

# **POLICIES & PROCEDURES**

For students  
In the

## **BACHELOR OF SCIENCE IN RADIATION SCIENCES AND NUCLEAR MEDICINE TECHNOLOGY CARVER COLLEGE OF MEDICINE UNIVERSITY OF IOWA IOWA CITY, IOWA**

This Policies and Procedures section is provided to give the radiation sciences student a clear understanding of the operations and policies of the Bachelor of Science in Radiation Sciences Program. Students are expected to comply with the policies and procedures contained within this handbook throughout their education experience at this institution. All students are expected to comply with The University of Iowa student policies (<https://dos.uiowa.edu/policies/>) and the University of Iowa Hospitals and Clinics' policies on patient, visitor and staff safety obtained at the UIHC Compliance Training Course and Clinical Orientation Session. The program faculty will consult with the student handbook to ensure fair enforcement of the policies and procedures contained. If the student believes a policy has been enforced unfairly, the student should consult the grievance policy for guidance.

### NOTE:

Except when otherwise noted in the book, "Program Faculty" will refer to the Program Directors or Imaging Educators whose position description designates 100% of their time to education.

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## **CRIMINAL BACKGROUND SELF-DISCLOSURE**

### **POLICY:**

Self-disclosure of a criminal background is required of all candidates upon application.

### **PROCEDURE:**

1. Candidates are required to complete the background check self-disclosure form.
2. Failure to provide complete and accurate information or falsification of information provided may result in removal from consideration for the program or dismissal from the program if discovered.
3. Candidates disclosing may be subject to further investigation regarding their criminal history records.
4. To realize the Program's recruitment goal of selecting the highest quality students to promote the best care, protection, safety and comfort for the patients served, criminal background will be a consideration used in the selection process based on the responsibilities and disclosure considerations listed below.
  - Responsibilities:
    - Regular direct patient contact
    - Contact with or direct access to controlled substances and/or secured areas as part of normal educational rotations
    - Handling/control of patient valuables
    - Access to confidential, personal medical, or human resources information
  - Disclosure Considerations:
    - Nature of crime
    - Number of convictions
    - When crime was committed
    - Rehabilitation
5. Upon disclosure a committee will review the applicant's submitted information to determine continuation in the selection process.
6. Using a graph that lists the responsibilities and disclosure considerations across one axis and the level of concern (low, moderate, and high) across the other axis, the disclosure committee members will determine the level of concern for each of the considerations. Based on this graph, an overall level of concern will be determined for the applicant.

7. The determined level of concern will affect the applicant's application status as indicated below.
- Low Level of Concern: The student's application is not withdrawn.
  - Moderate Level of Concern: The student's application is not withdrawn. Disclosure information will be factored into the supporting materials and interpersonal and communication skills segments of the acceptance criteria, based on the disclosure committee's recommendation. If accepted, a probationary status relating to the disclosure may be enforced.
  - High Level of Concern: The student's application is withdrawn. Concerns are too high to consider applicant to be a viable candidate at this time.

## **BACKGROUND CHECK VERIFICATION**

### **POLICY:**

Background checks will be completed on all accepted applications. Enrolled students are required to self-disclose any arrest during the program within 48 hours to the Radiation Sciences Office of Student Affairs and annually attest to adherence to this policy. Additional background checks may be required and will be completed at the student's expense.

### **PROCEDURE:**

1. All final candidates for acceptance into Radiation Science programs will be presented with the “*External Investigative Background Check Consent*” after offer of a position in a Radiation Science program but before the start date. Completed forms must be returned to the University of Iowa Hospitals and Clinics (UIHC) Human Resources (HR) to complete the background check.
2. Conditional acceptance in a Radiation Science program will be made final upon successful completion of the background check.
3. If the background check reflects a criminal conviction or founded report, hospital HR in conjunction with the appropriate Radiation Science Program Director(s) will determine if the issue is a barrier to program acceptance. Such information is not considered public matter and is treated as confidential information. If there is a relevance to acceptance, consistent with the Fair Credit Reporting Act (FCRA) requirement, hospital HR will discuss the information with the candidate. A copy of the report and “Summary of Your Rights under the FCRA” will be provided to the applicant.
4. The applicant will be provided a reasonable opportunity to provide clarifying information.
5. If it is determined that the individual is not eligible for acceptance based on the report, hospital HR will be responsible for notifying the applicant in writing that the acceptance offer has been withdrawn. Enclosures include a second copy of the report and FCRA literature.
6. Students in the program who are placed under arrest must report this to the Radiation Sciences Office of Student Affairs within 48 hours.
7. Students will be required to verify annually they are following the Criminal Background Check and Self-Disclosure policy.
8. Annual attestation via E-value as below.

Check the most appropriate response below:

- I have read the Background Check Verification and Self-Disclosure policy and I have had nothing to disclose.
- I was arrested during the past academic year and provided the Promotions Committee with a written explanation and any additional requested information as required by the Background Check Verification and Self-Disclosure policy.
- I was arrested during the past academic year and failed to provide notification to the Radiation Sciences Office of Student Affairs as required by the Background Check Verification and Self-Disclosure policy.

## ACADEMIC STANDARDS

### **POLICY:**

Students will be evaluated based on didactic, laboratory, and clinical education.

### **PROCEDURE:**

1. Didactic grades for each course are based on the student's class participation, assignments, quiz scores, and examination scores. See individual course syllabi for details.
2. Clinical internship course grades are determined using criteria explained in the Clinical Curriculum section of the Clinical Notebook.
3. Students must maintain a minimum 2.0 cumulative and UI grade-point average (g.p.a ) of at least 2.00 each semester in all work undertaken at The University of Iowa, and all graded work attempted after admission to the Carver College of Medicine. Students enrolled in a program that uses the pass/fail/honors grading system must pass all courses required to complete the program.
4. Students are expected to maintain satisfactory academic and professional standards and to demonstrate reasonable progress toward the Bachelor of Science and certificate of completion. Students who fail to maintain satisfactory academic progress or professional standards of behavior as determined by their program may be placed on probation or dismissed from the program. Probation serves as a warning that the student will not graduate unless his or her academic performance and/or professional behavior improves.
5. Students must earn a C or higher in all Radiation Sciences (RS) courses.
6. Students may repeat courses taken at The University of Iowa, unless obvious regression is involved, and have only the grade and credit of the second registration used in calculating total hours earned as well as The University of Iowa cumulative and total cumulative grade-point averages.
7. No more than one course each semester may use the second-grade-only option.
8. A total of three RS courses may be second-grade-only optioned during the program.
9. If a student fails more than one course per semester or fails more than three courses during the RS degree track completion, the Promotions Committee will determine if he/she will be dismissed from the track.
10. In order to be restored to good standing, students placed on academic probation during a semester or summer session must have a University of Iowa g.p.a. and a cumulative g.p.a. of at least 2.00 by the end of the next semester (for full-time students) or by the time they have earned the next 8 s.h. (for part-time students). Students on academic probation who fail to meet the grade-point average requirement in the designated time frame for restoration to good standing are subject to dismissal at the end of the semester.

11. The University of Iowa and the Carver College of Medicine recognize the following academic achievement.
- *Dean's List:* Undergraduate students who achieve a g.p.a. of 3.5 or higher for 12 semester hours (s.h.) of University of Iowa graded coursework and who have no sh of I or O during the same semester are recognized by inclusion on the Dean's list for that semester. Students may qualify for the Dean's list with fewer than 12 s.h. if deemed appropriate by the college.
  - *President's List:* Undergraduate students who achieve a g.p.a. of 4.0 for 12 s.h. of University of Iowa graded coursework and who have no semester hours of I or O for two consecutive semesters (excluding summer sessions) are recognized by inclusion in the President's List.
  - *Graduation with Distinction:* Graduating students may be recognized for their scholastic achievement upon recommendation by their academic program with the dean's approval. Scholastic graduation achievement awards are determined by cumulative and University of Iowa g.p.a.. Highest distinction requires g.p.a. of 3.85 or higher, high distinction requires a g.p.a. of 3.75, distinction requires a g.p.a. of 3.65 to 3.74. To meet the distinction requirements students must have completed a minimum of 60 s.h. in residence at the University of Iowa and must have completed 45 of the final 60 s.h. before their final semester of registration.

## IMMUNIZATIONS AND HEALTH REQUIREMENTS

### **POLICY:**

All students enrolled in Radiation Sciences are required to provide documentation of immunization for measles, mumps, rubella (MMR), Chickenpox (Varicella), Tetanus, Diphtheria, Hepatitis B (Hepatitis B antibody titre) and complete a TB screening, TB mask fitting and provide medical history and required health information as directed by the University of Iowa Student Health Services in cooperation with the University of Iowa Hospitals and Clinics as specified in Student Clinical Rotations Policy HR-03.22. In addition the student must provide proof of TB and TB mask fittings that are not more than one year old before the start of each academic session (Fall Semester).

### **PROCEDURE:**

1. Information on the requirements and related forms can be located on the University of Iowa (UI) Student Health Services website at: <https://studenthealth.uiowa.edu/info/requirements-and-forms/>.
2. The student may schedule an appointment at UI Student Health Services or they may have immunizations and immunity documented by his/her local physician.
3. The student must submit all required documents to UI Student Health Services. Failure to meet this requirement will result in a block on the student's registration until the deficiencies are corrected. Students that are not registered for classes may not attend classes.
4. Documentation of satisfactory completion of the above requirements must be given to the Program Director.

**CORRESPONDING POLICY:** can be found at <https://thepoint.healthcare.uiowa.edu/sites/Policies-UIHCPolicies/layouts/15/start.aspx#/Human%20Resources/Forms/CurrentPolicies.aspx?RootFolder=%2Fsites%2FPolicies%2DUIHCPolicies%2FHuman%20Resources%2FHuman%20Resource%20Policies&FolderCTID=0x0120003C270DA097E229478E2C96DE9F099597&View=%7B6D85BF84%2DD8DF%2D49A0%2D8099%2D34433C73517B%7D>.



## **DRESS CODE FOR DIDACTIC EDUCATION**

### **POLICY:**

Radiation Sciences students are required to follow the UIHC Professional Appearance Policy HR-03.21, UIHC Infection Control Policy IC-03.000E, Scrub Attire Policy HR-03.05, UIHC Photo ID Badge Policy HR03.04 while attending didactic class. Students will wear the program uniform, ID badge and be dressed to look professional while attending didactic and laboratory class sessions.

### **PROCEDURE:**

1. Adhere to the UIHC Profession Appearance Policy HR-03.21.
2. Adhere to the UIHC Infection Control Policy IC-03.000E
3. Adhere to the UIHC Scrub Attire Policy HR-03.05
4. Adhere to the UIHC Photo ID Badge Policy HR-03.04

### **CORRESPONDING POLICIES**

Can be accessed at <https://thepoint.healthcare.uiowa.edu/sites/Policies-UIHCPolicies/default.aspx>

## **DRESS CODE FOR CLINICAL EDUCATION**

### **POLICY:**

Students accepted into the Program will follow the UIHC Professional Appearance Policy HR-03.21, UIHC Infection Control Policy IC-03.000E, Scrub Attire Policy HR-03.05, UIHC Photo ID Badge Policy HR03.04 while at all clinical rotations. Students will wear the program uniform, ID badge and be dressed to look professional when on clinical rotations. Other specific Program guidelines are listed in specific Clinical Internship syllabi and must be adhered to at all clinical rotations.

### **PROCEDURE:**

1. Adhere to the UIHC Profession Appearance Policy HR-03.21.
2. Adhere to the UIHC Infection Control Policy IC-03.000E
3. Adhere to the UIHC Scrub Attire Policy HR-03.05
4. Adhere to the UIHC Photo ID Badge Policy HR-03.04

### **CORRESPONDING POLICIES**

Can be accessed at <https://thepoint.healthcare.uiowa.edu/sites/Policies-UIHCPolicies/default.aspx>

## SEMESTER HOUR CALCULATIONS

### **POLICY:**

Semester hour credit is based on University of Iowa Policy: Credit Hour Definition at <https://provost.uiowa.edu/credit-hour-definition> and Computing Contact Hours at <https://registrar.uiowa.edu/contact-hours-and-meeting-patterns>.

### **PROCEDURE:**

1. Didactic:

One semester hour of credit is awarded for 750 minutes of contact time (one 50-minute period for 15 weeks) and 30 hours of out-of-class work.

Example:

50 minutes per week x 15 weeks = 750 minutes = 1 semester hour of credit  
(750 minutes/semester hour)

2. Laboratory:

One hour of credit may be awarded for laboratory and discussion sections that meet a minimum of 50 minutes per week and a maximum of 150 minutes per week; no more than one credit may be awarded for lab and discussion sections without approval of the Office of the Provost.

Example:

50 minutes per week x 15 weeks = 750 minutes = 1 semester hour of credit  
(750 minutes/semester hour)

3. Clinical:

Semester hour credit for clinical education hours is calculated at a ratio of 6 clinical contact hours equivalent to 1 contact hour. Contact hours are converted to semester hours as described in didactic calculations.

One semester hour of credit is awarded for 90 hours of clinical contact time (one 6-hour period for 15 weeks).

Example:

6 hours per week x 15 weeks = 90 hours = 1 semester hour of credit  
(90 hours/semester hour)

## **CONFIDENTIAL PATIENT INFORMATION**

### **POLICY:**

Radiation Science students are required to follow the UIHC Rights, Ethics and Responsibilities - PHI Policy RI=PHI-04.03 and PHI Policy RI=PHI-05.24, as well as patient confidentiality rules at affiliate clinical sites

Information received from the patient's chart and during the examination will remain confidential. Individual specific information will not leave the Departments.

### **PROCEDURE:**

4. Students will review and adhere to UIHC Rights, Ethics and Responsibilities - PHI Policy RI=PHI-05.24, Confidential Patient Information.
5. The student will be required to sign the UIHC Declaration of Patient Information Confidentiality statement which will be kept in the student's permanent file.
6. If applicable, the student will sign the patient confidentiality forms specific to off-site clinical areas.
7. Students will adhere to the patient confidentiality policies describe in RI-PHI-04.03.
8. Violation of the confidentiality of patient information is reason for disciplinary action including possible dismissal from the program and liability to civil and criminal penalties.

<https://thepoint.healthcare.uiowa.edu/sites/Policies-UIHCPolicies/default.aspx>

## COMMUNICABLE DISEASES

### **POLICY:**

The student will not attend clinical education rotations if infected with a communicable disease that may threaten patients' wellbeing.

### **PROCEDURE:**

1. The student will notify the Program Director IMMEDIATELY upon recognition of a communicable disease being present in the student. The program will follow the UIHC Communicable Disease Work Restrictions policy IC-EH-08.002 when dealing with students with communicable diseases.

### **CORRESPONDING POLICIES**

Can be accessed at <https://thepoint.healthcare.uiowa.edu/sites/Policies-UIHCPolicies/default.aspx>

## HEALTH INSURANCE

### **POLICY:**

Radiation Science students must have health insurance to satisfy the minimum standards for the University Of Iowa Proof Of Coverage Policy. (These minimum standards are detailed in the information distributed by the University of Iowa and available at [https://hr.uiowa.edu/faq?field\\_faq\\_category\\_tid=275](https://hr.uiowa.edu/faq?field_faq_category_tid=275).)

### **PROCEDURE:**

1. Students may be insured with any health insurance company they choose.
2. Students must submit Evidence of Student Health Coverage Form annually. This form and instructions regarding it can be found at <http://hr.uiowa.edu/benefits/health-insurance-graduate-students>.
3. Failure to provide acceptable documentation will result in the student being automatically enrolled and charged for participation in the University's Student Health Insurance Plan.
4. The University of Iowa offers a health insurance policy for registered students. The student is liable for the cost of this policy. For more information, contact University of Iowa Benefits or go to [http://www.uiowa.edu/hr/benefits/health/student/index\\_grad\\_hs.html](http://www.uiowa.edu/hr/benefits/health/student/index_grad_hs.html).

## ACCIDENTS IN THE CLINICAL EDUCATION SETTING

### **POLICY:**

All accidents encountered in the clinical education setting involving student injury will be reported to the Program Director and will follow set protocols and procedures developed by the University Of Iowa Carver College Of Medicine and the University of Iowa Hospitals and Clinics.

### **PROCEDURE:**

#### **Student injury** (with the exception of blood/body fluid exposure)

1. A Patient Safety Net (PSN) must be filled out by the student. These are completed electronically on The Point website, go to:
  - The Point (<http://thepoint.healthcare.uiowa.edu/>)
  - PSN (Patient Safety Net)
  - Follow the directions to complete the event reporting
    - Visitorcategory
    - Location where injury occurred
    - Complete the questions asked about the event, note in the narrative that your are a student and specify your Radiation Sciences track program
    - Who was notified/reviewer – area supervisor and Program Director
2. The student will report to the **Student Health Services** or a health care provider of their choice for care. Care needed outside the operating hours will be provided by Emergency Room. Care will be at the student's expense.

#### **Student exposure to blood or body fluid**

1. Follow the "Protocol for Students Who Are Exposed to Blood or Body Fluids While Enrolled at the University of Iowa" and use the flow charts for quick reference.  
For more information go to the Student Health website,  
<http://studenthealth.uiowa.edu/services/blood-and-body-fluid-exposure>
  - Select "All Students at UI" for flow chart or "All Health Sciences Students at Off-site locations"
2. An Incident Report must be completed by the student. These are completed electronically on The Point using Patient Safety Net (see instructions above)

#### **Patient injury**

1. An Incident Report must be completed jointly by the student and supervising technologist using The Point and Patient Safety Net.

## STATEMENT OF STUDENT LIABILITY

### **POLICY:**

Radiation Sciences students participating in clinical rotations at UIHC shall have professional liability coverage provided by the state of Iowa.

### **PROCEDURE:**

The University of Iowa Hospitals and Clinics is an agency of the State of Iowa which self-insures its liability for the negligence of its employees through the Iowa State Tort Claims Act, Chapter 669, Code of Iowa.

Section 669.2 Subsection 4 (previously 25A.2(1)) defines "employee" to include "persons acting on behalf of the state or any state agency in any official capacity, temporarily or permanently in the service of the State of Iowa, whether with or without compensation".

Section 669.2 Subsection 3, paragraph a (previously 25A.2(5)) defines "claim" to include claims against the state or an employee of the state caused by the negligent or wrongful act of any employee of the state while acting within the scope of his or her employment.

Section 669.21 (previously 25A.21) provides the state shall defend and indemnify and hold harmless any employee against any claim subject to Chapter 25A, unless it is determined that the conduct of the employee upon which the tort claim is based constituted a willful and wanton act or omission or malfeasance in office.

In accord with these provisions, any student enrolled in an educational program sponsored by the University of Iowa Hospitals and Clinics is covered by the Iowa State Tort Claims Act when providing care to patients at The University of Iowa Hospitals and Clinics and under the direction and the supervision of his or her clinical instructor.

Rotations external to the University of Iowa Hospitals and Clinics are governed by a Memorandum of Affiliation that states "The UIHC agrees to be responsible for any and all claims and liability for injury to persons or property arising out of or caused by negligence of its agents, employees, or officers in the performance of the duties and obligations contemplated in this agreement to the extent permitted by Chapter 669 of the Code of Iowa."



## **ATTENDANCE AND TARDINESS**

### **POLICY:**

Students enrolled in the Radiation Sciences programs will receive clinical and didactic education Monday through Friday, from approximately 8 a.m. to 5 p.m. Specific hours, days for didactic classes, specific hours, days for clinical rotations, specific hours and lunch breaks may vary. Unexcused tardiness will not be tolerated (Consult specific course syllabus).

### **PROCEDURE:**

#### **Didactic Attendance**

The instructor attendance policies will be clearly stated on the course syllabus and will be reviewed on the first day of class. Students are required to observe the attendance policy announced for the course. If a complaint or issue arises concerning a student absence, Radiation Sciences faculty will use the stated policy within the syllabus to adjudicate the problem.

#### **Clinical Attendance**

Students are expected to attend all assigned clinical rotations with no absences. Students are expected to arrive on time to the clinical site and to remain in the clinical area for the entire expected clinical time. A good rule-of-thumb is to arrive 10 minutes before your shift begins, so that you are prepared and ready to begin on time.

Attendance procedures will be clearly stated on the course syllabus (Consult specific course syllabus). If a complaint or issue arises concerning a student absence, Radiation Sciences faculty will use the stated policy within the syllabus to adjudicate the concern.

1. Students are not required to attend clinical or didactic education sessions on recognized University holidays. Holidays include: New Year's Day, Martin Luther King Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving (2 days) and Christmas (2 days)
2. Students enrolled in the Radiation Sciences programs will be given one week of leave time:
  - a. one week for Thanksgiving Recess in the fall semester
  - b. one week at Spring Break in the spring semester
  - c. two weeks at the end of each fall, spring and summer semester
3. Clinical internships are scheduled on the University of Iowa semester calendar as much as possible with the following exceptions:
  - a. Clinical internships begin 2 weeks early in the spring semester.
4. Additional clinical education release time of 16 hours per semester is allowed and will be grouped into "personal leave time".
5. Planned personal leave time should be coordinated according to specific Clinical Internship syllabi. Students are encouraged to arrange their planned personal leave time during the semester breaks when didactic and clinical classes are not in session.

## **FUNERAL LEAVE**

### **POLICY:**

Students will be granted appropriate funeral leave as needed.

### **PROCEDURE:**

1. Funeral leave requests must be directed to the Program Director.
2. Funeral leave will be granted for funerals of parents, spouses, siblings, children, grandparents, aunts, uncles and cousins.
3. Please refer to didactic and clinical syllabi for information regarding make up work if missed due to funeral leave.
4. All other requests for funeral leave will be treated as personal leave time for the student.

## **MAKE-UP TESTS**

### **POLICY:**

Students at The University of Iowa are permitted to make up exams missed due to religious holidays, illness, or unavoidable circumstances. Faculty members should reschedule exams for students who miss them for reasons consistent with the University's policy regarding religious holidays, as stated in [Part III, Chapter 22, Section 10, "Religious Diversity and the University Calendar"](#), of the [University Operations Manual](#).

Each college within the University is free to establish its own rules and regulations concerning absences from class. However, University regulations require that students be allowed to make up examinations that have been missed due to illness, mandatory religious obligations, or other unavoidable circumstances or University activities, as stated in [Part IV, Chapter 8, Section 1, "General"](#), of the [University Operations Manual](#).

### **PROCEDURE:**

1. See specific course syllabus
2. Students are responsible for making arrangements with the course instructor to reschedule the exam.

## UNIVERSITY STATE OF EMERGENCY

### **POLICY:**

During a University state of emergency students should not report to campus or clinical education centers.

### **PROCEDURE:**

1. University State of Emergency is declared when the University President or designee acts to declare such a state under the guidelines set forth in the University's Critical Incident Management Plan.
2. In the event of a university state of emergency the Radiation Sciences students will not report to campus or clinical education centers located off campus. If a state of emergency is declared during educational hours, students will follow directions provided by University officials.
3. Students are expected to access communication resources during a university state of emergency in order to stay informed. Communication resources include:
  - Public radio
  - Public television
  - Telephone – land line or cellular
  - Internet communication via email and/or University of Iowa website. Students will be contacted through public notification, program directors or designated program faculty regarding when classes and clinical education will resume.
4. Students are expected to contact their program director to report the development of influenza symptoms as part of the Pandemic Influenza Response plan.
5. Program length may need to be extended due to circumstances related to designated university state of emergency situations.

This policy and procedure is developed in concert with the University of Iowa Disaster Preparedness and University State of Emergency Human Resources Policies, July 23, 2007.

## UNIVERSITY EMERGENCY CLOSING

### **POLICY:**

During a University emergency closing students should not report to campus or clinical education centers.

### **PROCEDURE:**

1. University emergency closing is declared by University officials during circumstances where University facilities become unavailable due to weather-related emergencies or short-term facility or utility failure.
2. In the event of a university emergency closing the Radiation Sciences students will not report to campus or clinical education centers located off campus. If a university emergency closing is declared during educational hours, students will follow directions provided by University officials.
3. Students are expected to access communication resources during a University Emergency Closing in order to stay informed. Communication resources include:
  - Public radio
  - Public television
  - Telephone – land line or cellular
4. Internet communication via email and/or University of Iowa website
5. Students will be contacted through public notification, program directors or designated program faculty regarding when classes and clinical education will resume.
6. Personal leave time will not be deducted for declared university emergency closing days.

This policy and procedure is developed in concert with the University of Iowa Disaster Preparedness and University State of Emergency Human Resources Policies, July 23, 2007.

## GENERAL POLICIES APPLYING TO STUDENTS

### **POLICY:**

Each University of Iowa student has an obligation to know and adhere to the [current academic year policies regarding student conduct](#) and [The Code of Student Life](#).

### **PROCEDURE:**

1. Radiation Sciences endorses the rights of students as published in the [policies regarding student conduct](#) and [The Student Code of Life](#).
2. Each University of Iowa student shall be conclusively presumed to have knowledge of the content of the policies regarding student conduct and The Code of Student Life from the date of the student's initial application the University.
3. Radiation Sciences has written policies and procedures for resolving complaints. These procedures are outlined in this manual in the following policies:
  - Student Complaints/Concerns Regarding Faculty Actions
  - Grievance Procedure

## **STUDENT CONCERNS/COMPLAINTS REGARDING FACULTY ACTIONS**

### **POLICY:**

A student who has a concern/complaint about a didactic class, laboratory class or clinical internship for which a faculty member has a responsibility should pursue the procedure outlined below.

### **PROCEDURE:**

1. The student first should attempt to resolve the complaint by discussing it directly with the faculty member involved.
2. If the matter is not resolved satisfactorily, the student should discuss the concern/complaint with the Program Director.  
\* If the faculty member involved is a Program Director and the matter has not been resolved satisfactorily following step 1, the student should discuss their concern/complaint with Tony Knight, the Radiation Sciences Department Executive Officer (DEO).
3. If a satisfactory outcome is still not obtained, the student may utilize the Grievance Policy to take the matter to the Radiation Sciences Promotions Committee.

## **PROMOTIONS COMMITTEE**

### **POLICY:**

This committee works to ensure that each of the Program's graduates has adequate skills, knowledge, judgment, ethical standards, and personal integrity to assume the responsibilities of a diagnostic medical sonographer. The promotions committee is made up of the Program Director of Undergraduate Programs in Radiation Sciences, Director of Student Affairs in Radiation Sciences, Directors of all tracks within the Radiation Sciences and the Nuclear Medicine Program, and Program Faculty in an ad hoc basis as needed based on the topics of discussion.

### **PROCEDURE:**

1. The committee recommends specific actions to be taken in cases in which a student's skills, knowledge, judgment, or ethical behavior is in any way considered consistently marginal or unsatisfactory.
2. Possible recommendations by the committee included immediate dismissal of the student; requiring the student to repeat all or any part of the curriculum on academic probation; and allowing the student to continue on probation.
3. Students have the right to appeal a Promotions Committee decision by following the Program's Grievance Procedure.



## **SEXUAL HARRASMENT**

### **POLICY:**

Sexual harassment and other unwelcome sexual behavior are reprehensible and will not be tolerated by the University of Iowa.

### **PROCEDURE:**

1. Radiation Sciences students will review and adhere to the University of Iowa Policy on sexual harassment.
2. Policy may be accessed here: <http://www.uiowa.edu/~our/opmanual/ii/04.htm>

## **GUIDELINES FOR THE USE OF PERSONAL ELECTRONIC DEVICES**

### **POLICY:**

Cellular phones and other electronic devices for personal use are prohibited while a student is involved in education related or patient care tasks.

### **PROCEDURE:**

1. Personal devices include cell phones, iPads, tablet devices, e-book readers, and computers.
2. Personal use includes answering phone calls, personal emails, text messaging, playing games, personal posts on social networks, etc.
3. Personal devices may be used for personal use during breaks/lunches and in areas that are away from the work area of patient care (student and staff lounges, public areas of the hospital).
4. Personal devices will be placed on vibrate or silent and stored with other personal items.
5. The use of cameras and camera phones is not allowed on patient care or work areas.
6. Some personal communication may need to take place during clinic or class hours. Students may use a hospital phone number for contact information or may periodically check their cell phones, provided they are not actively involved in patient care.
7. Failure to comply with this policy, University of Iowa or UIHC policies may result in disciplinary action.

### **POLICIES REFERENCED:**

Adhere to the UIHC Use of Cell Phones and other Electronic Equipment EOC-SAFETY-01.029  
Adhere to the UIHC Personal Use of Electronic Resources Policy IM-IS-01.009  
Adhere to the UIHC Acceptable Use of Information Technology Resources IM-IS-01.003

### **CORRESPONDING POLICIES**

Can be accessed at <https://thepoint.healthcare.uiowa.edu/sites/Policies-UIHCPolicies/default.aspx>

## **JUDICIAL PROCEDURE FOR ALLEGED VIOLATIONS OF THE STUDENT CODE OF LIFE**

### **POLICY:**

These procedures are designed to cover complaints against students based on alleged violations of the Code of Students Life except for complaints involving sexual misconduct or academic misconduct. These are normally resolved by the Program Director, who may assign responsibility to a designated faculty member or consult with the Promotions Committee or Advisory Committee.

### **PROCEDURE:**

1. Complaints against students will be investigated per the Section II, B. Judicial Procedure for alleged Violations of the Code of Student Life (<http://student-https://dos.uiowa.edu/policies/student-judicial-procedure-17-18/>).
2. Interim sanctions may be placed on student while allegations are investigated.
3. The Program Director has the authority to impose any one or a combination of the following disciplinary sanctions if the student is found guilty. (The following are to serve as guidelines rather than as a definitive list of sanctions.)
  - Disciplinary Warning: This is a strong, written warning that if there is a repetition of the same action or any other action in violation of the Rules and Regulations of the Code of Student Life, the student can expect additional disciplinary action. A record of the disciplinary action is kept on file.
  - Disciplinary Probation: When on disciplinary probation a student is not considered to be in good standing with respect to the non-academic disciplinary system and any further violations may lead to suspension or expulsion from the Program.
  - Restitution and Fines: A student may be assessed reasonable expenses related to the misconduct. This may include, but is not limited to, the repair/replacement cost for any damage he or she causes to property or medical or counseling expenses incurred by the victim.
  - Educational Sanction: A student may be required to provide a specific service or participate in a specific program, receive specific instruction, or complete a research assignment. The student is responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is entailed.
  - Exclusion from University Facilities or Activities: A student may be prohibited from accessing University computer equipment or internet connections, or attending a class. Such exclusion may be for a definite or indefinite period of time.
  - Disciplinary Suspension: A student may be involuntarily separated from the Program for a stated period of time after which readmission is possible. A student with one or more violations may be suspended from the Program for an indefinite period of time.
  - Expulsion: When a student has a record of serious violations, he or she may be dismissed from the Program & University permanently.
4. If disciplinary action is taken against a student under these procedures and a sanction imposed, a record of the action will be kept in the student's Program file. The Program Director will determine the length of time a disciplinary record is to remain on file.

## GRIEVANCE PROCEDURE

### **POLICY:**

Grievances concerning faculty/staff actions, program policies and procedures, allegations of non-compliance of programmatic accreditation standards or the University of Iowa Student Bill of Rights should follow the grievance procedure below.

- Programmatic accreditation of Radiologic Technology and Radiation Therapy tracks provided by the [Joint Review Committee on Education in Radiologic Technology \(JRCERT\)](#).
- Programmatic accreditation of the Diagnostic Medical Sonography tracks provided by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the [Joint Review Committee on Education in Diagnostic Medical Sonography \(JRC-DMS\)](#).

### **PROCEDURE:**

4. With all incidences, the student should first attempt to resolve the issue with the faculty or staff member involved within 3 business days of the incident.
5. Lacking a satisfactory outcome, the student will present his/her case in written form to their Program Director or any member of the Promotions Committee within 5 business days of the incident. The written report shall set forth with reasonable particularity (a) the events concerning which the student feels aggrieved or that the program is in non-compliance with JRCERT or other programmatic accreditation standards or the UI Student Bill of Rights; (b) the date or dates on which the events occurred; (c) the individuals involved; and (d) what has occurred to resolve the grievance or non-compliance to date.
6. The Program Director or Promotions Committee Member will respond with a written report within 10 business days of receiving the written grievance from the student to the Promotions Committee containing all documentation regarding the student's case.
7. The Promotions Committee will hold a special meeting within 15 business days of receiving the written grievance. The student will be invited to appear before the committee to review the grievance.
8. The decision of the Promotions Committee will be made within 5 business days of the special meeting.
9. If the student is not satisfied with the outcome of this procedure, the student should seek assistance from one of the following resources:
  - [Carver College of Medicine Undergraduate Rules and Procedures](#)
    - [The University of Iowa Office of the Ombudsperson](#)

10. For allegations of programmatic accreditation non-compliance regarding the Radiologic Technology Program and the Radiation therapy Program, contact the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, <https://www.jrcert.org/>.
11. For allegations of programmatic accreditation non-compliance regarding the Diagnostic Medical Sonography Programs, contact the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, 727-210-2350, [www.caahep.org](http://www.caahep.org) or the Joint Review Committee on Education in Diagnostic Medical Sonography, (JRC-DMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043, Phone 443-973-3251.
12. Records of this procedure and sanctions imposed will be kept in the student's Program file. The DEO will determine the length of time a disciplinary record is to remain on file.

## CONSENSUAL RELATIONSHIPS

### **POLICY:**

For specifics details concerning this University of Iowa policy, please refer to <http://www.uiowa.edu/~our/opmanual/ii/05.htm>

From the University of Iowa policy:

*“...all romantic and/or sexual relationships between faculty and students in the instructional context are prohibited at The University of Iowa.”*

### **PROCEDURE:**

For specifics details concerning this University of Iowa rationale and procedure, please refer to <http://www.uiowa.edu/~our/opmanual/ii/05.htm>

1. “No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised, directly or indirectly, by the faculty member.”
2. For the policy “faculty member” is defined as:

“Faculty or faculty member means all those who teach at the University, and includes graduate students with teaching responsibilities and other instructional personnel. This term also includes faculty, staff members, and graduate students whose duties include supervision or evaluation of a student’s academic work.”

## EDUCATIONAL RECORDS

### **POLICY:**

For specific details concerning the UI policy on educational records and guidelines for faculty and staff relating to education records refer to the UI Operations Manual ([www.uiowa.edu/~our/opmanual/iv/06.htm](http://www.uiowa.edu/~our/opmanual/iv/06.htm))

### **PROCEDURE:**

1. A copy of the final course grade and grades on all components that went into calculating that grade should be kept with the department for 2 years. The file should be detailed enough to allow for a check for clerical errors by comparing the student's graded work with the department record.

Term papers, assignments, and projects are generally considered to be the property of the student who prepared them. Students should be told in advance if the instructor plans to keep copies of student work. Similarly, if the course work is done in conjunction with a consulting project that will be the property of a client, students should be informed at the start of the class that their work will belong to them but will instead become the property of the client. Examinations (questions and answers) are the property of the instructor.

Ideally, graded assignments, papers, and examinations should be returned to students before the end of the semester. Final examinations, final papers, and capstone projects that are graded after the end of the semester should be kept at least until the end of the subsequent semester so that students can refer to them or retrieve them. Materials from a spring semester should be kept at least until the end of the next fall semester. Materials from a summer session should be kept at least until the end of the following fall semester and materials from the winter term should be kept until at least the end of the following spring semester.

2. The program will not disclose information in the educational records to include personal information, employment records, grades, class schedules, printed class lists, and graded test papers with personally identifiable information related to the individual student without the prior consent of the student, except to exempted persons. Such consent will specify the records to be disclosed, the purpose of disclosure, and to whom the disclosure is to be made. Exempt individuals include:
  - a. University of Iowa faculty and staff with legitimate educational interest.
  - b. Representatives of agencies or organizations from which the student has received financial aid, including banks and other lending agencies.
  - c. Officials from other educational institutions in which a student intends to enroll.
  - d. Individuals or groups specifically exempted from the prior consent requirement.
  - e. Federal and state officials, organizations conducting studies on behalf of the University of Iowa, and accrediting organizations.

3. Individual directory information may be released without written consent, except when the student has filled out a Request to Withhold Student Information document and given it to the Program Director. Directory information that can be disclosed includes:

- Addresses (local)
- Telephone numbers (local)
- Hometown and state
- E-mail address
- University of Iowa Hawk ID
- Major field(s) of study
- College(s) enrolled in
- Dates of attendance
- Full-time/part-time status
- Degrees and awards received

4. The required Student Consent for Release of Records and Letter of Recommendation Release forms are accessible from the program website.

5. The following student records are kept in permanent Program files.

<ul style="list-style-type: none"> <li>○ Program application</li> <li>○ Clinical internship attendance record.</li> <li>○ Radiation protection cumulative report if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>○ Clinical performance summation reports.</li> <li>○ Release of records form(s) when applicable.</li> <li>○ Photograph/information consent agreement when applicable.</li> </ul>
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## **PROGRAM COMPLETION**

### **POLICY:**

Before the student will be released from the Program, he/she must be able to meet criteria for graduation.

### **PROCEDURE:**

1. Complete graduation requires for the specific program/track of study.
2. Documented successful completion of all clinical education requirements. .
3. Pay all financial obligations to the University of Iowa.
4. Upon successful program completion the Program Director will provide the necessary documentation for graduates to apply for specific certification examinations.

## **WITHDRAWAL FROM PROGRAM**

### **POLICY:**

Students may withdraw registration by following the UI procedures and the specific program procedures.

### **PROCEDURE:**

1. Students wishing to withdraw their entire registration need to obtain a withdraw card from the Director of Academic Affairs in Radiation Sciences or individual Program Director. The card must be signed by the Radiation Sciences Advisor, Program Director, and the Carver College of Medicine Dean (C COM Registrar's Office) and taken to the UI Registrar's office.
2. Withdrawal cards will be issued only after student has submitted the following to the Program Director or Coordinator.
  - a. Any checked out education materials
  - b. Radiation dosimetry badges (if applicable)
  - c. Hospital ID badge
3. Student will sign a Release of Education Information Form.
4. Course deadlines are listed on the Registrar's Office website (<http://www.registrar.uiowa.edu>) and tuition charges are determined by when the student drops/withdraws.
5. For questions referring to Registration details about adds/drops/withdrawals/allowable semester hours, etc. visit (<http://www.registrar.uiowa.edu/Student/More/RegistrationInformation/tabid/152/Default.aspx>).

**POLICY AWARENESS FORM**

This is to verify that I have read and understand the Policies and Procedures for the University of Iowa Bachelor of Science in Radiation Sciences Program. I promise to abide by these policies while a student in the Program.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE