

# Policies and Procedures Manual

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University of Iowa Carver College of Medicine  
Bachelor of Science in Radiation Sciences  
Bachelor of Science in Nuclear Medicine Technology

2024 – 2025 Academic Year

## **Preface:**

Students of Radiation Sciences and Nuclear Medicine Technology are responsible for knowing and adhering to the policies and procedures contained in this manual. Students must comply with these policies as well as the University of Iowa student policies [[Policies | Dean of Students - The University of Iowa \(uiowa.edu\)](#)]. Program faculty will consult this manual 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.

Policies and procedures in this manual are subject to change. Students will be notified in writing about any policy changes and/or updates.

## **Note:**

Except where otherwise noted:


- “Program” will refer to all Radiation Sciences and Nuclear Medicine Technology programs.
- “Faculty” will refer to the Program Directors, Radiation Sciences Educators, and designated adjunct instructors.
- “Administrative Director of Radiation Sciences” will refer to the Administrative Director of Baccalaureate degrees in Radiation Sciences.
- “This Manual” will refer to the Policies and Procedures Manual for students in the Bachelor of Science in Radiation Sciences and the Bachelor of Science in Nuclear Medicine Technology.

## Table of Contents

Code of Conduct .....	6
Academic Misconduct	
Personal Misconduct	
Clinical Misconduct	
Academic Advising and Registration .....	11
Academic Standards .....	12-14
Admission Standards	
Probation	
Midterm, Incomplete, Second Grade Only Option	
Failing Grade	
Accidents in the Clinical Setting .....	15
Anti-Harassment .....	16
Anti-Retaliation.....	17
Appeals Processes .....	18-20
Academic Misconduct Appeals Process	
Judicial Appeals Process	
Attendance .....	21-23
Absence from Class	
Absence for Bereavement	
Absence for Religious Holy Days	
Absence for Military Service Obligations	
University Recognized Holidays	
Radiation Sciences Academic Breaks	
Didactic Attendance	
Clinical Attendance	
Basic Life Support Certification .....	24
Bereavement .....	25
Clinical Absence Hours .....	26-31

Use of Clinical Absence Hours  
 Unapproved Clinical Absence  
 Negative Clinical Absence Hour Balance – Make-Up Time  
 Negative Hour Grade Reduction Table

Clinical Advising .....	32
Clinical Compliance Courses .....	33
Communicable Disease.....	34
Confidential Patient Information .....	35
Consensual Relationships.....	36
Criminal Background Check.....	37
Criminal Background Self-Disclosure.....	38
Dress Code for Clinical Education .....	39
Dress Code for Didactic Education.....	40
Electronic Communication.....	41
Emergency Preparedness .....	42
Grievance Process .....	43
Grievance Process for Accreditation Standards .....	44-45
Immunization and Health Requirements .....	46
Judicial Process.....	47
Lactation.....	48
Leave of Absence.....	49
Pregnancy Declaration Process.....	50
Program Completion .....	51
Program Policies and Procedures Awareness Attestation .....	52
Promotions Committee .....	53-54
Severe Weather .....	55
Sexual Harassment and Sexual Misconduct .....	56
Simulation Activities – Student Participation.....	57
Statement of Student Liability.....	58



Student Work.....	59
Substance Use and Abuse .....	60
Technical Standards .....	61
Time Tracking .....	62
Unlawful Activity .....	63
Use of Electronic Devices.....	64
Withdrawal from Program.....	65
Appendix A: Grading Scales .....	66
Didactic/Laboratory Course Grading Scale	
Clinical Internship Grading Scale	

## Code of Conduct: Expectations of Academic and Professional Behavior

### Introduction

Honesty, integrity, accountability, and high ethical standards are central to the practice of all patient care careers, including those in the radiation sciences. Radiation Science education requires immersion in the values of caring, compassion, confidentiality, collaboration, discipline, evidence-based practice, critical thinking, respect, safety, and dedication to the highest standards of ethical behavior.

Mutual respect and trustworthiness between the faculty, students, and clinical staff is necessary to promote optimal learning. Students are expected to demonstrate a commitment to attending and actively participating in all classes and clinical experiences. Students will assume personal responsibility for being in appropriate physical and mental condition necessary to provide safe, high-quality patient care and have the knowledge and skills necessary to provide this care.

The programs presume all work presented by the student for course work or experience is their own. Students will take responsibility for these contributions.

### Applicability

The Expectations of Academic and Professional Behavior apply to all students enrolled in the programs. Students must also comply with the University of Iowa Code of Student Life [[Code of Student Life \(uiowa.edu\)](http://uiowa.edu)].

The program Code of Conduct encompasses the following types of misconduct which are discussed in greater detail in the misconduct pages that follow:

- Academic Misconduct
- Personal Misconduct
- Clinical Misconduct

In addition to suspending a student for unethical behavior, the college may contact the professional licensing/certifying agency and decline to recommend the student for licensure/certification.

All members of the radiation sciences community—faculty, administrators, staff, and students—have a responsibility to report any reasonable suspicion that a student has violated the Radiation Sciences Code of Conduct. Faculty, administrators, staff, and students may consult with the Administrative Director of Radiation Sciences before reporting if needed. All reports of alleged misconduct are private as is the identity of those reporting misconduct.

## Academic Misconduct

The following is based on the University of Iowa [Code of Student Life](#), section E.1

### Policy:

1. Any dishonest\* or fraudulent conduct during an academic exercise, such as:
  - a. unauthorized use of artificial intelligence (AI) tools (e.g., ChatGPT)
  - b. cheating
  - c. plagiarism
  - d. forgery
  - e. misrepresentation regarding the circumstances of the above, grades, a student's non-attendance, late assignment, status of matriculation, previous work, or education experience
  - f. assisting, (including aiding or abetting) another person to do any of the above
2. Academic exercises covered by this rule include, but are not limited to:
  - a. Classroom assignments (such as examinations, papers, or research)
  - b. Out-of-classroom\*\* activities that are related to an academic exercise at or through the University (resumes, transcripts, interviews, projects, practicum, internship and/or externship assignments off campus, University employment, or discussions with University Instructors, staff, or administration for example).
  - c. The acquisition of honors, awards, degrees, academic record notations, course enrollments, credits, grades, or certifications (including language proficiency or professional licensure or other endorsement) by any dishonest means is strictly prohibited.
3. The program's academic misconduct related to clinical internships includes, but is not limited to:
  - a. Falsifying or attempting to falsify clinical education records, including but not limited, to competency signatures, competencies, clinical objectives (checklists and learning modules), exam and procedure logs, clinical evaluations, clinical compliances, immunization records, time tracking, and any other deceitful behavior.
  - b. Falsifying or attempting to falsify clinical attendance records including but not limited to clock-in, clock-out, clocking device, and clocking location.
  - c. Disregard for assigned clinical activity and/or changes in assigned activities that are not approved by program staff.
  - d. Attending or attempting to attend program activities in an impaired state.

**Procedure:**

The following is based on the UI Carver College of Medicine Academic Misconduct policy, UI General Catalog (<http://catalog.registrar.uiowa.edu/carver-medicine/>).

1. All cases of plagiarism and cheating in the Carver College of Medicine are reported to the associate dean for medical education and professional programs with a statement of relevant facts.
2. The instructor, program director, or promotions committee may submit recommendations for appropriate disciplinary action.
3. The individual instructor may reduce the student's grade, including assignment of the grade of F in the course.
4. A report of this action is sent to the student, the program director, and the associate dean for medical education and professional programs.
5. The promotions committee, associate dean for medical education and professional programs, or a faculty committee appointed by the associate dean for medical education and professional programs, may impose the following or other penalties, as the offense warrants:
  - Written Warning
  - Programmatic Probation: Not in good standing with respect to the program.
  - Educational Sanction: May include educational activities, instruction, or other tasks as assigned (the student will be responsible for any related expenses).
  - Clinical Attendance Sanction: May include enhanced requirements for clinical attendance and clinical attendance supervision/verification.
  - Suspension: Temporary separation from the program (adherence to Clinical Absence Hour policies and procedures apply).
  - Dismissal: Permanent separation from the program.
6. Students have the right to appeal a decision by following the Student Academic Misconduct Appeals Process. See Appeals Processes in this manual.

\*Dishonest conduct includes, but is not limited to, attempts by students to cheat, misrepresent, aid, or abet another person to do the same, whether or not the attempts are successful.

\*\*A classroom can be a lecture hall, class or discussion room, virtual instructional setting, laboratory, or clinic, for example.



## Personal Misconduct

### Policy:

1. **Commission of a Crime:** Engaging in illegal or criminal activity that would impact the student's ability to obtain or maintain a professional license or employment in the radiation sciences profession. The results of criminal proceedings will not be determinative of proceedings under this Code of Conduct.
2. **Sexual and Other Unlawful Harassment:** Behavior prohibited by policies, rules, or regulations of The University of Iowa as outlined by [The Policy of Sexual Harassment and Sexual Misconduct](#), University of Iowa Operations Manual. This includes violations of the University of Iowa's policy on sexual harassment.
3. **Disruptive Behavior:** Behavior prohibited by policies, rules, or regulations of The University of Iowa as outlined by the [Code of Student Life](#), section E.5.
4. **Alcohol Misconduct and Use or Possession of Drugs or Drug Paraphernalia:** Behavior prohibited by policies, rules, or regulations of The University of Iowa as outlined by the [Code of Student Life](#) policy, sections E.13 and E.14.
5. **Misuse of IT Resources:** Behavior prohibited by policies, rules, or regulations of The University of Iowa as outlined by the [Code of Student Life](#), section E.9. Including behavior which violates the University's [Acceptable Use of Information Technology Resources](#) policy, including attempting to do so or assisting another to do so.
6. **Obstructing Investigation of a Possible Violation of this Code:** Including making dishonest or misleading statements either orally or in writing, including e-mails; other falsification of information; altering, destroying, or deleting relevant documents; and any other act that obstructs or hinders an investigation.
7. **Inappropriate Use of Social Media:** Includes communicating material that violates [University policies, HIPAA](#), or state or federal statutes.

### Procedure:

1. Students found in violation of the Personal Misconduct policy will be subject to the Judicial Process.
2. Students have the right to appeal a decision by following the Judicial Appeals Process. See Appeals Processes in this manual.

## Clinical Misconduct

National certification and/or professional societies articulate behaviors expected of professionals in the field, as well as behaviors that will not be tolerated. Students are held to these professional standards as outlined by the following:

- The American Registry of Radiologic Technologists (ARRT) [Standards of Ethics](#) and [Code of Ethics](#)
- The Society of Diagnostic and Medical Sonography (SDMS) [Code of Ethics](#)
- The Nuclear Medicine Technology Certification Board (NMTCB) [Code of Ethics](#)

### Policy:

1. Providing care in an unsafe or harmful manner: Including, but not limited to:
  - a. Carrying out an exam, procedure, or treatment without competence or without the guidance of a qualified person.
  - b. Negligently, willfully or intentionally doing physical or mental harm to a patient.
  - c. Exhibiting careless or negligent behavior in connection with the care of a patient.
  - d. Refusing to assume the assigned and necessary care of a patient and failing to inform the instructor and clinical staff so that an alternative means of providing care can be found.
2. Violating HIPAA and/or disrespecting the privacy of a patient
3. Falsifying, or attempting to falsify patient records or fabricating care, patient experiences, or clinical activities.
4. Attending, or attempting to attend clinical internship courses and/or activities in an impaired state.
5. Assisting, (including aiding or abetting) another person to do any of the above

### Procedure:

1. Students found in violation of the Personal Misconduct policy will be subject to the Judicial Process.
2. Students have the right to appeal a decision by following the Judicial Appeals Process. See Appeals Processes in this manual.

## Academic Advising and Registration

### Policy:

The primary goal of academic advising is to promote student success by creating an inclusive environment where students feel welcomed, supported, and valued.

Advisors review academic progress, support students' accomplishments, mentor professionalism, discuss challenges, and provide resources to assist students in achieving their goals. Students will be assigned an academic advisor from the Office of Student Affairs.

Students will register for their didactic lab, and clinical internship courses before each semester or session starts.

### Procedure:

1. Students have the right to request a different academic advisor, at any time, by contacting the Director of the Office of Student Affairs.
2. Students will meet with their academic advisor once each fall and spring semester, at a minimum, until they graduate. Academic advising meetings are mandatory.
3. Upon completion of the academic advising meeting, the academic advisors will authorize the students to register for their courses. Students who fail to attend their advising meeting cannot be authorized to register.
4. Current course lists are posted to the [Radiation Sciences Programs](#) website. Program degree requirements are listed on their respective page in addition to each semester course list.
5. Current lab section and clinical advising lists are posted to the Radiation Sciences Student Information ICON site.
6. Students should contact their academic advisor if they experience any registration issues.
7. Students cannot participate in, or be present in, the clinic if they are not registered for their clinical internship. Students may be required to use clinical absence hours while they are not registered. Additional penalties, including UI late fee charges and liability for clinical incidents may be enforced.
8. Students cannot attend or participate in didactic or lab courses if they are not registered. Additional penalties, including UI late fee charges, may be enforced.

Note: In many semesters, students will start their clinical rotations prior to the "First Day of Classes" posted in the UI Office of the Registrar [Academic Calendar](#). See the BSRS Academic Calendar and MyUI for specific dates.

## Academic Standards

Students will be evaluated on didactic, laboratory, and clinical education. Students are expected to maintain satisfactory academic and professional standards and to demonstrate reasonable progress toward the Bachelor of Science degree. Students must earn a C or higher in all RS\*\* courses. A final course grade of C- or below will not satisfy degree requirements.

### Admission Standards

#### Policy:

Students must satisfy all admission requirements in addition to the contingencies listed on their acceptance offer letter, including:

1. Successfully passing all prerequisite courses
2. Earning an overall cumulative college GPA of 2.50 or higher
3. Earning a college semester GPA of 2.00 or higher in the spring and summer semester/session immediately preceding the start of the program
4. Passing in-state and out-of-state background checks

#### Procedure:

1. Students who fail to satisfy the admissions requirements, contingencies listed on their acceptance offer letter, or those listed above may have their offer rescinded.
2. Students have the right to appeal a decision by following the Judicial Appeals Process. See Appeals Processes in this manual.

### Probation

#### Policy:

Probation serves as a warning that the student may not continue in the program and/or may not graduate unless their academic performance improves.

#### Procedure:

1. Students who fail to maintain satisfactory academic progress may be placed on academic probation, programmatic probation, or be dismissed from the program.
2. Students may be placed on Carver College of Medicine (CCOM) academic probation if their semester, UI, or overall cumulative GPA's drop below 2.00.
3. To be restored to good standing:
  - a. Full-time students (12 s.h. or more/semester) placed on CCOM academic probation must earn a semester, UI, and overall cumulative GPA of at least 2.00 by the end of the next semester for which they are registered.  
**Note:** all coursework completed during this semester will be included in the GPA calculations.
  - b. Part-time students (less than 12 s.h./semester) placed on CCOM academic probation must earn a semester, UI, and overall cumulative GPA of at least 2.00 by the end of the next two or three semesters for which they are registered. Number of semesters is determined by the time needed to complete at least 12 s.h. of coursework.

**Note:** all coursework completed during this timeframe will be included in GPA calculations.

4. Students on academic probation who fail a course and/or fail to meet the GPA requirement in the designated time frame for restoration to good standing will likely be dismissed from the program.
5. Students previously on academic probation, restored to good standing, who then fail to maintain the minimum required grade-point-averages will likely be dismissed from the program.
6. Students who fail an individual grading component of their clinical internship grade will be placed on programmatic probation for the remainder of the program.
7. Students on programmatic probation who fail a course, fail to meet the conditions of the probation, and/or fail to maintain programmatic standards are subject to the Judicial process and/or dismissal.
8. Students on academic and/or programmatic probation are not permitted to participate in the spring CCOM commencement ceremony if they are not graduating in the spring semester. For example, if a student on probation will graduate in the summer or fall semester, instead of the spring semester, they will not be able to participate in the CCOM spring ceremony.
9. Students have the right to appeal a decision by following the Judicial Appeals Process. See Appeals Processes in this manual.

### **Midterm, Incomplete, Second Grade Only Option**

#### **Policy:**

Students will be assessed for academic progress throughout each semester and the program.

#### **Procedure:**

1. Midterm:
  - a. If a student is earning a grade below a C at Midterm, the course instructor will submit the grade to the Office of the Registrar.
  - b. The student's academic advisor will notify the student and the Program Director.
  - c. A Midterm notification serves as a warning to the student that their academic status is at risk.
2. Incomplete:
  - a. A grade of I (incomplete) may be reported if the reasons for inability to finish the course satisfactorily are acceptable to the program director and the course instructor.
  - b. There must be evidence that the coursework will be finished within a reasonable length of time, usually by the end of the next academic session.
  - c. Incompletes not rectified by the deadline for submission of final grades for the next session result in the assignment of a course grade of F.
  - d. A student must work with the instructor so that an incomplete grade may be rectified by official action.
3. Second Grade Only Option:
  - a. Repeating a course for the second grade only (SGO) option is allowed only in extraordinary circumstances.
  - b. SGO option is not available for more than one Radiation Sciences course.

- c. Prior to repeating a course, students must obtain permission from the Program Director and academic advisor.
  - d. Upon completion of the course, students must contact their academic advisor to finalize the process.
  - e. Many courses are pre- and/or co-requisites to others. It may not be possible to repeat a course.
  - f. Clinical internships cannot be repeated for the second grade only.
4. Students have the right to appeal a decision by following the Judicial Appeals Process. See Appeals Processes in this manual.

## **Failing Grade**

### **Policy:**

Students must earn a C or higher in all RS\*\* courses. A final course grade of C- or below will not satisfy degree requirements.

### **Procedure:**

1. Students who fail (earn a C- or below) a Radiation Sciences course that is pre- and/or co-requisite to another course will not be allowed to register for additional Radiation Sciences courses until the failing grade has been rectified through the Second Grade Only (SGO) option. This will halt the student's progress in the program.
2. If the student fails a course that is not a pre- and/or co-requisite to another course, the student may be allowed to continue in the program as planned by rectifying the failing grade through the SGO option.
3. Any failed Radiation Sciences required courses will need to be rectified by re-taking the failed course for SGO option the next time the course is offered. See SGO policy in this manual.
4. Most Radiation Sciences courses are offered only once per year and the student will not be eligible to register for the course until the next year. For many courses, this will require an opening in the next year's cohort to accommodate the re-take.
5. If a position in the next year's cohort is not open/available, the student may choose to reapply to the program during the next application period.
6. If the student chooses not to repeat the course the next time it is offered, the student will be considered a "voluntarily withdraw" from the program.
7. If the student chooses not to reapply (in the event an open position was not available), the student will be considered a "voluntarily withdraw" from the program.
8. If a student fails a Radiation Sciences course, the student will be placed on programmatic probation for the remainder of the program. If the student fails a second course at any time in the program, the student will be dismissed from the program.
9. If a student fails more than one Radiation Sciences didactic, lab, or internship course in the same semester, the student will be dismissed from the program.
10. Students violating the Academic Standards policy may be subject to other sanctions as determined by the Promotions Committee.
11. Students have the right to appeal a decision by following the Judicial Appeals Process. See Appeals Processes in this manual.

## Accidents in the Clinical Educational 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:

1. Student injury (except for blood/body fluid exposure)
  - a. A Safety Incident Report must be filled out by the student. These are completed electronically on The Point website, go to:
    - i. [The Point homepage](#)
    - ii. Incident Reporting (Compliance, Safety Incident, ...)
    - iii. Report an Incident
    - iv. Follow the directions to complete the event reporting.
    - v. Visitor Event
    - vi. Location where injury occurred.
    - vii. Complete the questions asked about the event, note in the narrative that you are a student and specify your Radiation Sciences subprogram.
    - viii. Who was notified/reviewer – area supervisor and Program Director.
  - b. 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 the Emergency Room. Care will be at the student's expense.
2. Student exposure to blood or body fluid
  - a. Follow the Student Health [“Blood and Body Fluid Exposure”](#) protocol.
  - b. A Safety Incident report must be completed by the student within 24 hours. Follow the instructions above.
  - c. If you have questions on how to find or complete it, please talk with your preceptor or Program Director.

## Anti-Harassment

### Policy:

Based on the Operations Manual II-14

The purpose of this policy is to prevent harassment within the University of Iowa community and to provide a process for addressing all forms of harassment if/when it occurs. The University of Iowa is committed to maintaining an environment that recognizes the inherent worth and dignity of every person, and that fosters tolerance, sensitivity, understanding, and mutual respect. This commitment requires that the highest value be placed on the use of reason and that any harassment in the university community be renounced as repugnant and inimical to its goals. Harassment destroys the mutual trust that binds members of the community in their pursuit of truth.

### Procedure:

1. Radiation Sciences students will review and adhere to the University of Iowa anti-harassment policies.
2. The Anti-Harassment policy may be accessed here: <https://opsmanual.uiowa.edu/ii-14-anti-harassment%C2%A0-0>

See also: Guidance and Resources for Discrimination, Bias, or Misconduct on the [Rad Sci Student Info ICON site](#)



## Anti-Retaliation

### Policy:

The University of Iowa encourages its faculty, staff, and students to make good-faith reports of university-related misconduct. Retaliation as a response to a good-faith report, whether determined to be founded or unfounded, will not be tolerated. Acts or threats of retaliation in response to good-faith reports constitute a serious violation of university policy.

### Procedure:

1. Anyone who violates the anti-retaliation policy is subject to disciplinary action. Following an appropriate investigation and subject to the procedures which are part of the policies governing the relevant type of appointment at the university, the faculty, student, or staff member may be subject to sanctions, including reprimand, probation, suspension, demotion, reassignment, termination, expulsion, no-contact directive, or building prohibition directive.
2. Although students are not agents of the university, an individual enrolled in a university academic course may be subject to disciplinary sanctions if they threaten, assault, or harass a student or faculty or staff member in retaliation for making a report. Sanctions also may be imposed in cases where no report has been filed but a student threatens to retaliate against one who does make a report.
3. Reports of alleged university-related misconduct that are not made in good faith are not protected under this policy. Those who make reports not in good faith will be disciplined as appropriate through regular university and/or program procedures.
4. Individuals who believe that they have experienced retaliation are encouraged to report it to their Program Director, even if they are not certain whether a violation of this policy has occurred.
5. All reports of suspected misconduct are confidential.
6. The identity of any person reporting suspected misconduct is confidential.

### Corresponding Policy:

University of Iowa Operations Manual > II. Community Policies > [Chapter 11 Anti-Retaliation](#) > [11.4 Students Who Retaliate](#)

## Appeals Processes

**Policy:**

Every student has the right to appeal. A student is invited to meet with the Carver College of Medicine at any point in the process outlined below.

**Procedure:**

1. Academic Misconduct Appeals Process
2. Judicial Appeals Process

## Academic Misconduct Appeals Process

### Policy:

Every student has the right to appeal. A student is invited to meet with the Carver College of Medicine at any point in the process below.

### Procedure:

1. If a student believes that the finding of academic misconduct is in error, the student should first arrange a meeting to appeal the finding with the instructor. The student will be informed in writing of the instructor decision within 14 business days of the meeting.
2. If the student is not satisfied with the result of this meeting and decision of the instructor, the student should make an appointment with the Program Director or the Administrative Director of Radiation Sciences to appeal the matter within 7 business days of the notification. The student will be informed in writing of the Director's decision within 14 business days of the meeting.
3. If the student is not satisfied with the result of these meetings and/or decisions of the Director or the Radiation Sciences Promotions Committee, the student should make an appointment to discuss the matter with the College within 7 business days of the notification. The student may contact the Office of Student Affairs and Curriculum (<https://medicine.uiowa.edu/md/contact-us/faculty-and-staff-directory>) and/or call 319-467-1104 to schedule an appointment with the Associate Dean for Medical Education and Professional Programs. If the Associate Dean is not available in a timely manner, the matter may be addressed by the Senior Associate Dean for Medical Education. The student will be informed in writing the decision of the Associate Dean within 14 business days of the meeting.
4. If the student is not satisfied with the outcome of the above meeting, the student may appeal the decision formally in writing to the Office of the Provost. This formal appeal must be received within 14 -business days from the date of the original decision made by the College.
5. The individuals noted in each successive step of the appeals process noted above have the authority to overturn the findings of the previous individuals in the process.
6. The conclusions of each meeting with the student noted above will be provided to the student in writing.

## Judicial Appeals Process

### Policy:

Every student has the right to appeal. A student is invited to meet with the Carver College of Medicine at any point in the process below.

### Procedure:

1. Students desiring to appeal a decision not related to academic misconduct, should first arrange a meeting to appeal the finding with the program personnel involved. The student will be informed in writing of the program personnel decision within 10 business days of the meeting.
2. Students desiring to appeal the decision, should make an appointment with the Program Director or Administrative Director of Radiation Sciences within 10 business days of the notification. The student will be informed in writing of the Director's decision within 10 business days of the meeting.
3. Students desiring to appeal the decision of a Director shall submit a request in writing to appear before the Radiation Sciences Promotions Committee. This request must be submitted within 10 business days of receipt of the Director's decision.
4. Students desiring to appeal the decision of the Promotions Committee\* should contact the Associate Dean for Medical Education and Professional Programs within 10 business days. If the Associate Dean is not available in a timely manner, the matter may be addressed by the Senior Associate Dean for Medical Education.
5. The individuals noted in each successive step of the appeals process noted above have the authority to overturn the findings of the previous individuals in the process.
6. The conclusions of each meeting/appeal with the student noted above will be provided to the student in writing.

\*Students have the right to appeal a Radiation Sciences Promotions Committee decision by following the appropriate appeal procedure. Students who appeal the Radiation Sciences Promotions Committee decision must notify the Administrative Director of Radiation Sciences in writing of their intention within 10 business days.

## Attendance

### Policy:

Student responsibility to attend and complete scheduled instruction is a vital element of professional behavior. Students are expected to attend all scheduled instruction in both didactic and clinical courses. Clinical obligations may include evening and/or weekend assignment. Students are responsible for transportation to geographically dispersed clinical settings.

Situations will inevitably arise in which a student will need to be absent from scheduled instruction. These situations encompass two categories: scheduled absence or unscheduled absence.

**Neither scheduled nor unscheduled absences excuse the student from completing the required course educational requirements. Students will not graduate until all course requirements have been completed.**

### Absences from Class

University regulations require that students be allowed to make up examinations which have been missed due to illness, religious holy days, military service obligations, including service-related medical appointments, jury duty, or other unavoidable circumstances or other University-sponsored activities. Students should work with faculty regarding making up other missed work, such as assignments, quizzes, and classroom attendance.

### Absences for Bereavement

See Bereavement Leave in this manual.

### Absences for Religious Holy Days

The University is prepared to make reasonable accommodations for students whose religious holy days coincide with their classroom assignments, test schedules, and classroom attendance expectations. Students must notify their instructors in writing of any such Religious Holy Day conflicts or absences within the first few days of the semester or session, and no later than the third week of the semester. If the conflict or absence will occur within the first three weeks of the semester, the student should notify the instructor as soon as possible. See [Operations Manual 8.2 Absences for Religious Holy Days](#) for additional information.

### Absences for Military Service Obligations

Students absent from class or class-related requirements due to U.S. veteran or U.S. military service obligations (including military service-related medical appointments, military orders, and National Guard Service obligations) shall be excused without any grading adjustment or other penalty. Instructors shall make reasonable accommodations to allow students to make up, without penalty to tests and assignments they missed because of veteran or military service obligations. Reasonable accommodations may include making up missed work following the service obligation; completing work in advance; completing an equivalent assignment; or waiver of the assignment without penalty. In all instances, students bear the responsibility to

communicate with their instructors about such veteran or military service obligations, to meet course expectations and requirements. Students may be required to produce official military orders regarding requested absences.

### **University Recognized Holidays**

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)
- Christmas (2 days)

### **Radiation Sciences Academic Breaks**

Students enrolled in the Radiation Sciences programs will be given the following academic breaks:

- Two weeks at the end of each fall, spring, and summer semester.
- One week in November for Fall break.
- One week in March for Spring break.

## **Procedure:**

### **Didactic Attendance**

1. Instructor attendance policies will be clearly stated in course syllabi. Students are required to observe the attendance policy outlined 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**

1. Students must be clocked into e\*Value and prepared to begin participating in clinical activity by their scheduled start time.
2. Students will remain in the clinical area for their entire, scheduled time unless released by clinical staff. **Do not** expect to be, or ask to be, released early from a clinical internship rotation.
3. Students who leave their assigned clinical rotation without the use of clinical absence hours or clinical staff permission will be subject to the Use of Clinical Absence Hours policy and the Judicial Process. See Judicial Process in this manual.
4. Students must attend a portion of all required clinical rotations assigned in clinical internships.
5. If a student misses an assigned clinical rotation and fails to use clinical absence hours and/or report the absence to program staff, it will be considered an unexcused absence. They will be subject to the Use of Clinical Absence Hour policy and may be subject to the Judicial Process. See Clinical Absence Hour policy and Judicial Process in this manual.

6. In the event of an extenuating circumstance or personal crisis that affects the student's ability to attend clinical assignments, decision on allowing accommodations may be requested by the student.
7. 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 prior to the start of the spring semester.
  - b. Clinical internships begin 2 weeks prior to the start of the 8-week summer session.

## Basic Life Support Certification

### Policy:

All Program students are required to always have current certification in cardiopulmonary resuscitation (CPR) for the duration of their enrollment in the program. Students are required to submit proof of completion in e\*Value.

### Procedure:

1. Students must complete the American Heart Association's Healthcare Provider BLS Course with AED.
2. The student is responsible for all costs related to obtaining CPR BLS certification.
3. To be valid, the BLS certification card must read BLS for Healthcare Providers.
4. Recertification is required every two (2) years and must be completed by any student whose certification expires while enrolled in the program.
5. Students who have not submitted proof of current BLS certification, will not be allowed to attend any clinical assignment until certification is obtained and documentation is submitted to the program via e\*Value.
6. Students found to be non-compliant will be subject to all Clinical Attendance and Clinical Absence Hour policies. See Clinical Attendance and Clinical Absence Hour policies in this manual.
7. Students with habitual violations of the BLS Certification policy are subject to the Judicial Process. See Judicial Process in this manual.



## Bereavement Leave

### Policy:

Students will be granted bereavement, leave as needed.

### Procedure:

1. Bereavement leave requests must be submitted to the Program Director or designee.
2. Bereavement leave will be granted for each occurrence of death in the student's immediate family\*
3. All other requests for bereavement will be treated as program absences.
4. Please refer to didactic, laboratory, and clinical syllabi, and/or program policy for information regarding make up work and clinical hours if missed due to bereavement, jury duty, or military leave.

\*Immediate family is defined as, and limited to, the student's spouse/domestic partner\*\*, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, siblings, foster siblings, stepsiblings, child-in-law, siblings-in-law, parents' sibling, children of student's sibling, first cousins, and corresponding relatives of the student's spouse/domestic partner, and other persons who are members of the student's household.

\*\*Domestic partner is determined per guidelines outlined by UI Healthcare Human Resources. This information is outlined below and can also be found at the University Human Resources: Domestic Partner Coverage page: [hr.uiowa.edu/benefits/eligibility-enrollment-changes/faculty-staff-domestic-partner-coverage](http://hr.uiowa.edu/benefits/eligibility-enrollment-changes/faculty-staff-domestic-partner-coverage) Student will be required to acquire the Domestic Partner Affidavit from the Program Director. This form must be completed and submitted, along with supporting documentation, with the LOA request for review by the promotions committee.

## Clinical Absence Hours

### Policy

Students are expected to attend all clinical assignments without absence. If a student needs to leave or is unable to attend a clinical assignment, they are required to use clinical absence hours. Clinical absence hour accrual, record of hours used and requests to use clinical absence hours are managed and tracked in e\*Value.

### Procedure

1. Students will be issued 16 clinical absence hours each Fall and Summer semester.
2. Due to historically increased inclement weather, students will be issued 24 clinical absence hours each Spring semester.
3. Clinical absence hours can be taken in 30-minute increments.
4. At the end of a semester, any unused clinical absence hours will carry over to the next semester and subsequent semesters.
5. If a student has used their allotted clinical absence hours, absence from a clinical internship assignment will only be pre-approved for personal crisis (as determined by the Program Director or designee) and must be pre-arranged with the Program Director or designee.
6. If a student uses more clinical absence hours than allotted, the excess hours will be tracked as negative clinical hour balance and will be resolved according to the Negative Clinical Absence Hour Balance-Make-Up policy. See Negative Clinical Absence Hour Balance-Make-Up policy in this manual.
7. In the event a personal crisis/illness affects a student's ability to attend multiple clinical internship assignments, the student's program status may be subject to the Leave of Absence policy. See Leave of Absence policy in this manual.
8. Clinical absence requests for one (1) calendar week or more require prior approval by the Program Director or designee. Approval is based upon circumstance, student performance and status of clinical internship requirements.
9. Students may not skip lunch in lieu of using clinical absence hours.
10. Students who violate the Clinical Absence Hours policies are subject to Use of Clinical Absence Hours Procedure policy and will be subject to the Judicial Process. See Judicial Process in this manual.

## Use of Clinical Absence Hours Procedure

### Policy

In the event a student is unable to attend a scheduled clinical assignment, they are required to use clinical absence hours. Clinical absence hour usage must follow the procedures outlined below.

### Procedure

#### Scheduled Clinical Absence:

Students may acquire pre-approval for scheduled clinical absences. Scheduled clinical absence is defined as a clinical absence that is occurring more than seven (7) days in the future. To acquire pre-approval, students must:

1. Enter an absence request in e\*Value using the “log time” function.
2. Verify with the e\*Value Administrator that their request was received and approved.
  - The absence is not in scheduled status without verification from the e\*Value Administrator.
3. In the event that a student acquires a clinical absence deficit, scheduled absences will not be approved, and they will be required to follow the Negative Clinical Absence Hour–Make-up Time policy.

#### Unscheduled Clinical Absence

Unscheduled clinical absence is defined as a clinical absence that is not in scheduled status or is occurring at any of the following times:

- Within the next seven (7) calendar days
- On the same day prior to clock-in
- On the same day after clock-in
- On a weekend day (Saturday or Sunday)
- On a day immediately following a university recognized holiday

To use unscheduled clinical absence hours, students **must**:

1. Call the Program Absence Line and leave a message reporting their absence.
  - Program Absence Line (319) 356-0532
  - Messages must be left prior to the start of their clinical assignment.
  - For weekend and/or evening absences, students must call the clinical area and speak to a clinical staff member in addition to calling the Program Absence Line
2. Enter a clinical absence request in e\*Value using the “log time” function **within 3 days** of their absence. Failure to comply may result in a clinical absence deduction of 4 hours.

3. Students are required to leave the following information when reporting a clinical absence:
  - Your name
  - Your program and track (when applicable)
  - Date and hours you'll be absent.
  - Clinic assignment you are absent from
  - Phone number where you can be reached.

## Unapproved Clinical Absence

### Policy

If a student fails to report their absence according to the Use of Clinical Absence Hours Procedure, the absence will be recorded as unapproved.

### Procedure

1. Unapproved absences will result in a deduction of hours from the student's clinical absence hour balance at the rate of twice (x2) the missed time.
2. Deductions will begin at the start of the student's clinical assignment.
3. Deductions continue until the student has called the Program Absence Line.
4. Deductions will be taken in 30-minute increments.
5. Unapproved absences that are not reported to program staff by the student will result in:
  - a. Clinical absence hour balance deduction
  - b. Additional disciplinary action including, but not limited to:
    - i. Final clinical grade deduction
    - ii. Written warning
    - iii. Probation
    - iv. Suspension
    - v. Dismissal.
6. Students who falsify e\*Value clockings (in and/or out) to cover up an unexcused absence will result in a clinical absence hour deduction. Students will be subject to the Judicial Process. See Judicial Process in this manual.
7. Students with multiple violations of the Unapproved Clinical Absence policy will be subject to the Judicial Process. See Judicial Process in this manual.

## Negative Clinical Absence Hour Balance - Make-Up Time

### Policy

In the event that a student accumulates a clinical absence hour deficit, they will be required to account for the negative hour balance each semester and prior to graduation. Students may choose to make up their negative balance in clinic or apply a Clinical Internship final grade reduction.

### Procedure

1. A clinical absence hour deficit may only be made up during the break between semesters.
2. **A maximum of 20 hours can be made up.**
  - Any negative hour balance beyond 20 hours will be applied as a Clinical Internship final grade reduction.
3. All clinical hour deficits must be made up prior to the University of Iowa Office of the Registrar deadline for final grade submission.
  - Any clinical hour deficit a student fails to make-up prior to this deadline will be applied as a Clinical Internship final grade reduction.
4. To schedule make-up time, students must do the following:
  - Submit a proposed make-up schedule to the Clinical Coordinator.
  - Receive final approval notification from the Clinical Coordinator.
  - Final approval of a student's make-up schedule will be made by the Program Director and Clinical Coordinator.
5. Students who cannot attend a scheduled make-up assignment must report their absence according to the Clinical Attendance policy. See Clinical Attendance in this manual.
6. A student may choose to utilize a Clinical Internship final grade reduction in lieu of making up a clinical hour deficit.
7. The maximum number of hours that can be applied to the Clinical Internship grade reduction is dependent on the student's Clinical Internship grade. **Reminder:** students cannot receive any grade lower than a C in any Radiation Sciences course (RS\*).
8. The final clinical internship grade reduction procedure is applied as illustrated in the Negative Clinical Absence Hour Grade Reduction table.
9. Students with repeated clinical absence hour usage violations and will be subject to the Judicial Process. See Judicial Process in this manual.

## Negative Clinical Absence Hour Grade Reduction Table

<b>Number of Hours</b>	<b>Grade Reduction Increment (i.e., A to A-, B+ to B, etc.)</b>
0-2	1 increment
3-4	2 increments
5-6	3 increments
7-8	4 increments
8-10	5 increments
10-12	6 increments

## Clinical Advising

**Policy:**

Students will be assigned a clinical advisor from the subprogram in which they are enrolled. Clinical advisors support student success in the clinical internship courses.

**Procedure:**

1. Students have the right to request a different clinical advisor, at any time, by contacting the Program Director or Administrative Director of Radiation Sciences.
2. Students will meet with their clinical advisors as scheduled.



## Clinical Compliance Courses

### Policy:

The clinical compliance courses are for noncredit and have no fee. They are self-directed and administered and accessible from any computer with internet access. Each of the training modules must be viewed and associated quizzes passed with a score >80% to comply. Updates for course vary. Initial compliances must be completed prior to start of first Fall semester and during orientation.

### Procedure:

1. Students will complete their subprogram designated compliances. Compliance information can be found:
  - a. Radiation Sciences Student Information ICON course Main Site
  - b. <https://compliance.hr.uiowa.edu/>
2. Proof of completion will be required in e\*Value via document upload for a student to be in compliant status.
3. Students must be compliant to attend clinical assignments.
4. Students found to be non-compliant will not be permitted in clinic and are subject to all Clinical Attendance and Clinical Absence Hour policies. See Clinical Absence Hours in this manual.
5. Students with multiple violations of the clinical compliance course policy may be subject to the Judicial Process. See Judicial Process in this manual.

## Communicable Diseases

### **Policy:**

Students will not attend any in-person program activities, including didactic classes, labs, or clinical internship courses if symptomatic of or infected with a communicable disease. Infectious diseases requiring class, lab, and/or clinical restrictions are defined in UIHC Communicable Disease Work Restrictions policy HR.P.18.

### **Procedure:**

1. The student will notify the Program Director or designee immediately upon recognition of a communicable disease.
2. The program will follow the UIHC Communicable Disease Work Restrictions policy when responding to students with communicable diseases.

### **Corresponding Policy:**

UIHC The Point > Policies and Procedures > Policy Tech > search policy number listed above.

## Confidential Patient Information

### Policy:

Radiation Science students are required to follow the UIHC Patients' Rights and Responsibilities Policy (CM.P.18) and the procedures covered in their HIPAA training as described in the Privacy Training Policy CM.P.28, as well as patient confidentiality rules at affiliate clinical sites. Information received from the patient's chart and during the examination must remain confidential.

### Procedure:

1. The student will be required to complete the Annual Combined HIPAA/Fraud, Waste, and Abuse Training annually.
2. If applicable, the student will sign the patient confidentiality forms specific to off-site clinical areas.
3. Violation of the confidentiality of patient information will be subject to the Judicial Process and may be subject to civil and criminal penalties. See Judicial Process in this manual.

### Corresponding Policy:

UIHC The Point > Policies and Procedures > Policy Tech > search policy number listed above.

## Consensual Relationships

### Policy:

The integrity of the university's educational mission is promoted by professionalism that derives from mutual trust and respect in instructor-student relationships. Similarly, the university is committed to the principle of protecting the integrity and objectivity of its staff members in the performance of their university duties. It is therefore fundamental to the university's overall mission that the professional responsibilities of its instructors be carried out in an atmosphere that is free of conflicts of interest that compromise these principles.

Students, faculty, and staff are expected to adhere to the University of Iowa's policy on Consensual Relationships Involving Students.

Sexual or romantic relationships between a student and a faculty or staff member who functions in an instructional context with the student are prohibited by this policy.

### Procedure:

1. Should a violation of this policy occur, the disclosure/complaint/resolution process will follow the procedure defined in the UI policy on Consensual Relationships Involving Students.

### Corresponding Policies:

[UI Consensual Relationships Involving Students Policy](#)

## Criminal Background Check

### Policy:

An external investigative background check (which includes criminal history, child abuse, and dependent adult abuse records) will be performed on all final candidates for acceptance. The background investigation may include other checks related to the past work experience and other possible licensures of the student. Any costs associated will be the responsibility of the candidate.

### Procedure:

1. All final candidates for acceptance into the program will be required to complete the “External Investigative Background Check Consent” after offer of a position in the program. Completed forms are returned to the University of Iowa Hospitals and Clinics (UIHC) Human Resources (HR) to complete the background check.
2. Conditional acceptance into the program will be made final upon successful completion of the criminal background check.
3. If the background check reflects a criminal conviction or founded report, hospital HR in conjunction with the appropriate Program Director(s) will determine if the issue is a barrier to program admission. Such information is confidential. 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 candidate will have 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.

## 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 self-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.
  - a) 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
  - b) 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:
  - a) Low Level of Concern: The student's application is not withdrawn.
  - b) 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.
  - c) 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.

## Dress Code for Clinical Education

### Policy:

Students accepted into the program will follow the UIHC Professional Appearance Policy (HR.P.9), Scrub Attire Policy (HR.P.2), UIHC Photo ID Badge Policy (HR.P.25) 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. Wear program-approved scrub pants.
2. Wear program-approved scrub top.
3. Wear solid color short or long-sleeve shirts under the scrub top for warmth. The shirts may be any color and must be free of writing.
4. Wear a gray Radiation Sciences scrub jacket appropriately for warmth. Jackets **cannot** be wrapped around the waist or draped over your shoulders. Any other sweatshirts or jackets are not acceptable.
5. Students scheduled to receive training at facilities other than UI Health Care are required to meet the clinical dress code requirements of the training facilities in which they're scheduled.
6. If a student does not meet the clinical dress code requirements for a given training facility, and an alternate rotation is not available, students risk slowing down their educational progress. Potential implications include delayed program completion or use of clinical absence hours.
7. Students found to be in violation of the dress code for clinical education may be subject to the Judicial Process. See Judicial Process in this manual.

Note: Nuclear Medicine Technology students are required to wear a white lab coat.

### Corresponding Policy:

UIHC The Point > Policies and Procedures > Policy Tech > search policy number listed above.

## Dress Code for Didactic Education

### Policy:

Students are required to follow the UIHC Professional Appearance Policy (HR.P.9), Scrub Attire Policy (HR.P.2), UIHC Photo ID Badge Policy (HR.P.25) 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. Wear program-approved scrub pants
2. Wear program-approved scrub top, Radiation Sciences T-shirt, Radiation Sciences sweatshirt, or Radiation Sciences jacket.
3. Students found to be in violation of the dress code for didactic education may be subject to the Judicial Process. See Judicial Process in this manual.

### Referenced Policy:

UIHC The Point > Policies and Procedures > Policy Tech > search policy number listed above.



## Electronic Communication

University policy specifies that students are responsible for all official correspondences sent to their standard University of Iowa e-mail address (@uiowa.edu). Students should check their accounts frequently. (Operations Manual, III.II.15.1. k.11.)

1. Appropriate times to check e-mail messages include before 8:00 a.m., during the lunch hour, or after 4:30 p.m.
2. Messages about changes in schedules, etc., from program faculty, will be sent via E-mail.
3. E-mail Caution: Health Care Information Systems states that confidentiality of information messages cannot be guaranteed, and such messages can be considered evidence in legal proceedings. Do not retain electronic copies of e-mail beyond 30-days.

## Emergency Preparedness

### Policy:

A University State of Emergency is declared when the University President or designee acts to declare such a state. During a University State of Emergency students should not report to campus or clinical education centers.

### Procedure:

1. Students should refer to the Critical Incident Management Plan <https://critical-incident-plan.sites.uiowa.edu/>
2. Students should refer to the University Emergency Preparedness policy. <https://hr.uiowa.edu/policies/emergency-preparedness#heading41711>

## Grievance Process

### Policy:

A grievance concerning actions of program personnel, program policies and procedures, and/or allegations of non-compliance of the [University of Iowa Student Bill of Rights](#) should follow the procedure below.

### Procedure:

1. The student should first attempt to resolve the issue through discussion directly with the program personnel involved.
2. Lacking a satisfactory outcome, the student should address the concern with the course supervisor or Program Director\* within 10 business days.
3. Lacking a satisfactory outcome, the student should present their case in written form to the Administrative Director of Radiation Sciences\* within 10 business days.
4. Lacking a satisfactory outcome, the student should present their case in written form to the Promotions Committee within 10 business days.
5. If a satisfactory outcome is still not obtained, the student should contact the Associate Dean for Medical Education and Professional Program of the Carver College of Medicine within 10 business days.

\*If the program personnel involved is a Program Director the student should discuss their grievance with the Administrative Director of Radiation Sciences.

\*\*If the program personnel involved is the Administrative Director of Radiation Sciences the student should discuss their grievance with a Promotions Committee member.

## Grievance Process for Accreditation Standards

### Policy:

Grievances concerning non-compliance of programmatic accreditation standards should follow the appropriate grievance procedure below.

### Procedure:

- For a grievance related to programmatic accreditation standards regarding the Diagnostic Medical Sonography Program, students should consult:

Programmatic accreditation of the Diagnostic Medical Sonography tracks provided by 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) upon the recommendation of 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.

To review the grievance process: <http://www.jrcdms.org/pdf/DMSStandards9-2021.pdf>. Section V.A.3

- For a grievance related to programmatic accreditation standards regarding the Nuclear Medicine Technology Program, students should consult:

Programmatic accreditation of the Nuclear Medicine Technology track provided by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT); 820 W Danforth Road #B1, Edmond, OK 73003, Phone: 405-285-0546, [www.jrcnmt.org](http://www.jrcnmt.org)

To review the grievance process and file a complaint:  
<https://www.jrcnmt.org/students/file-a-complaint/>

- For a grievance related to programmatic accreditation standards regarding the Radiation Therapy Program, students should consult:

Programmatic accreditation of Radiologic Technology and Radiation Therapy tracks provided by 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/>.

To review the grievance process and file a complaint:  
<https://www.jrcert.org/accreditation-for-students/allegations/>

- For a grievance related to programmatic accreditation standards regarding the Radiologic Technology Program, students should consult:

Programmatic accreditation of Radiologic Technology and Radiation Therapy tracks provided by the [Joint Review Committee on Education in Radiologic Technology \(JRCERT\)](#); 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-  
Radiologic

To review the grievance process and file a complaint:

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

## Immunizations and Health Requirements

### Policy:

Students accepted into the program are classified as “Health Science Students” and must meet immunization requirements to participate in clinical rotations at University of Iowa Health Care (UIHC). These requirements are consistent with UIHC’s healthcare workers and are intended to protect the individual and the patients for whom they care. For more information, review: Additional Student Requirements and Forms and Requirements for Health Science Students at the University of Iowa.

In some programs, students are scheduled to receive training at facilities other than UIHC. Students are required to meet the immunization and testing requirements of the training facilities in which they’re scheduled.

Institutions’ requirements can vary; a list of health screening requirements for individual sites is available upon request from program administration.

All hospitals/clinics require staff and students to be vaccinated for COVID or have an approved exemption. Some sites may not accept exemptions. All non-UIHC affiliate hospitals/clinics require staff and students to be vaccinated for influenza annually.

If a student does not meet the health requirements, and an alternate rotation is not available, students risk slowing down their educational progress. Potential implications include delayed program completion or use of clinical absence time and difficulty finding employment in the profession.

If you have concerns about your ability to participate in an outside rotation, notify the program administration via email to [laurie-calkins@uiowa.edu](mailto:laurie-calkins@uiowa.edu) as soon as possible.

### Procedure:

1. Information on the requirements and related forms can be located on the University of Iowa (UI) Student Health Services website at: [Student Requirements](#) | [Student Health](#)
2. Other requirements: Respirator fitting and health screening.
3. The following vaccines may be required for some clinical rotations:
  - a) COVID-19
  - b) Influenza
4. The following vaccines are not required, but highly recommended:
  - a) Meningitis
  - b) Hepatitis A
  - c) HPV
5. The student may schedule an appointment at UI Student Health Services, or they may have immunizations and immunity documented by their local physician.
6. The student must submit all required documents to UI Student Health Services. Failure to meet this requirement will result in a hold on the student’s registration until the deficiencies are corrected. Students who are not registered may not attend classes or participate in clinical internship activities.

## Judicial Process

### Policy:

This process is designed to address alleged violations of the University of Iowa and the Program's Policies and Procedures, and/or individual subprogram Student Handbooks. Exceptions include, but are not limited to, academic misconduct.

### Procedure:

1. Alleged violations will be reported to the Program Director or designee for review. Interim sanctions may be placed on the student while allegations are under review.
2. The Program Director may consult with the Administrative Director of Radiation Sciences and/or the Radiation Sciences Promotions Committee. See Promotions Committee Process for details. See Promotions Committee in this manual.
3. The outcome will be communicated to the student in writing.
4. The outcome may be reported to the Associate Dean for Medical Education and Professional Programs of the Carver College of Medicine.
5. Based on the nature of the violation, any individual or combination of, the following sanctions may be imposed:
  - Written Warning
  - Programmatic Probation: Not in good standing with respect to the program.
  - Educational Sanction: May include educational activities, instruction, or other tasks as assigned (the student will be responsible for any related expenses).
  - Clinical Attendance Sanction: May include enhanced requirements for clinical attendance and clinical attendance supervision/verification.
  - Suspension: Temporary separation from the program (adherence to Clinical Absence Hour policies and procedures apply).
  - Dismissal: Permanent separation from the program.
6. Any disciplinary action or sanction will include a meeting with the student.
7. Any disciplinary action or sanction may result in grade reduction.
8. A record of the action will be kept in the student's program file.
9. A student reserves the right to appeal a decision by following the Judicial Appeals Process. See the Appeals Processes in this manual.

## Lactation

### Policy:

Didactic, lab, and clinical learning environments will accommodate a student's request for lactation. A private setting that is not a restroom will be offered for lactation time. This includes expression and/or nursing time if the child is immediately accessible.

### Procedure:

1. Students will discuss lactation needs with program personnel upon return to activities to create a lactation plan.
2. The program will provide a private space for lactation.
3. UI Health Care offers lactation rooms. These locations can be found at: [Lactation Facilities and Resources](#)
4. Any student assigned to a non-UI Health Care location who has lactation needs should contact their program director to discuss.
5. Additional lactation resources can be found with [UI Family Services](#)
6. It is expected that lactation accommodations will not seriously disrupt learning.
7. Individuals who feel as though they have not been accommodated fairly should consult the Grievance procedure. See Grievance in this manual).



## Leave of Absence

### Policy:

Extended or intermittent leave of absence from the program may be granted for serious health conditions and other extenuating circumstances of the student or their family. This policy recognizes the following familial relationships as qualifying under the leave: child or dependent, spouse or domestic partner\*, and parent or guardian. To request a leave of absence, students must follow the procedures outlined below:

### Procedure

1. Students requesting a medically related leave of absence for their own condition must submit documentation to the Program Director, from a health care provider, that includes the following:
  - Anticipated duration of the absence.
  - Full-time versus intermittent absence.
  - Any clinical activities (i.e., patient care related, lifting) that the student is unable to perform because of the condition.
  - Expected length of this restriction.
  - If the condition is chronic: whether the student is presently incapacitated and the likely duration and frequency of episodes of incapacity.
2. Students requesting a leave of absence for extenuating circumstances for themselves, health conditions of their family, or extenuating circumstances of their family must submit a written request to the Program Director that includes the following:
  - Reason for request
  - Anticipated duration of the absence
  - Full-time versus intermittent absence
3. The Program Director will present the request to the Radiation Sciences Promotions Committee in writing and request a meeting to review the case.
4. A leave of absence and reasonable accommodations/plan for return may be provided as determined by the Radiation Sciences Promotions Committee.

\*Domestic partner is determined per guidelines outlined by UI Healthcare Human Resources. This information is outlined below and can also be found at the University Human Resources: Domestic Partner Coverage page: [hr.uiowa.edu/benefits/eligibility-enrollment-changes/faculty-staff-domestic-partner-coverage](http://hr.uiowa.edu/benefits/eligibility-enrollment-changes/faculty-staff-domestic-partner-coverage)

Students will be required to acquire the Domestic Partner Affidavit from the Program Director. This form must be completed and submitted, along with supporting documentation, with the LOA request for review by the promotions committee.

## Pregnancy Declaration Process

### Policy:

The program\* pregnancy guidelines have voluntary adherence. They are intended to provide an option for pregnant students who are exposed to ionizing radiation. If a student chooses to voluntarily disclose their pregnancy, they should follow the procedure below. Once a declaration of pregnancy is made, the student may withdraw this declaration at any time by submitting a written statement to the Program Director (PD). The PD will forward this statement to the EHS office.

### Procedure:

1. Complete the Environmental Health and Safety (EHS) Office Pregnancy Declaration Form and return it to their Program Director.
  - [PregDeclarationandPrenatalRadExposForm.doc \(sharepoint.com\)](#)
2. The PD will forward the completed declaration to the EHS, RT Clinical Coordinator, and modality Clinical Coordinator (if applicable).
3. Within seven (7) days\*\* of the pregnancy declaration, the student will decide if they wish to:
  - Remain in the program
  - Submit for a leave of absence
  - Withdraw from the program
4. Following the pregnancy disclosure, the student will be counseled by the EHS as to potential risks associated with radiation exposure to the fetus in addition to the review of the pregnancy guidelines.
5. Following the EHS Office receipt of a signed pregnancy declaration, the dose limit to the student's embryo/fetus is limited to 500 mrem for the duration of their pregnancy. Upon the receipt of the signed pregnancy declaration, the EHS will monitor potential internal and/or external exposure to the embryo/fetus as appropriate.
6. If a student chooses to remain in the program during the pregnancy, they are expected to perform assigned clinical internship duties and follow established radiation safety policies.
7. Refer to the Clinical Attendance and Clinical Absence Hour policies (found in the subprogram handbook) and Leave of Absence policy as needed for time off due to appointments and maternity leave.

\*Students in the Diagnostic Medical Sonography Program should refer to the subprogram student handbook regarding pregnancy policies and procedures.

\*\*Students may revisit their attendance and completion plan at any time in their pregnancy. Contact your Program Director to do so.

## Program Completion

### Policy:

Before the student will be released from the program, they must meet the criteria for graduation:

- Complete graduation requirements listed on the degree audit for the specific program/track of study.
- Pay all financial obligations to the University of Iowa.
- Return any program resources (textbooks, locker keys, dosimeters, ID badges, and other items requested by the Program).

### Procedure:

1. Upon successful program completion, the Program Director will provide the necessary documentation to certification agencies for graduates to finalize professional certification examinations.
2. Failure to comply with this policy may result in delays or halting of the process for individual certification examinations until all program graduation requirements are met.

## Program Policies and Procedures Awareness Attestation

### Policy:

This attestation will serve as verification that student has read and understands the Policies and Procedures for students in the Bachelor of Science in Radiation Sciences and the Bachelor of Science in Nuclear Medicine Technology. Completing this form is an agreement to abide by the policies and procedures contained within and all policies and procedures referenced in the Preface.

### Procedure:

1. Policies and procedures for the Bachelor of Science in Radiation Sciences and the Bachelor of Science in Nuclear Medicine Technology programs will be introduced to new students at Fall student orientation.
2. Policies and procedures for the Bachelor of Science in Radiation Sciences and the Bachelor of Science in Nuclear Medicine Technology degrees will be reviewed annually for all students in the program at the beginning of Fall semester.
3. The program policies and Procedures Awareness Attestation will be completed annually in e\*Value.
4. Students are required to complete the Policies and Procedures quiz each semester in the clinical internship ICON course sites.
  - Students must receive an 80% or higher for successful completion and accepted attestation.
5. Failure to successfully complete the Policies and Procedures quiz will result in removal from clinical internship rotations for policy and procedure review with the program Director or designee.
6. Time absent from clinical rotations for policy and procedure review will be subject to the Clinical Attendance and Clinical Absence Hour policies. See Clinical Attendance and Clinical Absence Hour in this manual.
7. Students with multiple failed Policy and Procedures quizzes will be subject to the Judicial Process. See Judicial Process in this manual.

## Promotions Committee

### Policy:

The purpose of the Radiation Sciences Promotions Committee is to ensure that each person who graduates from the program has adequate skills, knowledge, professionalism, and judgment to assume the responsibilities of a sonographer, technologist, or therapist. The student must demonstrate not only competency in radiation sciences knowledge, skills, and abilities, but also demonstrate those behaviors essential to the profession which includes duty, accountability, respect for others, honesty, and integrity consistent with the highest standard of behavior which include being fair, truthful, meeting commitments, and keeping one's word.

The Radiation Sciences Promotions Committee shall consist of five voting members. These members include the Administrative Director of Radiation Sciences, Director of Student Affairs in Radiation Sciences, Director of Radiologic Technology Education, Director of Radiation Therapy Education, and Director of Nuclear Medicine Technology Education. If a voting member is not able to act on the committee, a program representative shall be designated to sit on the committee on a case-by-case basis. Auxiliary persons will be added on a case-by-case basis as needed for informational purposes. These persons are non-voting.

The following procedure will be implemented when a case has been referred to the Promotions Committee for review and recommendation.

### Procedure:

1. The requesting party will provide a written case to the members of the Promotions Committee for review.
2. The Administrative Director of Radiation Sciences will schedule a meeting with the student.
  - a. The student will be provided written notice of the date, location, time, and specified reasons for the meeting with the Promotions Committee.
  - b. Students may provide a written statement and/or letters of support in advance of the Committee meeting. Such materials must be delivered or emailed to the Administrative Director of Radiation Sciences at least 24 hours before the meeting.
  - c. Students are expected to answer questions posed by the Promotions Committee during the meeting. In addition, if desired, the student may bring a brief (10 minutes or less) prepared statement to read at the meeting.
  - d. If desired, students may bring one support person. The student will provide the name and relationship of the support person to the Administrative Director of Radiation Sciences at least 24 hours in advance of the meeting. Any support person will not be able to address the Radiation Sciences Promotions Committee during the meeting. Students who bring a support person to the meeting must sign

- the “Release of Information” form to authorize release of protected academic information.
- e. The student or support person may not record the meeting.
  - f. The student or the support person may not contact the Promotions Committee members before or after the meeting regarding their review or meeting.
3. Following the meeting with the student, Radiation Sciences Promotions Committee members will discuss the student’s case and 1) vote on a formal action or 2) take no formal action.
    - a. When voting on a formal action, a simple majority of members present is required for passing a formal action.
  4. The Administrative Director of Radiation Sciences will make every effort to notify the student in writing of the Radiation Sciences Promotion Committee’s decision within 24 hours of the meeting.
  5. If formal action is taken, a written copy of the Radiation Sciences Promotion Committee’s decision(s) will be delivered to the Associate Dean for Medical Education and Professional Programs as soon as reasonably possible following the Promotions Committee meeting.

\*Students have the right to appeal a Radiation Sciences Promotions Committee decision by following the appropriate appeal procedure. Students who appeal the Radiation Sciences Promotions Committee decision must notify the Administrative Director of Radiation Sciences in writing of their intention within 10 business days.

## Severe Weather

### Policy:

All program students will follow any University Central Administration's decision about cancellation of classes due to severe weather.

### Procedure:

1. Please see the [University's severe weather page](#) for any cancellations and other severe weather information.
2. If the University cancels classes, this applies to all didactic courses and clinical internships.
3. If the University remains open during inclement weather, you are expected to make every reasonable effort to attend your program activities.
4. If the University remains open during inclement weather and you choose not to attend program activities, you must follow the Attendance policy and Clinical Absence Hour policies and procedures. See Attendance and Clinical Absence Hour in this manual.

## Sexual Harassment and Sexual Misconduct

### Policy:

Based on the Operations Manual II-4

The University of Iowa prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The [Policy on Sexual Harassment and Sexual Misconduct](#) governs actions by students, faculty, staff and visitors. Incidents of sexual harassment or sexual misconduct can be reported to the [Title IX and Gender Equity Office](#) or to the [Department of Campus Safety](#). Students impacted by sexual harassment or sexual misconduct may be eligible for academic supportive measures and can learn more by [contacting the Title IX and Gender Equity Office](#).

Information about confidential resources can be found [here](#). Watch the [video](#) for an explanation of these resources.

### Procedure:

1. Radiation Sciences students will review and adhere to the University of Iowa sexual harassment and sexual misconduct policies.
2. The Sexual Harassment and Sexual Misconduct Policies may be accessed here: <http://www.uiowa.edu/~our/opmanual/ii/04.htm>

See also: Guidance and Resources for Discrimination, Bias, or Misconduct on the [Rad Sci Student Info ICON site](#)



## Simulation Activities – Student Participation

### Policy:

Students are not required to be a model patient in didactic, laboratory, or clinical simulations. Their participation in these activities must be voluntary.

Examples of such activities include, but are not limited to:

- Students being scanned by a sonography instructor or classmate during an ultrasound demonstration.
- An instructor demonstrating positioning skills for an exam or treatment using a student as the patient.
- Students starting an IV on another student.

### Procedure:

1. Students must communicate their desire to opt out of an exercise before or during the simulation.
2. A student's grade and/or evaluation will not be lowered or negatively impacted should they decline to participate as the patient in a simulation exercise.
3. If a student is acting as the patient in a program activity, they have the right to end their participation at any time.
4. Any violation of this policy must be immediately communicated to the program Director or designee.

## Statement of Student Liability

### Policy:

Radiation Sciences students participating in clinical rotations at University of Iowa Health Care facilities and supervised by University of Iowa staff and faculty shall have professional liability coverage provided by the state of Iowa.

### Procedure:

- The University of Iowa 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.
- Information and Certificate of Self-Insurance is available at <https://riskmanagement.fo.uiowa.edu/certificates-insurance>.
- In accord with these provisions, any student enrolled in an educational program sponsored by the University of Iowa is covered by the Iowa State Tort Claims Act when providing care to patients in University of Iowa Health Care and under the direction and the supervision of staff and faculty of the University of Iowa.
- Rotations external to University of Iowa Health Care are governed by a Memorandum of Affiliation that states:
  - The program shall provide at all times during the term of this Agreement professional liability insurance coverage for its students participating in the program at the Facility with limits of at least \$1,000,000 per occurrence and \$3,000,000 aggregate or to carry such insurance as is mutually agreed upon in writing by the parties. The program shall provide the Facility with a certificate evidencing such liability insurance upon request.

## Student Work

### Policy:

When engaging in patient care, students enrolled in the program are assigned one of two roles. Individuals can participate in **only one role at a time**. These roles are designated as either “student” or “employee.”

A **student** role is defined as:

1. An individual completing assigned Clinical Internship education with the Radiation Sciences program.
2. When acting in the student role, individuals **must** adhere to the Supervision policy regarding Direct and Indirect supervision.
3. If a student is asked to complete a task that is outside the approved scope of student practice, please report this request to the clinical area supervisor, Program Director, or Radiation Sciences educator.

An **employee** role is defined as:

1. An individual being financially compensated for their work. This work must be performed **outside** of their designated Clinical Internship education hours.
2. When acting in the employee role, individuals must follow the policies outlined by their employer for their employment role. Some common roles include, but are not limited to:
  - Technologist/Therapist Assistant
  - Limited Scope Radiologic Technologist
  - Medical/Nursing Assistant
  - Guest Services
3. If an employee is asked to complete a task outside of their approved scope of practice, please report this request to your employer.
4. Students are not allowed to wear program required uniform when performing their “employee” role.
5. Students must obtain separate dosimeters and ID badges for each role they operate within.

### Procedure:

1. Violations of the Student Work policy reported to program staff will be reviewed by the Program Director.
2. Violations may be subject to the Judicial Process. See Judicial Process in this manual.

## Substance Use and Abuse

### Policy:

The program recognizes that addiction is a treatable illness, and individuals with a substance use disorder should receive an opportunity for treatment prior to disciplinary action, when possible. Students who are concerned that their own or others' use of drugs or alcohol has led or may lead to any level of physical, social, academic, or mental impairment are encouraged to seek assistance from their Program Director, the Office of Student Affairs, the University of Iowa Counseling Services (319-335-7294), University of Iowa Student Health, or local community agencies or private practitioners.

The Radiation Sciences Program adheres to the policies set forth by the [University of Iowa Policies & Regulations Affecting Students](#) and the [Policy Regarding the Use of Illegal Drugs and Alcohol](#).

### Procedure:

1. Program Director or designee will be notified immediately of suspected student impairment in the clinical internship.
2. Any student who is identified as, or suspected of, being impaired in a clinical internship will be immediately removed from the clinical environment.
3. The student will be assessed by the Program Director or designee to determine appropriate action.
4. Students may be required to undergo immediate drug/alcohol testing.
  - a. Cost of testing will be assumed by the individual being tested. The Radiation Sciences Program is not responsible for the cost of drug testing.
5. If student is found to be impaired while in a clinical internship, they will be subject to the Judicial Process. See Judicial Process in this manual.

## Technical Standards

Individuals admitted to the Radiologic Technology Program must be capable of performing the duties and responsibilities listed in the technical standards on your application.

[https://medicine.uiowa.edu/radsci/sites/medicine.uiowa.edu.radsci/files/wysiwyg\\_uploads/technical-standards\\_2024.pdf](https://medicine.uiowa.edu/radsci/sites/medicine.uiowa.edu.radsci/files/wysiwyg_uploads/technical-standards_2024.pdf)

The University of Iowa prohibits discrimination in employment and in educational programs and activities based on race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to university facilities.

**Contact for additional information on nondiscrimination policies:**

Office of Civil Rights Compliance

The University of Iowa

202 Jessup Hall

Iowa City, Iowa 52242-1316

Phone: (319) 335-0705

## Time Tracking

### Policy:

Students are required to clock in and clock out of all clinical internship activities in e\*Value. Students are required to log clinical absence hour usage and absences from clinical internship activities in e\*Value. All time tracking records are subject to programmatic audit.

### Procedure:

1. Students must clock into clinical internship activities on, or before, their assigned start time. Any clock-ins that occur after the assigned start time will result in an unscheduled absence and is subject to the Use of Clinical Absence Hours policy. See Clinical Absence Hours in this manual.
2. Students must clock in and out of clinical internship activities from a designated clinical computer. Students may not clock in or out from a personal electronic device.
3. Students may not clock in or out from a location other than their designated clinical internship site.
4. If a designated clinical computer is not available, students must wait for availability to clock in or out. If this results in a late clocking, the student must email the e\*Value Administrator and notify them of the late clocking. Failure to notify the e\*Value Administrator of the late clocking will result in logging of an unapproved absence.
5. If a student clocks in or out of clinical internship activities from a personal electronic device, they must report this clocking immediately to the e\*Value administrator via email.
6. A clocking made from personal electronic device, and/or failure to report a clocking on a personal electronic device may result in a deduction of student clinical absence hours.
7. Students who fail to clock-in or -out of their clinical internship activity must notify the e\*Value Administrator by email of this error. Failure to report a missed clock-in or -out may result in a deduction of student clinical absence hours.
8. Students will remain in their clinical internship activity for the entire designated time (i.e., 8:00A-4:30P). If a student is released from their activity by staff more than thirty (30) minutes early, they must report the name of the staff who released them in their clock-out entry. Failure to identify releasing staff may result in deduction of student clinical absence hours for the early release.
9. Students who falsely identify staff in a clock-out record will be subject to the Judicial Process. See Judicial Process in this manual.
10. Students who violate the Time Tracking policy will be subject to the Judicial Process. See Judicial Process in this manual.

## Unlawful Activity

### Policy:

The Radiation Sciences' Unlawful Activity policy is designed to provide a process to investigate and resolve alleged unlawful activities by students. This procedure is an educational process and is not a substitute for the civil or criminal court system. The process seeks assurance that students who are charged with unlawful activity maintain board eligibility and to provide advisement on the ethical standards of behavior required of Radiation Sciences' professions.

Students are required to self-disclose accusations of unlawful activity, however, Radiation Sciences faculty may learn of possible unlawful activity from any person, law enforcement agency, public entity, or unit/department of the University. These reports may be in writing or verbal.

Students are required to self-disclose accusations of any unlawful activity within 2 business days to the Radiation Sciences Office of Student Affairs. All citations, tickets, and arrests for unlawful activity, other than parking or speeding, must be reported. Students are required to attest annually to adherence to this policy.

### Procedure:

1. Students are required to self-disclose any unlawful activity to the Radiation Sciences Office of Student Affairs (RSOSA) within two (2) business days of the violation occurrence.
2. Students who fail to self-report unlawful activity to the RSOSA within two (2) business days will be subject to the Judicial Process in addition to the Unlawful Activity Sanctions. See Judicial Process in this manual.
3. Students who fail to verify adherence to the Criminal Background Check and Self-Disclosure policy in e\*Value annually will be subject to the Judicial Process. See Criminal Background Check and Self-Disclosure in this manual.
4. The RSOSA will notify the student's Program Director and the Administrative Director of Radiation Sciences of the alleged unlawful activity.
5. Based on the nature of the violation, an interim measure may be placed at the time of notice, or at any time prior to the completion of an investigation.
6. Sanctions, interim and/or final, may include any individual or combination of the following\*:
  - Disciplinary reprimand
  - Educational sanctions
  - Participation in UI [Critical MASS](#) program
  - Suspension from didactic, lab, and/or clinical courses
  - Programmatic probation
  - Substance abuse evaluation; treatment recommendation
  - Dismissal from program
  - Background check at student's expense

\*not an exhaustive list

## Use of Electronic Devices

### Policy:

Personal electronic devices including personal cell phones, tablets, laptops, or other electronic communication devices are not allowed in the clinical setting. Smart watches are allowed as time pieces only. All personal electronic devices must be placed on silent or vibrate and stored with your personal items in their designated locations.

Hospital computers and other electronic devices may only be used for relevant clinical documentation and clinical internship coursework, personal use is prohibited.

Students must always adhere to the Health Insurance Portability and Accountability ACT (HIPAA).

### Procedure:

1. If students are found in clinic or reported to be in clinic with any personal electronic device using a smart watch for purposes other than time, or using an organizational computer for personal use, they will be issued one written warning.
2. Students found in clinical on a second violation of this policy will be dismissed immediately from the clinical assignment and will use clinical absence hours for their absence.
3. Students retrospectively reported to be in clinic on a second violation of this policy will have their clinical absence hour time reduced by 4 hours.
4. Subsequent violations of this policy will result in dismissal from the clinical assignment, reduction of clinical absence hours, and students will be subject to the Judicial Process. See Judicial Process in this manual.
5. Absences incurred due to violation of the Use of Electronic Devices policy will be subject to the Clinical Attendance and Clinical Absence Hour policies. See Clinical Attendance and Clinical Absence Hour in this manual.
6. If a student anticipates an extenuating circumstance may occur during their clinical time, they must contact appropriate program personnel and request one-time approval to carry their personal electronic devices that day.
7. Students may give persons who may need to locate them in an emergency the program office number, (319) 356-3861. In the event of an emergency, program staff will locate the student in clinic.



## Withdrawal from Program

### Policy:

Students may drop a course or withdraw registration by following the University of Iowa procedures and the specific program procedures. If a student drops an internship or required program course, they are withdrawing from the program.

### Procedure:

1. Students wishing to drop an internship, drop a required course, or withdraw from a program must meet with their Program Director and Academic Advisor.
2. Student must inform their Program Director, via email, of their desire to withdraw.
3. The student must initiate the course drop or withdrawal (registration to 0sh) in MyUI and contact the appropriate faculty/offices for authorization. This may involve communication with the course instructor, Program Director, Academic Advisor, and/or the Carver College of Medicine Dean's Office.
4. Once appropriate authorizations have been granted in MAUI, the student must finalize the drop in MyUI.
5. If the student would like to remain in non-internship radiation sciences courses, they must obtain approval from the course instructor/program director. Remaining in non-internship radiation sciences courses may not be possible.
6. The student is responsible for communicating with all applicable UI Offices (e.g., Financial Aid Office, Parking and Transportation).
7. The Office of Radiation Sciences Student Affairs will inform the UI Admissions Office of the student's withdraw from the program and Radiation Sciences/Nuclear Medicine Technology Program of Study.
8. Withdrawal authorization will be issued only after student has submitted the following to the Program Director or Clinical Coordinator:
  - a. Any checked out education materials.
  - b. Radiation dosimetry badges (if applicable)
  - c. Hospital ID badge
  - d. VA Medical Center ID badge (if applicable)
9. [Course deadlines](#) are listed on the Registrar's Office website and tuition/fees are determined by the drop/withdrawal date.
10. Registration information, including adds/drops/withdrawals/allowable semester hours, visit <https://registrar.uiowa.edu/registration-information>

## Appendix A: Grading Scales

### Didactic/Laboratory Courses

Final grades for didactic and laboratory courses in the Radiation Sciences will be calculated according to the following grading scale:

Letter Grade	Max %	Min %	GPA
A	100	95	4.0
A-	<95	90	3.67
B+	<90	88	3.33
B	<88	85	3.0
B-	<85	80	2.67
C+	<80	78	2.33
C	<78	75	2.0
C-	<75	70	1.67
D+	<70	67	1.33
D	<67	65	1.00
D-	<65	60	0.67
F	<60	0	0.0

## Clinical Internship Courses

Final grades for clinical internship courses will be calculated according to the following grading scale:

Letter Grade	Max %	Min %	GPA	GPA Range
A	100	96	4.0	3.7-4.0
A-	<96	95	3.67	3.50-3.69
B+	<95	94	3.33	3.1-3.49
B	<94	91	3.0	2.7-3.0
B-	<91	90	2.67	2.5-2.69
C+	<90	89	2.33	2.1-2.49
C	<89	86	2.0	1.7-2.0
C-	<86	83	1.67	
D+	<83	80	1.33	
D	<80	76	1.00	
D-	<76	70	0.67	
F	<70	0	0.0	$\leq 1.69$

