		HC 116	Anatomy & Physiology Lab	1
	Total Credit Hours	**12**		**Total Credit Hours**	**10**
Fall Semester		**CR**	**Spring Semester**		**CR**
RAD 115	Patient Care in Radiologic Sciences	3	RAD 130	Digital Image Acquisition & Display	3
RAD 120	Radiologic Procedures I	4	RAD 135	Radiologic Procedures II	4
RAD 125	Imaging Physics	3	RAD 180	Radiology Clinical II	5
RAD 175	Radiology Clinical I	4			
	Total Credit Hours	**14**		**Total Credit Hours**	**12**
Summer Semester					
RAD 140	CT & Sectional Anatomy	2			
RAD 199	Radiology Clinical III	4			
	Total Credit Hours	**6**			
Fall Semester		**CR**	**Spring Semester**		**CR**
RAD 225	Principles of Imaging & Ethics	3	RAD 235	Advanced Modalities	2
RAD 230	Radiologic Pathology	3	RAD 240	Radiation Biology & Protection	3
RAD 275	Radiology Clinical IV	6	RAD 245	Registry Review	2
			RAD 280	Radiology Clinical V	6
	Total Credit Hours	**12**		**Total Credit Hours**	**13**

SEMESTER BREAKDOWN- SPRING START

Prerequisite Semester (Spring)		CR
CMST 101	Foundations of Communication	3
HC 114	Anatomy & Physiology	3
HC 116	Anatomy & Physiology Lab	1
HC 213	Medical Terminology	3
MATH 105	Mathematical Reasoning	3
PSYC 101	General Psychology *or*	3
SOC 100	Introduction to Sociology	
	Total Credit Hours	**16**

Fall Semester		CR	Spring Semester		CR
RAD 115	Patient Care in Radiologic Sciences	3	CSC 105	Microcomputer Software Applications *or*	3
RAD 120	Radiologic Procedures I	4	HUM 100	Introduction to Humanities	
RAD 125	Imaging Physics	3	RAD 130	Digital Image Acquisition & Display	3
RAD 175	Radiology Clinical I	4	RAD 135	Radiologic Procedures II	4
			RAD 180	Radiology Clinical II	5
	Total Credit Hours	**14**		**Total Credit Hours**	**15**

Summer Semester		
RAD 140	CT & Sectional Anatomy	2
RAD 199	Radiology Clinical III	4
	Total Credit Hours	**6**

Fall Semester		CR	Spring Semester		CR
ENGL 101	English Composition I	3	RAD 235	Advanced Modalities	2
RAD 225	Principles of Imaging & Ethics	3	RAD 240	Radiation Biology & Protection	3
RAD 230	Radiologic Pathology	3	RAD 245	Registry Review	2
RAD 275	Radiology Clinical IV	6	RAD 280	Radiology Clinical V	6
	Total Credit Hours	**15**		**Total Credit Hours**	**13**

Course Descriptions

RAD 115 PATIENT CARE IN RADIOLOGIC SCIENCES CREDITS: 3

This course is an introduction to radiology science, patient care skills, and the ethical and legal responsibilities appropriate to the radiographer's scope of practice. Students will demonstrate skills in professional communication, monitoring, protection, and physical care for the patient while in the radiology department. Pharmaceuticals, radiopharmaceuticals, IVs, and contrast reactions will also be covered. PREREQUISITES: MUST EARN A “C” OR BETTER IN ALL PREREQUISITE COURSES. CO-REQUISITES: RAD 120, RAD 125 AND RAD 175. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 120 RADIOLOGIC PROCEDURES I CREDITS: 4

This course is designed to introduce the student to the anatomy and positioning of radiographic examinations. Specifically, the student learns positioning skills for the chest, abdomen, upper extremity, lower extremity, spine, and pelvis. Students will begin image evaluation for quality within the Simulation Lab. PREREQUISITES: MUST EARN A “C” OR BETTER IN ALL

PREREQUISITE COURSES. CO-REQUISITES: RAD 115, RAD 125 AND RAD 175. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 125 IMAGING PHYSICS CREDITS: 3

This course is designed to develop a foundation and foster an understanding of radiographic equipment, quality, and technique. Basic physical principles will be introduced and expanded upon in the areas of measurement, energy, atomic structure, electricity, magnetism, and how they are applied to the production of radiation. Basic essentials of radiographic exposure formulation, manipulation of techniques, and how to adjust technical factors to maintain quality due to different patient conditions will be discussed. PREREQUISITES: MUST EARN A "C" OR BETTER IN ALL PREREQUISITE COURSES. CO-REQUISITES: RAD 115, RAD 120 AND RAD 175. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 130 DIGITAL IMAGE ACQUISITION & DISPLAY CREDITS: 3

This course provides a foundational understanding of digital imaging in radiologic technology and advanced imaging. Terminology, key concepts, and quality components related to digital imaging acquisition, display, and archiving, including Picture Archiving and Communication Systems (PACS) will be covered. This course also addresses technical factor adjustments, fundamentals of fluoroscopy and surgical imaging equipment, and introduces advanced imaging modalities. PREREQUISITES: RAD 115, RAD 120, RAD 125, AND RAD 175. CO-REQUISITES: RAD 135 AND RAD 180. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 135 RADIOLOGIC PROCEDURES II CREDITS: 4

This course is designed to introduce the student to the anatomy and positioning of the gastrointestinal (alimentary canal), skull, pediatrics, geriatrics, trauma, surgical, and other advanced areas of positioning. Students will begin image evaluation for quality within the Simulation Lab. PREREQUISITES: RAD 115, RAD 120, RAD 125, and RAD 175. CO-REQUISITES: RAD 130 AND RAD 180. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 140 CT & SECTIONAL ANATOMY CREDITS: 2

This course provides basic information about the Computed Tomography modality. The concepts covered include basic components, operations, and processes. Radiation protection and image quality will also be a focus. Sectional anatomy will be discussed. The area of focus will be the brain, chest, abdomen, and pelvis. Basic anatomy of the vertebral column, upper extremity, and lower extremity will be covered. Types of exams will be discussed throughout the course. PREREQUISITES: RAD 130, RAD 135, AND RAD 180. CO-REQUISITES: RAD 199. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 175 RADIOLOGY CLINICAL I CREDITS: 4

Students experience adaptation to the hospital environment with rotating shifts and assignments. Students will demonstrate the correlation of classroom theory while competently performing basic

radiographic exams and procedures learned in RAD 120. Active participation in the Radiology Department's radiographic and fluoroscopic rooms with radiation safety practices is required. PREREQUISITES: MUST EARN A "C" OR BETTER IN ALL PREREQUISITE COURSES. CO-REQUISITES: RAD 115, RAD 120 AND RAD 125. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 180 RADIOLOGY CLINICAL II CREDITS: 5
Students will experience supervised clinical practice and patient care with rotating shifts and site assignments. Competency evaluation includes radiographic exams and procedures learned in RAD 120 and RAD 135. PREREQUISITES: RAD 115, RAD 120, RAD 125, AND RAD 175. CO-REQUISITES: RAD 130 AND RAD 135. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 199 RADIOLOGY CLINICAL III CREDITS: 4
Students will experience supervised clinical practice and patient care with rotating shifts and site assignments. Competency evaluation includes routine radiographic exams and procedures of the chest, upper limb, lower limb, abdomen, urinary system contrast studies, surgery, contrast and GI imaging, spine, thorax and ribs, cranial, and pediatrics. PREREQUISITES: RAD 130, RAD 135, AND RAD 180. CO-REQUISITES: RAD 140. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 225 PRINCIPLES OF IMAGING & ETHICS CREDITS: 3
This course will discuss quality assurance programs, quality control testing, and preventative maintenance on imaging equipment. Ethical and legal principles will be discussed to create a high level of understanding of these topics and how they relate to radiology professional Code of Ethics and governing societies. PREREQUISITES: RAD 140 AND RAD 199. CO-REQUISITES: RAD 230 AND RAD 275. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 230 RADIOLOGIC PATHOLOGY CREDITS: 3
This course introduces students to pathologies that are imaged in a radiology department. Anatomy, physiology, additive and destructive pathologies, and congenital abnormalities will be discussed. Students will learn patient care techniques including communication according to pathology. PREREQUISITES: RAD 140 AND RAD 199. CO-REQUISITES: RAD 225 AND RAD 275. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 235 ADVANCED MODALITIES CREDITS: 2
This course provides an overview of equipment, procedures, techniques, anatomy, sterile technique, and imaging protocols of specialty areas to include sonography, MRI, nuclear medicine, radiation therapy, cardiovascular/interventional, mammography, and DEXA. PREREQUISITES: RAD 225, RAD 230, AND RAD 275. CO-REQUISITES: RAD 240, RAD 245 AND RAD 280. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 240 RADIATION BIOLOGY & PROTECTION CREDITS: 3
This course provides an overview of the nature of radiation interaction with matter and the effects of radiation exposure. Students will learn patient and personnel radiation protection practices, limiting standards, units of measurement, regulatory agencies, and the effects of radiation on the body. PREREQUISITES: RAD 225, RAD 230, AND RAD 275. CO-REQUISITES: RAD 235, RAD 245 AND RAD 280. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 245 REGISTRY REVIEW CREDITS: 2
This course will be taken concurrently with Radiology Clinical V. It is intended to serve as a comprehensive review in preparation for the national certification exam in radiology technology. PREREQUISITES: RAD 225, RAD 230, AND RAD 275. CO-REQUISITES: RAD 235, RAD 240 AND RAD 280. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 275 RADIOLOGY CLINICAL IV CREDITS: 6
Students will experience supervised clinical practice and patient care with rotating shifts and site assignments. Students will perform venipuncture, vital signs, and sterile technique. Competency evaluation includes advanced chest and abdomen exams, upper extremity, lower extremity, spine, bony thorax, cranial, pediatric, trauma, mobile, advanced GI and GU contrast procedures, and surgery exams. PREREQUISITES: RAD 140 AND RAD 199. CO-REQUISITES: RAD 225 AND RAD 230. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

RAD 280 RADIOLOGY CLINICAL V CREDITS: 6
Students will experience supervised clinical practice and patient care with less assistance to foster increased proficiency and responsible decision-making which will include rotating shifts and site assignments. Students will perform venipuncture, vital signs, and sterile technique. Competency evaluation includes advanced chest and abdomen exams, upper extremity, lower extremity, spine, bony thorax, cranial, pediatric, trauma, mobile, advanced GI, GU, and orthopedic contrast procedures, and surgery exams. PREREQUISITES: RAD 225, RAD 230, AND RAD 275. CO-REQUISITES: RAD 235, RAD 240 AND RAD 245. GRADE REQUIREMENT: A MINIMUM GRADE OF C IS REQUIRED TO PASS THIS COURSE AND MEET PROGRAM REQUIREMENTS.

Academic Grading

The WDTC Radiologic Technology Program follows the WDTC Student Handbook for all transfer credits. The student must complete the curriculum coursework in sequence including pre-requisites. The pre-requisite courses must be successfully completed before entry into the technical component of the Radiologic Technology Program.

Grading for Radiologic Technology Courses are as follows:

100-94%	A
93-87%	B
86-79 %	C

78-73% D
72 - 0% F

The grading scale applies to all graded components of the radiology program, including evaluations.

Section 4: Radiologic Technology Program Policies

Admissions Policy Class of 2027

The admissions process for an August 2025 technical component start date was a TEAS total test score (minimum above 60) and total points for pre-requisite course grades (A=3 pts, B=2 pts, C=1 pt, enrolled or in progress = 0 pts). The 2 components were added together and the top 16 applicants were taken on a total point basis. Any ties in scores were broken by the highest TEAS test score.

Re-admission Policy

Students must achieve a minimum grade of "C" in all RAD courses to graduate and qualify for registry eligibility. Failure to meet this requirement will prevent enrollment in the following semester due to prerequisite requirements.

A student may choose to withdraw from a course at times stated by the WDTC academic calendar. Withdrawal in good standing with WDTC and the Radiologic Technology Program allows the student to be eligible for re-admission to courses according to WDTC policies. If a student earns less than a "C" in any radiology technical course at the end of the semester or withdraws from any radiology technical course by the drop date, the student will be dismissed from the Radiologic Technology program and will not be able to continue in the technical component of the program. Students who withdraw from a course or earn less than a "C" will have to reapply and meet all admission requirements for an opportunity to restart the technical component of the program. This process also applies to all clinical components of the program. Seats in future cohorts following reapplication to the program are not guaranteed.

Transfer Students

Any prospective transfer student will be evaluated on an individual basis.

Health, Illness, and Injury Policies and Procedures

Absences due to illness (vomiting, diarrhea, elevated temperatures, or any contagious illness) must notify the clinical preceptor, instructor, and/or program faculty prior to the start of the class, lab or clinical shift if they will be absent for the day at least 1 hour prior to the start time. Students who have had surgery, extended illness or an injury must follow the clinical sites policies and procedures to determine when it is appropriate to return for clinical duty.

Students incurring any injury in the clinical or lab setting must report immediately to an instructor or preceptor for the necessary policies and procedures of the facility. Required emergency

treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student is responsible for paying those charges. WDTC is not responsible for those charges.

If a student sustains an injury at WDTC, it must be reported, and an accident report must be completed.

In the event of exposure to a communicable disease, accidental radiation, or a needle sharps/stick during a clinical or lab rotation, adherence to the policy of treatment for that facility is required. If the facility assesses cost for this treatment, please bring record of the charges to WDTC HR.

Timely reporting of any incident to the Radiology Program Director or Clinical Coordinator is required for any injury in class, lab, or clinical setting.

Radiologic Technology Program Academic Integrity Policy

Honesty and integrity are essential qualities in the radiologic technology profession. Lack of integrity in the classroom, lab, or clinical setting may result in failing a course or removal from the program.

Students are always expected to uphold standards of integrity, WDTC Code of Conduct, and perform honestly and work in every way possible to eliminate cheating by any member of the program. Each student is expected to complete their own assignments.

Refer to the WDTC Student Handbook for school wide policies about academic dishonesty and cheating. Areas of academic honesty concerns specific to radiology include but are not limited to:

- Covering up or not reporting a clinical error
- Documenting something that was not done
- Altering any legal documentation- deleting images that were completed
- Expose a person/patient without an order
- Utilizing AI unless syllabus states the parameters for use

Disciplinary Policy and Procedure

Disciplinary actions will be taken when program expectations are not met. The following steps will be followed:

1. **First offense** – Verbal warning.
2. **Second offense** – A written behavioral correction plan will be implemented.
3. **Third offense** – A WDTC Code of Conduct Violation will be documented.
    - This may result in probation, suspension, or dismissal from the program.

If an action violates WDTC's Code of Conduct or if a student is not welcome to return to a clinical site, immediate dismissal from the radiology program may occur. Severity of the violation will dictate the course of action deemed appropriate by the Radiologic Technology Program Director.

If a grade is lowered as part of the discipline, this could lower the students grade below passing. Any grade lower than a "C" will cause the student to be removed from the technical component of the program at the end of the semester.

Professionalism
The ability to understand and demonstrate sufficient respect for others in non-verbal, verbal, and written communications in the classroom, lab, and clinical settings, WDTC community, and public settings is important. Please refer to the WDTC Student Handbook and the specific instructor syllabi for further expectations. Failure to comply with professional conduct and ethical expectations could result in a code of conduct violation and/or removal from the program.

Unprofessional/Illegal Behaviors
Students attending WDTC are expected to comply with all pertinent state laws and take personal responsibility for their conduct. The following behaviors are considered unprofessional and/or illegal:

- Violation of the American Registry of Radiologic Technologists Code of Ethics
- Inaccurately recording, falsifying, or altering records or assignments
- Photocopying patient medical records or removing medical records, this includes images from clinical sites
- Reporting to the classroom, lab, or clinical site unprepared
- Performance impairment due to alcohol, drugs, prescribed medications, lack of sleep, illness, or emotional instability
- Perform radiologic examinations in a negligent manner or without permission
- Disclosing confidential information
- Violation of dress codes
- Leaving clinical sites during assigned time without faculty permission
- Providing patient care outside the RT scope of practice

If you have demonstrated unprofessional and/or illegal behaviors you may be subject to disciplinary action, including grade reduction, suspension, or dismissal from the program.

Conduct
Evaluation of professional and ethical behavior by program faculty is ongoing throughout the semester.

- WDTC Conduct Policies will be always followed. Students are responsible to know and abide by the policies in the WDTC Student Handbook.
- Clinical site policies and procedures will be followed when in the clinical setting. If the clinical setting dress code has more restrictions than the WDTC Radiologic Technology

Program Appearance/Dress Code Policy, the items that go above and beyond the WDTC Radiologic Technology Program Appearance/Dress Code must be followed.

- A professional relationship with patients is expected.
- Professional language is always expected. Loud comments and boisterous behaviors are not appropriate. Voice levels should be moderated, and appropriate judgement should be used in choice of words. No profane language will be tolerated. Tactfulness is expected.
- Disruptions such as talking during the instructor and/or peer presentations, excessive movement around the classroom, or other behavior deemed disrespectful or unprofessional in the classroom, lab, or clinical setting will not be allowed. Students who are disruptive may receive a deduction on daily work for that week.
- The use of netiquette is expected in all online interactions.

Confidentiality is always expected in the classroom, lab, and clinical settings. This includes, but is not limited to, information obtained electronically, verbally, and in written format. Students are permitted to access records pertaining only to patients currently under his/her care. Any breaches of confidentiality including any HIPAA violation such as using patient identifiers in submitted work will be grounds for immediate disciplinary action. Students must sign an agreement, specific to each clinical site, to maintain confidentiality.

Student Resolution Process- Grievance

WDTC is committed to excellence and recognizes that concerns, complaints, and grievances (hereinafter referred to as complaint) may arise. Students deserve the opportunity to have complaints they have and complaints made concerning them addressed in a fair manner. **For all complaints, the first course of action must be to try to resolve the complaint directly with WDTC through established processes as outlined on the WDTC website and/or in WDTC policies.** All established resolution processes can be found at https://www.wdt.edu/about/concerns-and-complaints/. Complaint resolution processes vary depending on the nature of the complaint. Students may contact a Student Success Coach for assistance with the complaint process.

Social Media, Cell Phone, Media Capable Devices, Guidelines, and General Internet Use

The use of personal cellular devices, including text messaging, is strictly prohibited in the classroom, lab, and clinical settings. This restriction applies to all media-capable devices, such as smartwatches. These devices may only be used during designated break periods or in emergencies.

While in the clinical setting, students must store all digital devices with their personal belongings. Do not have your cell phone or smart watch on person during your clinical rotations while performing patients. Failure to comply will result in disciplinary action. During clinical rotations,

students are required to use facility phones solely for work-related purposes. Browsing the internet or engaging in personal social networking is not permitted while in the clinical setting and on duty.

In the classroom and lab settings, phones can be present. Phones need to be on silent mode. Smartwatches will not be allowed due to the distraction this causes.

Any patient information, including images posted or discussed outside direct patient care, is considered a HIPAA violation and will result in dismissal from the program. If a student is dismissed for a HIPAA violation, there will be no opportunity to reapply for the program.

Inappropriate use of any component of this policy may result in disciplinary action.

Appearance and Dress Code Policy

The purpose of this policy is to ensure a consistently professional appearance. Clinical sites may impose additional dress requirements beyond those of WDTC's Radiologic Technology Program, which must be followed for clinical assignments at that site.

1. **Scrubs:** Students must wear pewter-colored scrub tops and bottoms. To ensure color consistency, scrubs should be purchased as a matching set from the same brand. Scrubs must be clean, wrinkle-free, and properly fitted—neither too tight nor too loose. Undergarments must be worn appropriately, and no bare skin or undergarments should be visible when bending or moving. Pants must be hemmed properly to prevent dragging on the floor or being stepped on.

2. **Lab Coats:** Pewter-colored lab coats may be worn for warmth. No other colors are permitted.
3. **Prohibited Scrubs:** Scrubs with hoods, sweatshirts, denim, fleece material, high-fashion designs, cropped pants, or joggers are not allowed.
4. **Undershirts & Tattoos:** Long-sleeved undershirts in white, black, or teal may be worn for warmth under scrub tops. If tattoos must be covered, long sleeves should be worn. Any tattoos with inappropriate or vulgar content must remain covered during class, labs, and clinicals. Long-sleeved undershirts are not allowed when wearing OR scrubs.
5. **Shoes:** Footwear must be dark-colored (dark gray, medium gray, or black), closed-toe and closed-heel, and made of wipeable, easy-to-clean materials (preferably all leather). Canvas shoes are not permitted, and shoes should have minimal mesh and less than 10% additional color.


Example of less than 10 % color on shoes. Students do not need to purchase this type of shoe, just an example.

6. **Socks & Hose:** Socks or hose must be worn. Compression socks are recommended during clinicals to help reduce fatigue and prevent varicose veins but are not required.
7. **Radiation Badge:** A radiation badge, issued by WDTC, must always be worn at collar level in clinical and lab settings. If a student forgets their badge, they will be sent home to retrieve it, resulting in an unexcused absence. The student will not be able to participate in clinicals or labs without a radiation badge.
8. **Badge Buddy:** A teal badge buddy must be worn behind the WDTC-issued ID badge. It will serve as the designated spot for radiographic markers when not in use.
9. **Lanyards & Badge Reels:** Lanyards are not allowed; a badge reel is required.
10. **Fingernails:** Nails must be kept short, clean, and either clear or pale in color. Chipped nail polish is not allowed, and artificial nails are strictly prohibited due to infection control concerns.
11. **Personal Hygiene:** Proper hygiene is mandatory. Strong odors, including body odors, bad breath, and fragrances, are not allowed. This includes scented lotions and body sprays, as most medical facilities enforce fragrance-free policies for patient and staff well-being.
12. **Makeup:** Makeup should be minimal and natural-looking. False eyelashes are not permitted.
13. **Jewelry & Accessories:**
    - One small stud earring per ear is allowed.
    - Facial piercings must have clear spacers during clinical assignments. Gauges must also have clear spacers.
    - Smartwatches are not permitted in class, labs, or clinicals; regular watches are allowed.
    - No jewelry will be permitted in the OR.
14. **Necklaces & Rings:** A thin chain necklace may be worn but must remain tucked under scrubs to prevent it from falling forward. Wedding rings must be a simple band style—no prongs or high-profile rings are allowed in labs or clinical sites. No jewelry in the OR.
15. **Hair:** Hair that is shoulder-length or longer must be tied back for labs and clinicals to prevent it from falling forward. Hair must be kept in natural colors; unnatural hair colors are not permitted.

Dress Code Enforcement & Consequences for class, lab, and clinicals.

- **First Infraction:** The student will receive a verbal warning and must correct the issue immediately. If sent home, they must make up any lost clinical time.
- **Second Infraction:** The student will be placed on probation.
- **Third Infraction:** Dismissal proceedings will be initiated.

Scrubs must be worn for all scheduled labs and clinicals. On class-only days, regular clothing is permitted but must be school-appropriate, with no ripped or torn pants or jeans.

Attendance Policy

The purpose of this policy is to ensure that all classroom, lab, and clinical expectations are met. This policy specifically addresses attendance expectations for the classroom and lab. A separate **Clinical Attendance Policy** is outlined in the **Student Clinical Handbook**.

Types of Absences

Excused Absences

An absence will be considered excused under the following circumstances:

- Personal illness (a doctor's note may be required)
- A doctor's note excusing the student from attending
- Death of an immediate family member

Excessive absences—defined as **two or more excused or unexcused absences per semester**—will result in **disciplinary action**.

Unexcused Absences

An absence is considered unexcused if the student:

- Fails to notify the program faculty for class or lab at least **one hour before class begins**
- Does not receive prior authorization for the absence

Excessive unexcused absences—**two or more per semester**—will result in **disciplinary action**.

Tardiness

- Arriving **more than five minutes late** for class or lab is considered a **tardy**.
- More than **two tardies per semester** will result in **disciplinary action**.
- If a student is absent for more than **three consecutive days**, they must provide an **official doctor's note** to return to class and lab.

Attendance Expectations

1. **Punctuality & Full Participation**
    - Students are expected to attend all classes and labs **on time** and remain for the entire duration.
    - Being late or leaving early—**more than five minutes**—is considered an **unexcused absence**.
    - Exceptions will be considered on a case-by-case basis.
2. **Emergency Absences**
    - Emergency absences will be evaluated individually.
    - Excessive emergency absences may result in **disciplinary action**.

3. **Bereavement Leave**
    - This will be addressed on an individual basis.
    - All class and lab time will need to be made up.
4. **Make-up Work & Lab Time**
    - **Missed lab time must be made up within one week**.
    - **Missed classwork, including tests, must be completed within two days** of returning.
5. **Military Leave**
    - If deployment occurs, the WDTC Military Withdrawal Due to Activation and Readmission After Service Policy will be followed.
    - Each case will be evaluated on an individual basis. Possible resolutions would be making up time missed, content and skills evaluation.

Consequences of Absences

Any absence—excused or unexcused—**may lead to grade deductions, academic probation, or dismissal from the program**.

Training Resignation or Termination

If a student chooses to discontinue their training, a written resignation must be submitted to the Program Director, and an exit interview is required.

A student will be considered as having resigned and will be removed from the program if they are absent for **three** consecutive days without notifying program faculty.

Graduation Requirements

To successfully graduate, a student must fulfill all **WDTC degree requirements** as well as complete all components of the **technical component of the Radiologic Technology Program** with a "C" or better.

Radiation Safety Policy

This policy aims to ensure consistent adherence to radiation safety practices in both clinical and lab settings. A thorough understanding of radiation safety policies and dose reduction techniques is essential. Students are responsible for always implementing these principles. Failure to comply will result in progressive disciplinary action, which may include dismissal from the program.

- A separate policy is available for pregnant students (refer to the Student Pregnancy Policy below).
- Students are provided with appropriate radiation protective devices, such as lead aprons and thyroid shields, for use in the clinical setting. The use of these protective devices is strictly enforced.
- Students are **strictly prohibited** from holding image receptors or supporting patients during exposure. Any violation of this policy may result in corrective action, including dismissal from the program.

- Students are **strictly prohibited** from willfully exposing themselves or others in the energized lab or without orders in the clinical setting.
- Each student is issued a personnel radiation monitoring dosimeter badge which must be worn during all lab experiences and clinical assignments.
- The badge should be fastened at the collar level and worn outside the lead apron in accordance with the South Dakota Department of Health guidelines.
- If the student does not have the dosimeter for labs, the student will not be able to participate in the lab and may have to make up the lab or be given an unexcused absence. The student will be sent home from clinicals if they do not have their dosimeter for their clinical assignment. All clinical time missed for retrieving their dosimeter must be made up.
- Radiation monitoring fees are included in student fees. If a student loses the radiation badge, the student will be charged the replacement fee up to $145.00.
- Proper use and care instructions will be provided, and students must complete and sign the Dosimeter Agreement form, which will be kept in their student file.
- Students will be responsible for uploading their badge radiation readings monthly. This information is reviewed by program faculty. Readings are reviewed with students by the Clinical Coordinator monthly.

If a dosimeter is lost, report to the Clinical Coordinator immediately and a replacement will be issued. When the clinical rotations start, students are required to submit dose reports monthly as a graded assignment. The Clinical Coordinator is responsible for investigating any exposures that exceed the program's ALARA (As Low As Reasonably Achievable) Levels and will inform the RSO (Program Director) of the investigation findings. The program has established the following ALARA Levels for this purpose:

Radiation dose limits for occupational workers are established by the National Council on Radiation Protection and Measurements (NCRP):

Dose Limit Annual: 5000 mrem (50 mSv)

Cumulative: 1000 mrem x AGE in years (10 mSv x age in years)

Student Annual Limit: Whole Body Dose Below 5000 mrem or 50 mSv

Students Under the Age 18 Annual Limit: 100 mrem or 1 mSv per year

***Students will need to turn 18 by November 1st of their 1st semester to be considered for the technical component of the radiology program to ensure that ALARA and safety limits are met.**

The program's policy for student dose limits is to ensure that student radiation exposure is kept as low as reasonably achievable. (ALARA) The **Clinical Coordinator** is responsible for investigating any radiation exposures that exceed the program's **ALARA (As Low As Reasonably Achievable) Levels**. The program has established the following **ALARA Levels** to guide this process:

ALARA Required Actions

Monthly exposure levels are monitored by the Clinical Coordinator. The student is responsible to download information by the due date.

ALARA Level I

Whole Body Exposure:

Not to exceed 50 mrem (0.5mSV) per monthly monitoring period

Action:
The investigation report from the Clinical Coordinator will be given to the Radiation Safety Officer (PD) for review. The Radiation Safety Officer (PD) will counsel the student, reviewing their work procedures to determine the cause and identify strategies to reduce future exposures. Documentation will be maintained at the discretion of the Clinical Coordinator.

ALARA Level II

Whole Body Exposure:

Not to exceed 150 mrem (1.5 mSv) per quarter

Action:
The Radiation Safety Officer (PD) will conduct a direct investigation, including an interview with the student. A written investigative report will be created, detailing corrective actions, and will be kept in the student's file until program completion.

Embryo-Fetus Exposure (Declared Pregnant Student)

50 mrem (.5 mSv) per monthly monitoring period

Action:
The Radiation Safety Officer (PD) will conduct an investigation and provide counseling. A formal report will be drafted and kept on file. If necessary, the student may be reassigned to ensure safety.

Pregnancy Guidelines

The Radiologic Technology Program at Western Dakota Technical College follows the JRCERT's standards regarding pregnancy declaration and discussion, including the appropriate steps to take once a pregnancy is declared.

Clinical education is an essential component of the program, and exposure to radiation is an inherent risk in this setting. Pregnant students may face increased risks compared to non-pregnant individuals, as there is medically recognized evidence that the human embryo/fetus is more sensitive to radiation. Therefore, students must make informed decisions regarding radiation exposure during pregnancy. Appropriate education and tools for radiation protection will be given to the pregnant student to make an informed decision.

The National Council on Radiation Protection and Measurement recommends that the radiation exposure to an embryo/fetus during pregnancy should not exceed **500 rem (5 mSv)** throughout the gestational period. This limit is **one-tenth** of the annual occupational exposure allowed for radiation workers.

All Radiologic Technology (RT) students must review the **U.S. Nuclear Regulatory Commission Regulatory Guide 8.13**, titled *"Instruction Concerning Prenatal Radiation Exposure."*

Pregnancy disclosure is **voluntary**, and students are not required to report their pregnancy. However, to benefit from the accommodations (Title IX modifications) outlined in this policy, a pregnant RT student must submit a **written declaration of pregnancy** to the Program Director and the Title IX Office.

In addition to the standard dosimeter worn by all RT students, a second dosimeter will be provided to students who voluntarily declare their pregnancy. The Program Director or designee will monitor this dosimeter to ensure that the **500 rem** (5 mSv) exposure limit is not exceeded during pregnancy. Pregnant students will also receive guidance on the use of additional shielding.

If a student chooses to disclose their pregnancy, they have the following options:

a. Continue in the program while wearing a second dosimeter and utilizing appropriate protection in **Fluoroscopy areas.**

b. At any point during pregnancy or postpartum, if a student feels that continuing in the program is not advisable, they may **withdraw** and later seek **readmission** under the Radiologic Technology re-admission policy.

c. A **written notice of intent to withdraw** from the program must be submitted to the Program Director.

d. A **written notice of intent to revoke** a pregnancy declaration must also be submitted to the Program Director. e. Students with any questions or concerns regarding this policy should contact the **Program Director or Title IX Office** for further guidance.

f. All Radiologic Technology students are required to acknowledge receipt of this protocol and confirm that they have read Regulatory Guide 8.13 by signing a copy of this policy. An electronic signature is required.

Smoking Policy

Students are to observe the smoking, vaping, and tobacco use policies of their clinical sites. If odors become a nuisance, then the student may be asked to refrain from smoking (including E-cigarettes), using tobacco, or vaping during clinical hours. Smoking, vaping, or using tobacco is also prohibited on the WDTC campus except in personal vehicles.

MRI Safety Training & Screening Policy

MRI safety training is required. All students will complete an MRI Screening form, MRI safety video and pass the MRI safety quiz with 100%. Students must be screened to ensure that they can enter the MRI suite. Possible reasons for not being able to participate in MRI rotations include having aneurysm clips, pacemaker, etc.

Screening material will be completed during the first semester prior to starting clinicals. Screening forms will be reviewed by program faculty to ensure the student is safe to enter an MRI suite. If a student's MRI safety status has possibly changed, inform program faculty immediately, so reassessment can be made. An example would be getting metal in eyes. The student must learn and follow the MR zoning policy at each facility (safe and unsafe areas).

Before entering the MR environment, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, cell phones, eyeglasses, hair pins, barrettes, jewelry, body piercing, watch, safety pins, paperclips, money clip, credit cards, bankcards, magnetic strip cards, coins, pens, nail clippers, tools, clothing with metal fasteners, and clothing with metallic threads or have copper fibers.

An MRI technologist or Radiologist can be consulted for questions or concerns prior to entering the MRI suite. It is the student's responsibility to disclose any information that could compromise his/her, technologist, or patient safety.

Teach Out Plan

The academic calendar of WDTC is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, illness, accident, or death of an instructor, interruption of utility services, acts of God, civil disorder and war. In event of such occurrences, WDTC will make every attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extracurricular activities or other WDTC programs or events will be completed or rescheduled. Should such a condition occur, refunds will be made to eligible students as determined by the President in accordance with WDTC policy.

In the event of a Western Dakota Technical College campus closure, the institution will follow policy FDCR.B.10.010 from the Higher Learning Commission. WDTC will provide equitable treatment for students by ensuring they are able to complete the educational program in which they are enrolled within a reasonable period of time. WDTC will also provide prompt notification of additional changes to students, if any. In the event of the closure of Western Dakota Technical College, all permanent records of current and former students will be maintained by and available from Career and Technical Education, 700 Governors Drive, Pierre, South Dakota 57501

Each continuing program at WDTC is subject to an annual internal review to gauge its performance over the prior three years in the areas of enrollment, retention, and placement plus any other areas deemed important to the program by the institute. The Division of Career & Technical Education will conduct a risk analysis of all programs in the areas of enrollment, retention, and placement. Standards and performance levels used to determine at risk programs will be established by DCTE and WDTC. A program deemed as high risk may be required to move to a teach out status.

In the event of a program teach out status, the Program Director will notify any programmatic accreditor within 30 days of the occurrence. WDTC will also notify the SD Board of Technical Education. WDTC will provide written notification to students currently enrolled of the program's closure. WDTC will provide equitable treatment of students by ensuring they are able to complete the educational program within a reasonable period of time. This will include working with the Program Director, academic advisor, and Student Success Center to finalize degree plans for completion of the program. WDTC will also provide prompt notification of additional changes to students, if any.