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Program Descriptions

Since 1965, West Virginia University Hospitals has sponsored accredited educational programs in the Imaging Sciences. These programs offer comprehensive clinical and didactic training in their respective discipline and prepare students for careers as Radiologic Technologists, Nuclear Medicine Technologists, Magnetic Resonance Technologists, Diagnostic Medical Sonographers and Radiation Therapists. Graduates are awarded certificates upon completion and are academically eligible to sit for the certification exam in the respective discipline. All programs operate on a semester basis and vary between 1500 to 1800 clock hours of educational activity per academic year. The programs operate Monday thru Friday and average 35 hours per week of instructional activity of which 20%-40% is didactic with the remainder allocated to clinical training. All programs are accredited by USDE or AMA approved accrediting bodies (see below) with the Radiography, Radiation Therapy and Magnetic Resonance Imaging being eligible for Title IV funding (Federal Student Aid programs).

The Radiography program requires two years of clinical and didactic study in diagnostic imaging and its various subspecialties. The program enrolls 15 students per year, based on a maximum capacity of 30 students as per the accrediting body. The program has maintained a 7% attrition rate over the past 10 years, which results in approximately 13-15 graduates per year. The program maintains an educational affiliation with Pierpont Community & Technical College for the awarding of an Associate’s degree in Applied Science for interested candidates.

The Nuclear Medicine, Radiation Therapy, and Magnetic Resonance Imaging programs each require an additional year of education beyond the 2 year Radiography program. The Nuclear Medicine program provides clinical and didactic instruction in the science of radiopharmaceutical imaging to include SPECT/CT & PET/CT while the Radiation Therapy program focuses on the therapeutic use of ionizing radiation in radiation oncology. The Magnetic Resonance program provides comprehensive education in the utilization of magnetic fields in the production of diagnostic images. Each program enrolls 4 students per academic year and also maintains a 10-year, 7% average attrition rate resulting in 3-4 graduates each year.

The Diagnostic Medical Sonography program provides primary clinical and didactic education in General/Abdominal, OB, and Neuro Sonography with secondary training in Cardiac and Vascular ultrasound. The program length is an additional 18 months of education beyond the 2 year Radiography program. The program has a maximum capacity of 6 students at any one time thus accepting 3 new students each July. The program culminates in December of each year.

Accrediting Bodies


Nuclear Medicine – Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) www.jrcmnt.org

Ultrasound – Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS) www.jrcdms.org

Additional information can be obtained at http://www.wvuhradtech.com/
Grievance / Due Process

West Virginia University Hospitals encourage and support a positive appeal process in the event a student feels a disciplinary, academic, or clinical decision was rendered unjustly or under capricious or arbitrary circumstances. Students who wish to appeal such decisions are to adhere to the following policy / guidelines:

**Ap probable Process**

Students may initiate the appeal process by submitting, in writing, a request for appeal to the appropriate individual(s) listed at each level of appeal beginning at Level I (see below). For all levels of appeal, the student must submit the written request within five days after the decision is rendered and a conference will be arranged within ten days of receipt of said request for Level I and within 20 days for Levels II & III. Within three days, written documentation of the decision rendered by the appeal committee and/or individual will be delivered to the student. In the event the student is not satisfied with the judgment rendered at a specific level of appeal, the student may continue the appeal process by written request to the next level. In all cases, the decision rendered by the President of West Virginia University Hospitals is final.

**Levels of Appeal**

**Level I**  
Grievance /Due Process Appeal Committee  
1. Administrative Director of Radiology (Chairperson)  
2. Program Medical Director or Physician  
3. Student Representative  
4. Department Manager  
5. Staff Technologist / Therapist  
6. Lead Technologist

**Level II**  
Vice President - Operations / WVUH

**Level III**  
President - CEO / WVUH

**Non-Compliance Issues**

The Radiologic Technology Education Programs sponsored by West Virginia University Hospitals are recognized by various accrediting agencies and are subject to rules and regulations as a condition of continued accreditation. In the event that a student has questions, concerns, or complaints regarding issues of non-compliance, they are encouraged to contact the appropriate accrediting agencies listed below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiography, Radiation Therapy, MRI</td>
<td>JRCERT</td>
<td>20 North Wacker Drive, Suite 2850, Chicago, IL 60606-2901</td>
<td>(312) 704-5300</td>
<td><a href="http://www.jrcert.org">www.jrcert.org</a></td>
</tr>
<tr>
<td>Ultrasound</td>
<td>CAAHEP</td>
<td>35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208</td>
<td>(312) 553-9355</td>
<td><a href="http://www.caahep.org">www.caahep.org</a></td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>JRCNMT</td>
<td>2000 W. Danforth Rd, STE 130, #203, Edmund, OK 73003</td>
<td>(405) 285-0546</td>
<td><a href="http://www.jrcnmt.org">www.jrcnmt.org</a></td>
</tr>
</tbody>
</table>

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Education Manager
Disciplinary / Corrective Action

West Virginia University Hospitals matriculates students who have documented in writing that they will agree to abide by the policies, procedures and behavior standards established by the Hospital and the Program. However, in situations in which a student fails to exhibit appropriate behavior and/or fails to follow established policies and procedures, disciplinary action may be taken. Disciplinary measures are applied at the discretion of the Education Coordinator with the approval of the Education Advisory Committee and are dependent upon the nature of the infraction. The following four (4) levels of progressive disciplinary action will be followed unless otherwise noted:

A. Progressive Disciplinary Steps

I. Documented Counseling
Documented counseling can be utilized when the nature of the infraction warrants notification but not a written warning letter. Counseling documents are considered instructional/educational as opposed to disciplinary and do not become a permanent addition to the student’s file unless subsequent disciplinary action occurs. Education Advisory Committee (EAC) approval is not required prior to counseling.

II. Written Warning Letter(s)
Written warning letters (up to a maximum of two) will be utilized to document disciplinary action when the nature of the infraction is sufficient to warrant corrective action and permanent documentation. The issuance of written warning letters requires EAC review and approval.

III. Final Warning & Suspension
The issuance of a final written warning with suspension is the third and final stage of the progressive disciplinary process and requires EAC review and approval. Suspension is not to exceed three days. Students who missed clinical education assignments due to suspension are required to complete those assignments prior to graduation.

IV. Dismissal

B. Progressive Disciplinary Exemption

At the discretion of the Education Advisory Committee, progressive disciplinary action may not apply in instances in which specific student conduct constitutes a serious violation impacting the rights or safety of our patients, families, employees, or students. Summary Level IV (Dismissal) disciplinary action may be invoked for students involved in and/or participating in conduct, which includes, but is not limited to the following:

- Mistreatment of patients, guests, employees, or students.
- Breaches of confidentiality.
- Disclosure of personal computer security codes to others.
- Criminal behavior.
- Being under the influence of alcohol or drugs while on Hospital premises.
- Gross violation of safety rules.
- Fighting or violent behavior.
- Malicious destruction or theft of patient, visitor, employee, student or Institutional property.
- Falsification of records or documentation.
- Accessing or discussing protected health information (PHI) for personal gain or with malicious intent.
- Possession or distribution of illegal drugs or controlled substances.
- Possession of firearms, explosives, or concealed weapons while on Institutional grounds.
- Academic or clinical dishonesty.
- Insubordination.
- Deliberate disregard of programmatic or institutional policies.
C. Academic & Clinical Performance

As specified in the Academic and Clinical Standards policies, students are required to maintain minimum performance standards in each area of the curriculum. Failure to meet the specified academic or clinical standards by the end of each semester will result in dismissal from the program. (See Academic & Clinical Standards policies)

D. Due Process

All disciplinary actions are subject to due process. Students should refer to the Due Process policy in the Student Handbook for procedural specifics and time frames for appealing disciplinary decisions.

Education Manager
Student Fees / Refunds

The Radiologic Technology Education Programs sponsored by West Virginia University Hospitals assess students tuition and fees to provide supplementary financial support of educational operations and functions. Students will be invoiced with a formal billing statement at least two weeks in advance of the specific fee deadline. Tuition and fees are subject to change without notice; however, all attempts will be made to publish any changes well in advance of their implementation.

Tuition Fee
West Virginia University Hospitals assesses student tuition and fees as follows:
- $1500.00 per semester - Radiography, Radiation Therapy, Nuclear Medicine, and Ultrasound
- $2000.00 per semester - Magnetic Resonance Imaging
Tuition invoices will be distributed at least two weeks prior to the beginning of the subsequent semester, and payment is due prior to or upon the first day of the semester.

Admissions Fee
Each new student is assessed a $50.00 admission fee which must be submitted along with the "Intent to Enroll" form upon the acceptance of a student position. Admission fee invoices are distributed with admission acceptance letters, and payment is due prior to or upon the date specified. Admission fees are non-refundable.

Graduation Fee
Each graduating student will be assessed a $25.00 graduation fee. Graduation invoices are distributed at least two week prior to graduation, and payment is due prior to or upon the date of graduation unless otherwise specified.

Late Payments Fees / Failure to Remit Payment
All payments must be received by the deadline specified on the invoice. Students who fail to remit payment by the specified deadline will be subject to a $25.00 late payment fee. Students who fail to remit payment within two weeks of the specified deadline will be removed from the program roster and their status will be recorded as "withdrawn voluntarily".

Deferments
Students are temporarily exempt from the Late Payment Fees and Failure to Remit Payment requirements if they complete a deferment form prior to or upon the payment deadline. Deferments are only granted to students who have documented that they are waiting for the distribution of an approved form of financial assistance (grants, loans, scholarships, etc.). Deferments can only be granted by the Education Manager. Students who defer tuition payments are subject to the following payment regulations:

a. Tuition payments are due within three business days after disbursement of financial aid.

b. After the three-business day grace period, the Late Payment Fees and Failure to Remit Payment sections become effective.
Refunds
Students who complete up to 60% of a payment period prior to withdrawing from the Radiologic Technology Education Programs may receive a tuition refund that is prorated upon the percentage of the payment period completed. Student who withdraw after completing 60% of the payment period are not granted refunds. The following procedures will be utilized in determining and issuing a tuition refund if required:

1. The actual clock hours completed by the student are divided by the total clock hours for the payment period (semester) to determine the percentage of the payment period completed.

2. If the percentage of the payment period completed is *greater than 60%*, no refund is granted.

3. If the percentage of the payment period completed is *equal to or less than 60%*, the percentage is multiplied by the tuition paid for the payment period to determine the prorated refund amount. Admission fees are non-refundable and are not included as Semester I tuition paid.

4. The refund will be delivered to the student in the form of a check within 30 days of the withdrawal date. The only exception will be for those students who received Title IV funds:
   a. If according to the Return of Title IV Funds policy, it is determined that a student has not earned 100% of their Title IV funds disbursed for the payment period and a return of funds to the United States Department of Education (U.S.D.E.) is required, the institution will return to the U.S.D.E. the unearned portion of Title IV funds collected for institutional charges (tuition & fees) on behalf of the student. The student will not directly receive a refund from the institution; however, the amount of funds returned by the institution will be subtracted from the total amount of Title IV funds owed the U.S.D.E. by the student. (See Over-awards /Overpayments & Return of Title IV Funds policy).

Payment / Collection Procedures
All payments are to be remitted to the Education Manager. Received payments will be submitted to the department financial analyst for depositing into the appropriate accounts. Administration of collected tuition and fee funds is relegated to the Financial Services department at West Virginia University Hospitals.

All payments must be submitted in the form of a personal/certified check or money order made payable to West Virginia University Hospitals. The student name or Social Security number should be included on the check or money order. Cash or Credit Card payments are not acceptable.
Academic Standards

The Radiologic Technology Education Programs sponsored by West Virginia University Hospitals utilize uniform grading scales so that parity is maintained between programs in assigning achievement ratings for individual courses and overall performance. Academic standards are developed in an effort to discourage mediocrity and promote an atmosphere of academic excellence. West Virginia University Hospitals is committed to producing graduates that are highly qualified, competent medical professionals. Support of this commitment can only be validated by mandating minimum academic standards. The following minimum academic standards and grade scales are utilized:

**Overall Weighted Average / Semester**
Each student is required to achieve a minimum overall weighted average of 78% at the end of each semester in order to proceed to the subsequent semester. Failure to achieve the minimum overall weighted average of 78% will result in academic dismissal from the program in which the student is enrolled.

**Didactic Course Minimum**
Each student is required to complete each didactic course with a minimum percentage grade of 78% (C grade). Failure to achieve the minimum percentage grade of 78% in a particular course will result in the student having to repeat the course during its next scheduled offering. First year radiography students who fail to achieve the required 78% minimum in a particular course may repeat the course during their second year providing the course time frame does not conflict with their second year schedule. Second year radiography and modality students who fail to achieve the required 78% minimum in a particular course will not be eligible for graduation and will have to repeat the course in the corresponding semester the next academic year. In all cases, no student may graduate unless a 78% minimum is achieved in each didactic course.

**Didactic Core Curriculum Passing Minimum**
Successful completion of the core curriculum of each program (core curriculum defined as those didactic courses equaling 24 clock hours or greater) is necessary for the student to advance academically, clinically, and professionally. Although provisions for repeating an academic course are specified, students who achieve less than 78% in multiple core didactic courses have not demonstrated the necessary cognitive skills for advancement into subsequent semesters. Therefore, any student who fails to achieve a minimum percentage grade of 78% in any two (2) major academic courses of equal to or greater than 24 clock hours each at the end of each semester will be dismissed from the program.

**Grading / Quality Points Scale**
The following grading/quality points scale will be utilized as an objective evaluation mechanism comprising of percentage values and letter grades which serve to represent the student's didactic course and semester performance. Quality points are utilized in calculating the student's grade point average (GPA).

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 93%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>92% - 86%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>85% - 78%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>77% - 70%</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>&lt; 70%</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Other Letter Designations (Not counted towards GPA)

- I: Incomplete
- WP: Withdrew Passing
- WF: Withdrew Failing
- P: Passing Work - clockhour credit given
- + or -: Plus or Minus - Instructors discretion
Academic Standards cont.

**Grade Point Average**
The student's Grade Point Average (GPA) is calculated utilizing the following equations:

1. **Multiply** the number of quality points assigned to the letter grade by the number of clockhours for each course.

<table>
<thead>
<tr>
<th>Letter grade A</th>
<th>Clockhours / Course #1</th>
<th>Quality points / Course #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>48</td>
<td>192</td>
</tr>
</tbody>
</table>

2. **Add** the number of quality points earned from all courses during the semester.

<table>
<thead>
<tr>
<th>Quality points / Course #1</th>
<th>Quality points / Course #2</th>
<th>Quality points / Course #3</th>
<th>Quality points / Course #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>192</td>
<td>72</td>
<td>108</td>
<td>192</td>
</tr>
</tbody>
</table>

   **Total Quality Points / Semester** = 564

3. **Divide** the total quality points / semester by the total number of clock hours for the semester. This is the grade point average.

   **Grade Point Average** = 3.62

**Clinic Standards / Grade Scales**
The clinical performance standards and are depicted in the Clinical Standards/Education Policy in the Student Handbook.

Education Manager
Education Advisory Committee Policy

Directive:

The Education Advisory Committee is established for the combined governance of the Radiologic Technology Education Programs. The committee functions in a mutual advisory capacity to provide support and assistance in the administration of the education programs sponsored by West Virginia University Hospitals. The sphere of governance shall encompass but not be limited to the following components:

a. Curriculum Development and Instruction
b. Tuition and Fee structure and Appropriateness
c. Student Conduct and Disciplinary action
d. Accreditation and Compliance
e. Planning and Resource management
f. Financial and Budgetary administration
g. Admission Standards and Matriculation
h. Event Planning and Structure (graduation, orientation, etc.)
i. Policy Development and Revision
j. Program Outcome Assessment / Evaluation

Participants

The Education Advisory Committee will consist primarily of the Education Coordinators from each educational program and the Education Manager of the Radiology Department. The Administrative Director of Radiology and Medical Directors of each program shall serve as ex officio members. A student representative from each program will be appointed to represent the student population during specific meetings in which relevant student issues are discussed.

Schedule

The committee will meet a minimum of 4 times a year (Once each quarter). Additional meetings will be held as deemed necessary. Agenda topics will be developed on a needs basis or from input generated by faculty, students, or administration. Each year, a formal meeting will be held for the purpose of reviewing outcome assessment data and overall programmatic analysis. This meeting will be opened to all educational staff, faculty, clinical instructors, and administrative personnel.

Education Manager
Student Counseling / Advisement Policy

West Virginia University Hospitals encourages open communication between students, faculty, and staff. Students are encouraged to seek advisement from faculty and staff when questions or concerns regarding academic, clinical, and/or personal issues arise. The following outlines the required and optional counseling formats that are open to students.

Grade Counseling
Students will be counseled quarterly by a program official with respect to their academic, clinical, and professional performance in the program. Students will be presented with a didactic and clinical grade calculation form, which quantifies their current performance in the program. During these sessions, students will be given the opportunity to discuss any academic, clinical, or personal issues they deem important at that time. Students are required to sign their grade calculation form to provide evidence that they have been made aware of their academic progress and to document the counseling session.

Performance Counseling
When problems or concerns are identified relating to any form of student performance (academic, clinical, professional, or personal), program officials will proactively counsel students in an attempt to gain awareness of the issue and provide corrective measures to facilitate improvement. Counseling will be initiated by the program official and will generally be documented in some form if deemed necessary.

Disciplinary Counseling
Disciplinary counseling will be conducted when students fail to meet established program requirements or fail to abide by the policies of the program or institution. See Disciplinary Action policy.

Open Counseling
At any time, students are encouraged to seek advice on any issues or concerns relating to their educational, professional, or personal well-being. Program officials will attempt to provide assistance or will recommend other sources of assistance if deemed necessary. Students are encouraged to seek advice relating to employment, financial aid / sources, educational opportunities, and professional/personal concerns or interests.

Education Manager
Medical Leave of Absence

This policy is applicable to students that have incurred an illness, injury, or disability that would temporarily prevent them from performing the essential functions of the clinical and/or didactic education component. In the event of such, all reasonable efforts will be made to meet the students’ limitations or restrictions. However if the student is unable to participate in clinical / didactic education for a period extending beyond twenty days, a medical leave of absence can be granted providing certain criteria are met.

Conditions for Granting a Medical Leave of Absence:

1. The student must provide written documentation from a physician that they are currently unable to actively participate in the clinical and/or didactic education components of the program.
2. The student must be making satisfactory academic, clinical, and professional progress at the time of the request.
3. Leave of absence consideration is not granted to students who chose to have “elective” medical procedures during their time of enrollment.
4. The student must re-enter the program at the start of the next corresponding semester in which the leave of absence was granted.
5. In accordance with USDE regulations, any leave of absence longer than 180 days is considered a withdrawal from enrollment; therefore, a student may be subject to entering repayment terms on their student loans during the leave. Information on options such as forbearance and deferment will be made available, as needed.
6. To assure compliance with regards to the accrediting body imposed student capacity restrictions, program officials will either reserve a position for the student in the next enrollment, or pursue a student capacity waiver from the accrediting body.
7. Should the student be unable to re-enroll after the leave of absence, readmission must be obtained through reapplication and reevaluation.
8. Credit for didactic work will not be given for the semester in which the medical leave of absence is granted. Credit for clinical work will be given on a case by case basis.
9. The student must notify program officials as soon as possible should they decide not to return after their leave of absence so that another applicant can fill the reserved position.

This policy is enacted for the purpose of:

a. Assuring that all students meet the required clinical education objectives so that student competency achievement and registry exam eligibility can be documented.

b. Assuring that the student’s didactic education is closely coordinated with the clinical component thereby providing the student with the highest quality educational experience and learning environment.

c. Affording students who have made satisfactory academic, clinical and professional progress in the program an option for completing their education after a medical leave of absence.

________________________________________
Education Manager
Financial Aid Policy

This policy articulates the procedures and guidelines that govern the Federal Student Aid Programs at West Virginia University Hospitals. This policy is subject to change in accordance with United States Department of Education policy revisions and amendments. The policy is applicable to the Radiography, Radiation Therapy, Magnetic Resonance Imaging, and Dietetic Internship Programs. Although accredited by USDE recognized agencies, the Nuclear Medicine and Ultrasound programs are not eligible for federal financial aid as their respective accrediting bodies (JRCNMT & CAAHEP) do not maintain Title IV (Federal Student Aid) eligibility.

Procedures:

I. Program Participation
   a. West Virginia University Hospitals participate in the following United States Department of Education (USDE) Student Financial Assistance Programs:
      - Pell Grants
      - William D. Ford Direct Loan Programs:
        - Direct Subsidized, Unsubsidized, and PLUS Loans
   b. A Federal school code (OPE#) of 01257300 has been assigned to indicate the sponsoring institution with the following program designations:
      - Radiography / Radiation Therapy / MRI = 01257301
      - Nutrition & Dietetics = 01257302

II. Application
   Students accepted into the programs at WVUH will have the option of requesting financial aid information when submitting their “Intent to Enroll” form. All students who wish to be considered for U.S.D.E. Student Financial Assistance are encouraged to complete the following by June 1st of each year:

   1. Free Application for Federal Student Aid (FAFSA).
      The FASFA can be completed on-line at www.fafsa.ed.gov or by submitting a paper copy to the USDE. Students who received Federal financial assistance the previous academic year are also required to submit a Renewal FAFSA by the June 1st deadline. Students must include the Institution’s Federal School ID (012573) on their application so that a processed copy will be forwarded to the program’s financial aid administrator.

   2. Institutional application

   3. Verification forms
      WVUH verifies 100% of all financial aid applications. The verification process must be completed prior to the disbursement of Pell Grant funds and Direct Loans. (See Verification policy)

III. Pell Processing
   a. Each student who applies for financial assistance by submitting the required documents will initially be evaluated for Pell Grant eligibility.

   b. The FAA will submit Pell Origination records to the USDE for each eligible student. The FAA will receive an Origination Acknowledgement from the USDE confirming each student’s eligibility.

   c. After processing, each student will receive a letter stating the following:
      1. Pell eligibility status
      2. Total amount of Pell award for school year
      3. Amount of each disbursement.
      4. Dates of each disbursement.
IV. Direct Loan Processing
   a. After first determining Pell eligibility, the FAA will determine the student’s loan eligibility and will mail to the student Direct Loan information and a letter containing the following information:
      - Loan eligibility status: Subsidized vs. Unsubsidized.
      - Total amount of potential Loan eligibility for academic year.
   b. To receive a Direct Loan, students must complete a Master Promissory Note (MPN) at https://studentloans.gov. This site may be accessed by signing-in using the PIN number associated with the student’s FAFSA. Completed MPN will be electronically transferred to the school’s database.
   c. Federal regulations require schools to obtain affirmative confirmation before certifying loan amounts for students. Students must contact the school’s Financial Aid Administrator in writing (by email or letter) and confirm what type and how much funds they would like to borrow through the Direct Loan program.
   d. The FAA will electronically originate the student’s loan using the Direct Loan module of the EdExpress system. Maximum eligibility will be determined by using the following academic level classifications:
      - Radiography 1st year = 1st year undergraduate
      - Radiography 2nd year = 2nd year undergraduate
      - Modality Student Radiation Therapy & MRI = 3rd year & remaining undergraduate
      - Nutrition & Dietetics Internship = 3rd year & remaining undergraduate
   e. After processing, each student will receive a letter stating the following:
      1. Type of loan certified (Subsidized, Unsubsidized, and/or PLUS).
      2. Loan amount(s) certified.
      3. Amount of each disbursement.
      4. Dates of each disbursement.
   e. All Direct loans are subject to Loan fees as determined by the Department of Education for a particular award year. Loan fees will be deducted from the students disbursement as a percentage of the principle amount disbursed. Cost of attendance data will be adjusted to reflect loan fees assessed to students.

V. Pell Award Disbursement
   a. Each student’s Pell Award will be administered in two equal disbursements at the beginning of each semester, which will tentatively be scheduled for the first day of enrollment for each semester.
      Example: Total Pell Award/ year = $1500.00
               1st Disbursement on 7/1/XX = $750.00  2nd Disbursement on 1/1/XX = $750.00
   b. Five days prior to the established disbursement dates, the FAA will submit disbursement records to the USDE for approval and funding. The Department will make available sufficient funds to cover the approved disbursements. Upon notification by the FAA, WVUH accounting will initiate the process to electronically transfer these funds to a WVUH account.
   c. Requisitions for payment will be submitted to WVUH Accounts Payable and a check will be issued directly to the student for the total amount of the scheduled disbursement.
   d. The Radiology Financial Analyst, or their designated appointee, will disburse Pell award checks to each student upon verification of the student’s identity via the student’s ID badge or driver’s license.

VI. Loan Award Disbursement
   a. The total academic year loan amount will be disbursed in two equal payments at the beginning of each semester. Loan disbursement dates will be scheduled for the first day of enrollment for each semester (i.e. July 1, January 1) with the only exception being 1st time/ 1st year borrowers.
Loan Award Disbursement cont.

- 1st time/1st year borrowers will not receive loan funds until they have been enrolled in a WVUH educational program for at least 30 days.
- This exception can be waived, at the FAA discretion, if WVUH’s Cohort Default Rate remains at less than 10% over the past three calculated years.

b. Five days prior to the established disbursement dates, the FAA will submit disbursement records to the USDE for approval and funding. The Department will make available sufficient funds to cover the approved disbursements. Upon notification by the FAA, WVUH accounting will initiate the process to electronically transfer these funds to a WVUH account.

c. Requisitions for payment will be submitted to WVUH Accounts Payable and a check will be issued directly to the student for the total amount of the scheduled disbursement.

d. The Radiology Financial Analyst, or their designated appointee, will disburse loan award checks to each student upon verification of the student’s identity via the student’s ID badge or driver’s license.

VII. Entrance Counseling:

a. Prior to receiving their first loan disbursement, each student must complete a Direct Loan Entrance Counseling session unless one of the following exceptions apply:

1. The student has received a Direct Loan during a previous semester.
2. The student has received a Direct Loan while attending another school.

b. Entrance Counseling must be completed through the https://studentloans.gov web-site and confirmation will be documented in the student’s Ed-Express record.

VIII. Exit Counseling:

a. All students who receive Direct Loans while enrolled at WVUH are required to complete an Exit Counseling session prior to graduation. There are no exceptions to this requirement.

b. Exit Counseling must be completed through the https://studentloans.gov web-site and confirmation will be documented in the student’s Ed-Express record.

XI. PLUS Loan Processing:

a. PLUS loans are available to a credit eligible parent or legal guardian of a dependent undergraduate student attending a postsecondary school.

b. Parents who participate in the PLUS loan program may borrow up to the student’s estimated cost of education minus any Title IV funds the student will receive during the current enrollment period.

c. PLUS loans are subject to a maximum loan fee of 4% of the loan principle which will be deducted from each disbursement. Cost of attendance data will be adjusted to reflect loan fees assessed to PLUS loans.

d. PLUS loans are disbursed according to the same procedure as Subsidized & Unsubsidized loans with the following exception:
   - PLUS loans will be disbursed directly to the parent unless written documentation is provided by the parent authorizing disbursement to the student.

Education Manager
Financial Aid Over-awards / Overpayments / Return of Title IV Funds

In accordance with the Code of Federal Regulations (CFR), and the Higher Education Assistance Act (HEA) and its subsequent revisions, West Virginia University Hospitals (WVUH) has established the following guidelines and procedures for managing over-awards, overpayments, and the return of Title IV funds in the event a student’s eligibility changes and / or they withdraw or are dismissed from a program after the disbursement of student aid funds.

I. Administrative Practices

To reduce / eliminate the possibility for over-award / overpayment situations, WVUH has implemented the following policies and practices regarding enrollment, disbursement and documentation:

1. WVUH verifies 100% of financial aid applications prior to the disbursement of any form of student aid.
2. WVUH does not disburse student aid funds until the student is physically in attendance in a program. No advanced payment disbursements are made.
3. WVUH records daily attendance for all enrolled students.
4. All of WVUH’s programs are full-time; therefore, a student’s status is either full-time or not enrolled.

In the event an over-award / overpayment situation does occur, the following procedures will be implemented:

II. Over-awards

An over-award situation would exist in the event that a student’s financial aid package exceeds the student’s financial need. Adjustments to the student’s financial aid package will be made accordingly in over-award situations

1. Pell grant awards will not be adjusted in recalculating the student’s financial aid unless an overpayment occurs (See Section III - Overpayments)
2. Direct Loan awards (Subsidized, Unsubsidized, & PLUS) will be adjusted by one of the following:
   a. Canceling or reducing the award prior to the 1st disbursement.
   b. Canceling or reducing subsequent loan disbursements.
   c. Replacing the EFC by converting Subsidized into Unsubsidized loan amounts.
3. Partial disbursements will not be made. If necessary, WVUH will return the entire award and recalculate the student’s loan eligibility. A new, corrected disbursement will be issued.

III. Overpayments

In the event that a student’s enrollment status changes or additional information is obtained which results in an adjustment to the student’s eligibility, overpayments that have occurred will be governed as follows:

1. If a student receives a Direct Loan overpayment for a particular payment period, the FAA will, if possible, reduce or cancel the student’s subsequent loan disbursement for that academic year to compensate for the overpayment. If not, the student will be required to (1) repay the excess loan amount in full, or (2) make arrangements, satisfactory to the holder of the loan, to repay the excess amount. If loan overpayment results from the student withdrawing or being dismissed from the program, obligations for repayment are outlined in Section IV – Return of Title IV Funds
2. If a student receives a Pell overpayment for a particular payment period, the FAA will reduce / cancel the student’s subsequent Pell disbursement for that academic year to compensate for the overpayment.
3. If a Pell overpayment occurs due to a school error, and the FAA cannot eliminate a potential overpayment in the same academic year, the school will repay the overpayment on the student’s behalf. The student will not lose Title IV eligibility nor will be reported to NSLDS or ED collections. However, the student will be required to repay the school the amount the school returned on the student’s behalf. The school will work with the student to develop a mutually acceptable repayment arrangement.
Overpayments cont.

4. If a Pell overpayment occurs due to a student error, and the FAA cannot eliminate the potential overpayment in the same academic year, the student must repay the overpayment providing it is $25 or greater. The school will contact the student by electronic or paper media stating the following:
   a. The amount of the overpayment and the obligation of returning the funds to the school or the Department.
   b. If the student fails to repay the overpayment or make satisfactory arrangements for repayment, the overpayment will be reported to NSLDS within 30 days of the date the overpayment was determined to occur.
   c. The student will no longer be eligible for Title IV funds until the overpayment is resolved.
   d. If the overpayment amount is not remitted to the school or the Department or if satisfactory repayment arrangements are not made by the 45th day after the overpayment was identified, the school will refer the overpayment to Borrowers Service’s for collection.

5. The school reserves the right to withhold a student’s academic transcripts or programmatic certificates until the student makes repayment or satisfactory repayment arrangements with the school and/or the Department.

IV. Return of Title IV Funds

Students, who are awarded financial aid and subsequently withdrawal from a program, may be responsible for returning a portion of disbursed funds to WVUH, the Department of Education, and/or their lender. The following outlines the calculation for the Return of Title IV funds when a student ceases to be enrolled prior to the end of a payment period or period of enrollment.

Withdrawal Date

All education programs at WVUH take attendance; therefore, the student’s withdrawal date will be the last documented date of attendance at an academically related activity.

Percentage of Title IV Aid Earned

The percentage of Title IV aid earned is determined by utilizing the student’s withdrawal date to calculate the percentage of the payment period (semester) completed. The Percentage of Payment Period Completed is calculated by dividing the clock hours scheduled to be completed by the total clock hours for the semester.

1. If the Percentage of Payment Period Completed is greater than 60%, than the Percentage of Title IV aid earned is 100%.
2. If the Percentage of Payment Period Completed is equal to or less than 60%, than that percentage will be used to calculate the amount of aid earned.

Amount of Title IV Aid Earned

The percentage of Title IV Aid earned is multiplied by the total Title IV funds disbursed plus the aid that could have been disbursed for the payment period to determine the total Title IV aid ($) earned by the student.

Title IV Aid to be Disbursed or Returned

1. If the amount of Title IV aid disbursed for the period is less than the amount of Title IV aid earned, a post withdrawal disbursement is required.
2. If the amount of Title IV aid disbursed for the period is greater than the amount of Title IV aid earned, the school, the student, or both will be required to return the unearned portion of disbursed funds.
3. If the amount of Title IV aid disbursed for the period is equal to the amount of Title IV aid earned, no further action will be necessary.

Order of Return of Title IV Funds

Schools and students are required to return Title IV funds to the programs from which the student received aid in the following order, up to the net unearned amount disbursed from each source:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. PLUS Loans
4. Pell Grants
Return of Title IV Funds cont.

**Amount of Unearned Title IV Aid due from the SCHOOL**
The amount due from the school is determined by multiplying the Institutional charges for the payment period by the percentage of Title IV aid unearned (100% - Percentage of Title IV aid Earned).

1. The only Institutional charges incurred by students enrolled at WVUH are tuition and fees.

   **Radiography & Radiation Therapy**
   Tuition and fees assessed to students are $1500.00 per payment period (semester).

   **Magnetic Resonance Imaging**
   Tuition and fees assessed to students are $2000.00 per payment period (semester).

   **Nutrition & Dietetics Internship**
   Tuition and fees assessed to students are $2,250.00 per payment period (semester).

2. WVUH will return the unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student’s withdrawal.

**Amount of Unearned Title IV Aid due from the STUDENT**
The amount due from the student is calculated by subtracting the amount of Title IV aid due from the school from the total Title IV funds to be returned. The remaining amount must be returned by the student to the sources listed below in order of their listing until the total amount is repaid with the following exceptions:

1. Grant overpayments of $50 or less are considered de minimus and do not have to be repaid.
2. A student is only required to return 50% of the disbursed Pell grant funds that are determined to be the responsibility of the student to repay.

**Return of Funds by the Student**
The procedures governing the return of funds are determined by the source of the funding:

1. Loan programs (Direct Subsidized, Unsubsidized & PLUS loans)
   a. The student and/or the parent must return funds to loan programs in accordance with the terms of the Master Promissory Note.
2. Pell Grants
   a. The student returns funds to grant programs as an overpayment.
   b. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the USDE.

**Reporting and Referring**
Within 30 days of determining that a student withdrew, the school will notify the student that

1. They are required to return all or part of the Title IV funds they received.
2. They have 45 days from the date of notification to either,
   a. Repay the overpayment in full to the school.
   b. Sign a repayment agreement with the school (not to exceed two years)
   c. Sign a repayment agreement with the Department.
3. If they fail to take one of the positive actions listed above prior to the 45 day deadline,
   a. They will no longer be eligible for Title IV funds until the overpayment is resolved.
   b. The school will be required to report the overpayment to NSLDS.
   c. The school will be required to refer the overpayment to Borrowers Service’s for collection.

[Signature]
Education Manager
Financial Aid Verification Policy

West Virginia University Hospitals, in accordance with 34 CFR 668.51 and the Federal Student Aid Handbook, has implemented procedures to verify the accuracy of information on the student’s Free Application for Federal Student Aid (FAFSA). Federal guidelines require verification of all applications selected by the Central Processing System (CPS) for students who will receive (or have received) subsidized student financial assistance. However, in an effort to provide accuracy and consistency, West Virginia University Hospitals has adopted a 100% verification policy for all financial aid applications for enrolled students. WVUH will not certify or disburse Pell Grant or Direct Loan funds until the verification process is completed and all discrepancies are resolved.

I. FAFSA Information to be Verified
For enrolled students who request Federal financial aid, the Financial Aid Administrator (FAA) will verify the following items on the student’s FAFSA:
1. Household Size
2. Number Enrolled in College
3. Adjusted Gross Income
5. Untaxed Income and Benefits
6. SNAP Benefits
7. Child Support Paid
8. Income Earned from Work for Non-tax filers

II. Acceptable Verification Documents
In the verification process, the school will be comparing the information on the student’s FAFSA with the information on the following documents:
1. Institutional Application (completed and signed)
2. Verification Forms (completed and signed)
3. FAFSA data:
   - When completing the FAFSA, if the student and/or their parents used the IRS Data Retrieval Tool to transfer IRS income information into the FAFSA, and (2) the student and/or parents did not change the data, **No additional tax forms are required**
   - When completing the FAFSA, if the student and/or their parents (1) did not use the IRS Data Retrieval Tool to transfer IRS income information into the FAFSA, or (2) the student and/or their parents used the tool but changed the data. **An IRS tax return transcript(s) must be submitted to verify tax information.** (See instructions on the Verification forms on how to obtain a tax transcript)

III. Verification Process
The FAA will resolve all discrepancies between FAFSA data and its corresponding documentation. Additional supporting documentation may be required. If the verification process identifies errors or inconsistencies, one of the following actions will be taken:
1. The FAA will submit a correction for a student using FAA Access, providing the discrepancy is clearly identified and the correct information is available on the signed verification documents.
2. The student will be notified of the discrepancy and will be asked to submit additional supporting documentation and to either make the correction using FAFSA on the Web, or designate the FAA to make the corrections upon the receipt of the requested documentation.

__________________________________________
Education Manager
Student Health Policy

Students enrolled in the WVUH Radiologic Technology Education Programs shall have access to WVUH Employee Health services in the event of an education-related illness or injury. In the event that medical attention is required during the second shift (afternoon), students shall report to the Emergency Department for care.

This policy governs education related illness or injuries. It is not designed to provide medical coverage for students beyond the educational environment. Students are encouraged to have their own medical insurance.

Students will be insured by a designated group accident insurance policy, which will provide coverage during education-related activities. The cost of this insurance will be included in the tuition fee.

Services

WVUH Employee Health Services available to all students will include:

a. PPD (tuberculin test) with follow-up for all new students.

b. Health assessments (including pertinent medical history) will be evaluated on all new students.

c. Appropriate immunizations to include Hepatitis B vaccine & Varivax.

d. Appropriate titers (antibody/antiserum) to verify immunity to chicken-pox for the student who relates a negative history.

e. Facilitates medical care of students who become ill or are injured while in school, or who have been exposed to communicable diseases (including TB exposure or follow-up).

f. Health counseling and referral of students (not Employee Assistance Program).

g. Investigates post exposure follow-up, testing and treatment on all exposure incidents.

h. Provides education to all new students during orientation on: hepatitis, blood-borne pathogens, reporting incidents, infection control practices, (i.e., universal precautions, handling infectious medical waste, what illnesses must be reported to Employee Health and a general review on Employee Health Policies.

i. Maintenance of all students’ medical records/information

Students may be required to obtain additional vaccinations (Tetanus / MMR) at their own expense after evaluation by Employee Health.
Student Health Policy cont.

**Procedure**

The following procedure shall be followed in the event that a student sustains an education related injury or illness which requires medical attention:

1. The injured/ill student, with the assistance of their assigned staff clinical instructor or program official, shall complete a WVUH employee incident report form. The incident report is to be submitted to the Education Manager for signature.

2. The completed form shall accompany the student to Employee Health and/or the Emergency Department.

3. The incident report form must be completed regardless of whether medical attention is needed or desired.

4. Employee Health / Emergency Department will evaluate the student's condition, and will provide the necessary treatment and recommended follow-up procedures, if necessary.

**University Health Services (Well WVU)**

Although not students of West Virginia University, WVUH students do have access to the University Health Services (Well WVU) located on the Ground floor of the Health Sciences Center for treatment of personal medical conditions. These services are provided for a pro-rated fee established by West Virginia University. Students can contact one of the program officials for information on these services.

Education Manager

[Signature]
Maintenance of Student Records Policy

I. Family Educational Rights and Privacy Act (FERPA)

West Virginia University Hospitals (WVUH) maintains student records within the scope of the provisions established by the Family Educational Rights and Privacy Act (34 CFR 99) and its subsequent revisions herein referred to as FERPA or the “Act”. This policy attempts to articulate the principle components of FERPA as applicable to enrolled eligible students and/or parents. In situations not specifically addressed by this document, WVUH will defer to requirements of the Act which may be accessed in its entirety at http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

II. FERPA Provisions

- FERPA gives parents certain rights with respect to accessing their children's education records. These rights transfer to the student when he or she reaches the age of 18 or enters a postsecondary institution. Students to whom the rights have transferred are "eligible students." Parents may retain these rights in accordance to CFR 99.31(a)(8) when the student is a dependent as defined by the Section 152 of the IRS Code. WVUH may request documentation from the student to ascertain parent’s eligibility in situations when disclosure requests are received.

- Eligible students and/or parents have the right to inspect and review the student's education records maintained by WVUH. WVUH is not required to provide copies of records unless, for reasons such as geographical location, it is impossible for eligible students and/or parents to review the records. WVUH may charge a fee for copies.

- Eligible students and/or parents have the right to request that WVUH correct records which they believe to be inaccurate or misleading. If WVUH decides not to amend the record, the eligible student and/or parent then has the right to a formal hearing. After the hearing, if WVUH still decides not to amend the record, the eligible student and/or parent has the right to place a statement in the record setting forth his or her view about the contested information.

- Generally, WVUH must have written permission from the eligible student and/or parent in order to release any information from a student's education record (See Section VIII). However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

III. Directory Information

- Under the provisions of the Act, WVUH may disclose, without consent, "directory" information such as a student's name, address, telephone number, birth date, place of birth, honors and awards, and dates of attendance.

- Prior to disclosure of directory information, WVUH will give public notice of such and will specify the information it has designated to disclose and the time frame for such disclosure. Notice will be given at a minimum advance of at least two weeks.
Eligible students and/or parents may refuse to permit WVUH from releasing directory information by submitting their request in writing within the designated public notice time frame.

IV. Annual Notice

WVUH will notify eligible students and/or parents annually of their rights under FERPA.

This mechanism for distribution of this notice will be at the discretion of WVUH and may include special letters, electronic media, posting in student areas, or publication on the program’s web page. (See attached Annual Notice)

V. Education Records Maintained during Enrollment

In accordance with the provisions established by American Association of Collegiate Registrars and Admissions Officers (AACRAO) WVUH will maintain the following records for enrolled students for a period of 5 years:

- Transcript(s) of grades
- Student clinical records
- Semester end clinical & didactic grades
- Disciplinary actions
- Student counseling documentation
- Application & supporting materials
- Statement of Intent to Enroll form (Student Contract)
- Attendance records
- Health records - as required for admission standards.
- Radiation monitoring records - maintained in the Office of the Department of Radiation Safety.
- Financial Aid Records

VI. Permanent Records Maintained by WVUH

In accordance with the provisions established by American Association of Collegiate Registrars and Admissions Officers (AACRAO) WVUH will permanently maintain the following student records:

- Graduation Roster
- Final Transcript of WVUH grades

Permanent records will be archived in both paper and electronic format in two different secure locations.

VII. Limitations of Destruction of Student Records:

With the exception of those records identified as “permanent”, program officials are not precluded from destroying education records, subject to the following:

- The Program may not destroy any education records if there is an outstanding request to inspect and review the records;
- Any written explanation placed in his or her own education record by the student setting forth any reasons for disagreement with the decision of the hearing of the school;
- The record of disclosure must be maintained for as long as the education record to which it pertains is maintained.
VIII. Requests for Education Records

- Eligible students and/or parents shall provide a signed and dated written consent before WVUH will release educational records with personally identifiable information to a third party. Students may request copies of their educational records by submitting the attached “Education Records Release” form or other acceptable documentation.

- Acceptable documentation must
  1. Include verifiable student identifiers.
  2. State the purpose of the disclosure.
  3. Identify the party to which the records are to be sent (name & address).
  4. Identify the record(s) to be released.
  5. Be submitted in the form of the Education Records Release form, a signed letter, or an e-mail.

- WVUH shall respond to a request for educational records within 45 days.

- WVUH may charge a fee not to exceed $5.00 per each for copies of educational records.

- WVUH will retain a copy of all Education Records Release forms or other acceptable documentation as long as the records are maintained.

In addition to Family Educational Rights and Privacy Act, this policy may be subject to the provisions established by the following regulatory agencies and professional organizations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO) [http://www.aacrao.org](http://www.aacrao.org)

- Nuclear Regulatory Commission (NRC). For some institutions, the addition of nuclear medicine or physics programs including the use of radiological materials as part of laboratory programs can bring them under the rules of this commission. [http://www.nrc.gov/reading-rm/adams.html](http://www.nrc.gov/reading-rm/adams.html)

- USA Patriot Act. This Act, passed October 2001, updates 15 different laws, including FERPA. [http://epic.org/privacy/terrorism/hr3162.html](http://epic.org/privacy/terrorism/hr3162.html)

- U.S. Wage and Hour/Internal Revenue Service/Americans with Disabilities Act. A wide variety of federal agencies and programs have regulations that apply to higher education.

Education Manager
West Virginia University Hospitals

ANNUAL NOTIFICATION

In accordance with the Family Educational Rights and Privacy Act (34 CFR 99.7), herein referred to as the Act, West Virginia University Hospitals publishes this document on an annual basis to inform eligible students and/or parents of their rights pertaining to educational records.

I. Annual Notice

This notice serves to inform eligible students and/or parents that they have the right to:

1. Inspect and review the student’s education records.

2. Seek amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

3. Consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that the Act and 99.31 authorize disclosure without consent.

4. File with the Department a complaint under 99.63 and 99.64 concerning the alleged failure by WVUH to comply with the requirements of the Act

II. Procedure for Requesting a Review of a Education Record.

1. Eligible students and/or parents shall submit, in writing, to WVUH program officials, a request to review their educational records.

2. WVUH will comply with said request and make arrangements for the eligible student and/or parent to review said records with a reasonable time frame not to exceed 45 days.

3. WVUH shall respond to reasonable requests for explanations and interpretation of the records.

4. If circumstances prevent an eligible student and/or parent from exercising their rights to review the student’s educational records, WVUH will
   a. Provide copies of the requested records (copy fees, not to exceed $5.00 each, may apply)
   b. Make alternate arrangements to accommodate the review.

III. Procedure for Requesting an Amendment to a Education Record.

1. Eligible students and/or parents shall submit in writing to WVUH program officials, a written request to amend their educational record which they believe to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

2. WVUH shall review said request by committee and respond to said request within a reasonable time frame.

3. WVUH will notify the eligible student and/or parent of its decision and will inform them of their rights to a hearing under 34 CFR 99.21.

IV. For additional information, eligible students and parents can access

- WVUH Policy 1.014 - Maintenance of Student Records
West Virginia University Hospitals
Radiologic Technology Education Programs
Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, & MRI

Dress Code Policy

West Virginia University Hospitals Radiologic Technology Education Programs requires all students to adhere to a dress code that is designed to promote a positive professional appearance while providing functionality for patient care and diagnostic imaging activities. The provisions set forth by this policy are consistent with WVU Healthcare’s Standard of Behavior and Dress code policies.

Appearance is an important part of the professional image and the dress code will be strictly enforced. Students who fail to follow the dress code will be asked to leave the facility and take the necessary steps to correct their appearance. The time missed will be deducted from the student’s PDO balance and the occurrence will be documented in the student’s file. Repeated violations of the dress code will result in progressive disciplinary action. Program officials reserve the right to use discretion in determining the student’s compliance within the context of this policy.

Student Uniform Requirements
Students enrolled in the Radiologic Technology Education Programs will be required to wear the following uniform while participating in clinical activities:

<table>
<thead>
<tr>
<th>Description</th>
<th>Manufacturer</th>
<th>Stock Number</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unisex Scrub Top</td>
<td>Landau</td>
<td>7502</td>
<td>Caribbean</td>
</tr>
<tr>
<td>Unisex Scrub Pant</td>
<td>Landau</td>
<td>7602</td>
<td>Caribbean</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V-Neck Tunic</td>
<td>Landau</td>
<td>8219</td>
<td>Caribbean</td>
</tr>
<tr>
<td>Warm-up jacket</td>
<td>Landau</td>
<td>7525</td>
<td>Caribbean</td>
</tr>
</tbody>
</table>

Shoes / Footwear
Footwear must cover the toes of the foot, and should either cover the heel or have a back lip or strap to prevent accidental slip offs, must be non-canvas and non-mesh, have a non-skid sole and be of reasonable sole and heel height. Shoe should be modest in appearance and color. Exceptionally bright or fluorescent colors are not permitted. Tennis shoes (leather or vinyl) and “croc-like” shoes are permitted in the clinical area; however, they must be solid; “jibbitz” or filling of the holes is not permitted. Shoes are to be kept clean and appropriate hosiery must be worn.

General Uniform Guidelines:
1. Uniforms must be clean, neatly pressed, reasonably fitted and professional looking.
2. Students are permitted to wear a plain white shirt underneath their uniform top.
3. If the Radiology department designates an acceptable addition to the department dress code, students may purchase and wear at their discretion. No other outer garments are acceptable.
4. Students are required to wear their ID badge at all times while on Hospital property. The student’s name and picture must be clearly visible.
5. Students are required to wear their dosimeter (if applicable) during all clinical rotations.
6. Body cleanliness is mandatory. Regular bathing and use of deodorant is essential.
7. Excessive cosmetics, highly aromatic perfumes or colognes are not to be worn in the clinic area.
8. Oral hygiene is essential for positive patient interaction.
Dress Code policy cont.

**Jewelry/ Piercings / Tattoos**
1. All jewelry must be professional and modest in appearance.
2. A maximum of 3 earrings per lobe may be worn in each ear.
3. No visible body or tongue piercings are allowed (with the exception of ear piercings)
4. All external/visible jewelry is subject to program official approval with regards to professional appearance and appropriateness.
5. Visible tattoos are not part of WVU Hospital’s overall professional appearance. Visible tattoos must be covered during clinical rotations. All materials used to cover tattoos must be approved by an Education Coordinator.

**Hair / Nails**
1. Hair must be neat, clean, and pulled back, if necessary
2. Hair color should be natural looking. Extremes in dying, bleaching, coloring, and styling are not permitted.
3. Beards and mustaches must be short, clean, and well-groomed.
4. Artificial nails are not permitted
5. Natural nails can be no longer than ¼ inch past the fingertips
6. Nail polish, if worn, must be free of chips and cracks

**Hospital Issue Scrub Suits**
1. Students performing exams in the operating room may wear WVU Hospital issue O.R. scrub suits.
2. Students are not permitted to wear scrub suits unless dictated by their clinical assignment or without first obtaining permission from a program official.
3. The use of Hospital issued scrub suits is governed by WVUH Policy V.251.
4. Scrub suits are WVU Hospital property and are not to leave the building.

**Electronic Devices**
1. Students are not permitted to use any electronic or battery powered devices in any public or patient care areas. Examples of prohibited devices include cell phones, MP3 players, iPods™, blue-tooth devices, headphones, etc.

**WVU Apparel**
1. Students will be permitted to wear “appropriate” West Virginia University T-shirts, sweat shirts or polo shirts on specific days designated by the WVUH Human Resources department. These days are typically limited to specific football game days and on Friday’s when games are being played on Saturdays.

__________________________________________

Education Manager
Programmatic Suspension / Closure Policy

It is the intent of West Virginia University Hospitals (WVUH) to maintain operation of the Radiologic Technology Education Programs consistent with the Institution’s mission and goals. However, in the event that extenuating circumstances, beyond the control of WVUH, significantly impact the operation of a program causing the clinical and/or didactic education components of that particular program to fall below the requirements of the accrediting body, the program would cease to operate at that point. Extenuating circumstances would include but not be limited to:

1. Insufficient number of clinical staff due to a technologist strike or staffing shortage.
2. Inability to retain or employ professionally and/or academically qualified faculty.
3. Insufficient number of clinical exams necessary to provide adequate educational experience.
4. Temporary closure of the facility or the Radiology Department.
5. Implementation of administrative changes that significantly impact programmatic operations.

Unless otherwise dictated, the program would recommence operation when the causative issue(s) have been rectified and program officials can determine that minimum accreditation standards are being met. West Virginia University Hospitals will assume no liability for any financial or personal loss incurred by the student due to circumstances of the aforementioned nature.

[Signature]
Education Manager
Inclement Weather

As a healthcare facility, West Virginia University Hospitals attempts to maintain operations in spite of weather conditions, natural disasters, and or unforeseen events. The policies and procedures governing Hospital operations during such events are specified in the WVU Safety Manuals. However, in response to extreme weather conditions, program officials may temporarily suspend educational functions for students enrolled in the imaging science programs. The following identifies the conditions and procedures governing inclement weather.

(1) Designated Weather Emergency Closure:
As WVU Hospitals is located on the West Virginia University (WVU) campus, program officials will defer to and pattern WVU’s operational status relative to inclement weather. Upon notification that WVU is closed due to inclement weather, the Imaging Science programs at WVU Hospitals will also be closed for educational purposes. All students will be excused for the day and will not be required to utilize PDO. Program officials will notify students of pending or current closures via their preferred method of electronic communication; however, students should monitor local media (Radio, TV, etc.) for such announcements or updates.

(2) Students Attending During Emergency Closure
At the student’s discretion, he or she may report to their clinical assignments to assist with patient care and imaging procedures during designated weather emergency closures. This is purely optional and is not required. However, student attending during such situations will be reimbursed for their time involved in patient care activities in the form of compensatory time. Compensatory time will be awarded at a 1.5 to 1 ratio for attendance during closure and will not be subject to the 60 day usage time limit. (A student attending for 6 hours during a closure will be awarded 9 hour of compensatory time with no deadline for usage).

(3) Inclement Weather Without Closure
Due to the geographic location of West Virginia University Hospitals, road conditions in the winter months are frequently less than conducive. As this is inherent to our climate, program operations will generally remain open; however, the following should be noted:

- Program officials recommend that students use caution and discretion in traveling to and from the facility on days in which weather conditions are less than ideal. Students that make a good faith effort to report on-time will not be held responsible for tardiness during inclement weather.
- Students who are uncomfortable driving in inclement weather can utilize PDO or compensatory time if they choose not to attend. Program officials will waive the pre-approval requirement for compensatory time usage in such events.

(4) Other
In the event of unforeseen or uncommon events that would impact programmatic operations, the Education Manager, in consultation with the Education Coordinators may designate a temporary closure of program operations. Upon determination, program officials will notify students of such events via their preferred method of electronic communication.

Education Manager
Communicable / Contagious Disease Notification

West Virginia University Hospitals Radiologic Technology Education program officials will notify any student or graduate (all programs) of their subsequent exposure to a communicable / contagious disease during their enrollment period as a student. Program officials will be notified by the West Virginia University Hospitals Employee Health Coordinator in regards to incidents of possible exposure of students. Current students or graduates shall notify program officials if they believe that they may have been exposed to a communicable / contagious disease.

Procedure:

1. Current Students- (Radiography, Nuclear Medicine, Radiation Therapy, Diagnostic Medical Sonography, MRI)
   a. Upon notification by the WVUH Employee Health Coordinator, program officials will notify students in the form of a written memorandum.
   b. Students will follow recommended guidelines for treatment provided by the WVUH Employee Health Coordinator.
   c. Students shall notify program officials if they believe they may have been exposed to a communicable / contagious disease.

2. Graduates (all programs)
   a. Upon notification by the WVUH Employee Health Coordinator, program officials will notify graduates by mail and/or telephone.
   b. In the event that program officials are unable to contact graduates by the aforementioned methods, attempts will be made to contact that individual by contacting spouses, parents and/or relatives or by any information that might be contained in the graduate students’ permanent file.
   c. Upon notification, graduates will be referred to WVUH Employee Health for treatment and more information.
   d. Graduates shall notify program officials if they believe they may have been exposed to a communicable / contagious disease.

Education Manager
Academic Dishonesty

Students enrolled in the Imaging Science programs at West Virginia University Hospitals are expected to demonstrate integrity and ethical behavior in all aspects of their education and professional careers. Dishonesty in the didactic and clinical environment is a direct violation of the professional code of ethics and will result in disciplinary action and possible sanctions by each respective governing body. Students should be aware of the fact that violations relating to ethical and/or dishonest behavior may result in them being disqualified from practicing in their respective field.

Academic Dishonesty

Academic Dishonesty is defined to include any of the following:

1. Plagiarism: Submitting for credit, without proper acknowledgment, written or oral material that has been knowingly obtained or copied in whole or in part from another individual's academic composition, compilation, or commercially-prepared papers.

2. Fraudulent and dishonest practices in connection with evaluation mechanisms including but not limited to:
   a. Obtaining unauthorized assistance or knowingly giving unauthorized assistance to another student during didactic examinations, clinical examinations, practicums, or any other applicable cognitive, psychomotor, or affective evaluation process.
   b. The use of reference materials or any source of information during examinations, unless authorized by the examiner.

3. Forgery, misrepresentation or fraud:
   a. Forging or altering any official educational record or document.
   b. Forging or altering any official medical record or document.
   c. The use of programmatic or institutional documents or data with the intent to defraud.
   d. Presenting false data or intentionally misrepresenting one's records for admission, registration or withdrawal from the program.

Program Officials / Faculty Responsibility:

Although the responsibility for ethical behavior lies with the student, program officials should structure their evaluation mechanisms and testing environments so as to avoid the potential for academic or clinical dishonesty. Program officials should provide guidance to all program faculty regarding their responsibility for monitoring evaluation processes and documenting any suspected occurrences of dishonesty. All faculty should use care in observing and verifying the specifics of a potential allegation so as to assure that factual information is documented and a student is not falsely accused.

Disciplinary Action / Due Process

Students involved in any unethical or dishonest practice are subject to disciplinary action. Please see Policy #1.003 (Disciplinary Action) for specifics. All students are afforded due process when disciplinary action is invoked. Please see Policy #1.002 (Due Process) for specifics.

Education Manager
Student Withdrawal

This policy governs the procedures relative to a student's withdrawal from an education program sponsored by West Virginia University Hospitals.

I. Withdrawal with Notification:

A. The student must submit a signed and dated, formal letter of resignation or a Student Resignation Statement (attached) to their Education Coordinator.

B. The Education Coordinator will notify the Education Manager regarding the student’s withdrawal request.

C. The Education Manager will notify the appropriate financial aid agency(s) of the student’s withdrawal and will perform the necessary calculations to determine potential tuition refunds and the amount of Title IV funds to be returned by the institution and/or the student, if applicable. A copy of these calculations and the necessary actions will be forwarded to the Education Coordinator and the student.

D. The Education Coordinator will schedule an exit interview with the student and will provide the student with a written document specifying the following items:
   1. The student must fulfill all financial obligations to the respective financial aid agencies and the Institution.
   2. The student must return all materials, which are the property of the Institution.
   3. All courses in progress at the time of withdrawal will be recorded on the student's transcript as "WD" (withdrew).
   4. The student is relinquishing their position in the program and readmission can only be obtained by re-entering the competitive application process during subsequent enrollment periods.

II. Withdrawal without Notification

In the event that a student withdraws without notification (as evidenced by violation of the attendance policy), the Education Coordinator will:

1. Document in the student’s file the actual date it was determined that the student withdrew without notification.
2. Initiate the steps outlined in sections B&C of this policy.
3. Notify the student via mail, that they have forfeited their position in the program.
4. Include in the notification the specifics outlined in section D of this policy and the financial aid information provided by the Education Manager.
5. Document that in lieu of a “WD” grade designation, the student’s transcript will reflect a failing grade of “F” for all courses in progress at the time of withdrawal.
STUDENT RESIGNATION STATEMENT

I hereby voluntarily withdraw as a student in an education program sponsored by West Virginia University Hospitals because:

(Please check applicable reason(s) for withdrawal):

☐ I am not comfortable with the type of clinical experiences involved.
☐ I am not comfortable with this profession as a career.
☐ I am not satisfied with the quality of classroom instruction.
☐ I am not satisfied with the quality of clinical instruction.
☐ I am not satisfied with my performance in the program.
☐ Personal circumstances beyond my control force my withdrawal.
☐ I am not comfortable with the policies and guidelines of the program and/or institution.
☐ Conflicts involving program/institution personnel force me to withdraw. Please specify:
☐ I have received a more appealing career/educational opportunity.
☐ Other: (please specify)

____________________________________________________________________________
____________________________________________________________________________

COMMENTS: (relative to experiences in the program and/or suggestions for improvements)

I understand that I will receive no credit toward meeting the eligibility requirements for the certification exam in my respective profession and hereby voluntarily resign my student position.

Student’s Signature: _______________________________ Date: ________________

Education Coordinator’s Signature: _______________________________ Date: ________________
West Virginia University Hospitals, in its sponsorship of the education programs in Radiologic Technology and Nutrition & Dietetics, endeavors to create an educational environment that emphasizes human values and relationships and encourages individual development, attainment of personal & educational goals and self-fulfillment. Such an environment will be characterized by open communications, equal opportunities, self-direction, and sensitivity to the student’s needs.

All interactions and decisions pertaining to students and student candidates will be conducted in such a manner so as not to discriminate against individuals on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, veteran status or any other status protected by applicable law.

The context of this policy is governed by the provisions and requirements contained in the following:
   a. Title VI of the Civil Rights Act of 1964
   b. Title IX of the Education Amendments of 1972
   c. Section 504 of the Rehabilitation Act of 1973
   d. The Age Discrimination Act of 1975;

**Appeals**

Students or student candidates may refer to Policy 1.002 (Due Process) for the proper procedures governing the reporting of decisions or actions rendered in which the student alleges capricious or arbitrary circumstances and/or noncompliance with the aforementioned provisions.
Student Services

West Virginia University Hospitals provide the following services to enrolled students free of charge or for a nominal fee.

1. WVUH Employee Health (for initial health screening & clinical education related injuries or illnesses).
2. Accidental Death & Health Insurance (for clinical education related occurrences only)
3. Annual TB testing & Hepatitis B Vaccinations.
4. Annual Flu & H1N1 Vaccinations
5. Access to WV University Health Services (for personal illnesses or injuries, $74 initial visit fee/semester, $15 fee for each visit thereafter).
6. WVU Computer-based Learning Center.
7. WVU Health Science Center Library.
8. Employee Parking Permit.
9. Shuttle service to/from offsite parking lots
10. WVUH Fitness Center ($10 annual fee).
11. Criminal Background Checks
12. Drug Screening/Testing
13. Federal Student Aid Programs (Pell & Direct Loan) for eligible students
   • Radiography, Radiation Therapy, & MRI programs only

__________________________________________

Education Manager
Student Lending Code of Conduct

West Virginia University Hospitals (WVUH) is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between WVUH officers, employees or agents and education loan lenders, the following has adopted the following:

a) WVUH does not participate in revenue-sharing arrangements with any lender.

b) WVUH does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.

c) WVUH does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

d) WVUH does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. WVUH does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.

e) WVUH does not assign a lender to any first-time borrower through financial aid packaging or any other means.

f) WVUH recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. WVUH will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower’s selection of a lender and/or guarantor.

g) WVUH will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.

h) WVUH will not request or accept any assistance with call center or financial aid office staffing.

__________________________________________
Education Manager
**Academic Year Definition**

The educational programs in the Imaging Sciences and Nutrition & Dietetics sponsored by West Virginia University Hospitals are identified as full-time in accordance with the provisions outline in Volume 3, Chapter 1 of the Federal Student Aid Handbook (minimum 900 Instructional hours / 26 weeks instructional time). All programs are measured in clock-hours with didactic and clinical education hours being calculated in reference to 34 CFR 600.2 (One clock-hour is equivalent to 50 to 60 minutes of class, lecture, recitation, faculty-supervised laboratory or internship). The following represents the specifics relative to each program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Clock Hours</th>
<th>Didactic Hours</th>
<th>Clinical Hours</th>
<th>Program (Course) Length</th>
<th>Start Date</th>
<th>Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiography (1st year)</td>
<td>1474</td>
<td>586</td>
<td>888</td>
<td>12 months</td>
<td>July</td>
<td>N/A</td>
</tr>
<tr>
<td>Radiography (2nd year)</td>
<td>1153</td>
<td>376</td>
<td>777</td>
<td>11 months</td>
<td>July</td>
<td>May</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>1645</td>
<td>550</td>
<td>1095</td>
<td>12 months</td>
<td>July</td>
<td>June</td>
</tr>
<tr>
<td>Magnetic Resonance Imaging</td>
<td>1696</td>
<td>323</td>
<td>1373</td>
<td>12 months</td>
<td>July</td>
<td>June</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>1647</td>
<td>327</td>
<td>1320</td>
<td>12 months</td>
<td>July</td>
<td>June</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>2768</td>
<td>568</td>
<td>2200</td>
<td>18 months</td>
<td>July</td>
<td>December</td>
</tr>
<tr>
<td>Nutrition &amp; Dietetics</td>
<td>1450</td>
<td>224</td>
<td>1226</td>
<td>10 months</td>
<td>September</td>
<td>June</td>
</tr>
</tbody>
</table>

**Education Manager**
Credit for Non-WVUH Clinical Experience

It is understood that students may request programmatic credit for clinical experiences obtained in their respective disciplines outside of the structure of their program that has been achieved either prior to or concurrent with their enrollment. This experience may have been acquired by the student (1) while functioning in a technologist’s role in a non-licensure state, (2) as a credentialed technologist being cross-trained in a specialty area, or (3) as a component of their employment in an imaging support role. While program officials recognize that all healthcare experiences serve in an additive capacity toward the student’s professional development, attempting to assign credit for these experiences can create procedural and equity concerns relative to (1) documenting educational quality, (2) substantiating the actual hours completed, (3) authenticating credentials of supervising personnel, (4) validating external institution accreditation, and (5) assigning equivalent educational clock-hours.

Policy:
Therefore, with respect to the aforementioned considerations, the Imaging Science programs at West Virginia University Hospitals do not recognize or accept clinical experience obtained outside of the clinical framework of each program as transfer credit or recognized clinical clock hours applicable towards programmatic completion.
Employment of Students as Technologists
West Virginia University Hospitals does not employ students as technologists while they are enrolled in and are completing the educational components of their respective program. Employment of students in this capacity is in violation of state and institutional policy as follows. (1) West Virginia is a licensure state (WV Code, Chapter 30, Section 23) and, with the exception of sonography, requires imaging professionals to obtain a license to practice medical imaging in their respective disciplines. (2) West Virginia University Hospitals only employs imaging technologists that are registered or are registry eligible in their respective disciplines (Radiography-ARRT(R), Radiation Therapy-ARRT(T), Nuclear medicine-ARRT(N) or NMTCB, Magnetic Resonance Imaging-ARRT(MR), and Sonography-ARDMS) Therefore enrolled students could not obtain a state license and/or be deemed registry eligible in their respective disciplines until graduating from their program. In addition, West Virginia University Hospitals does not pay stipends or make any other monetary adjustments to students for assignments completed in the course of their clinical education.

Other Employment
Students are permitted, but not encouraged, to hold part-time jobs during their education. West Virginia University Hospitals may hire imaging science students in available positions such as radiology technical assistants, EKG technicians, cardiac monitoring technicians, etc. In addition, students enrolled in advanced modality programs, who hold ARRT credentials and a WV state license in Radiography, may be employed as a technologist in Radiography in a casual or part time capacity if such positions are available. Students who choose to hold part-time employment in addition to being enrolled as a full-time student should consider the following:

1. Any form of employment is in addition to and independent of the student’s enrollment in the program. Program officials do not facilitate student employment and enrolled students are not given preferential status in hiring.
2. Students seeking employment must follow the procedures of West Virginia University Hospitals and comply with all federal, state, and institutional guidelines.
3. Employment schedules cannot conflict with the student’s clinical or didactic schedule and in no capacity are students permitted to function in their employee role while completing schedule educational hours.
4. Students are advised to monitor their employment activities so as not to let their work schedule negatively impact their clinical or didactic performance in the program.

Education Manager
Radiation Safety & Exposure Monitoring

West Virginia University Hospitals, in accordance with the rules and regulations established by the National Council on Radiation Protection and Measurements (NCRP) and in Part 20 the Nuclear Regulatory Commission (NRC), has implemented policies and procedures to assure that students and health care professionals can work safely with or near sources of ionizing radiation. This policy is applicable to those students enrolled in programs in which ionizing radiation is utilized for diagnostic and/or therapeutic procedures.

Education

Program officials identify that appropriate education is critical in providing the level of understanding necessary for students to practice radiation safety and protection for themselves and their patients. Radiation safety and protection is comprehensively covered through the following mechanisms:

1. Orientation:
   a. Introductory Radiation Safety in-service conducted by the Radiation Safety Officer or other Radiation Safety Department Personnel.
   b. Related policy review by program faculty.
   c. Discussion of the radiation safety & protection procedures employed in each specific clinical environment by program faculty.

2. Didactic & Clinical Curriculum
   a. Each program’s structure is designed around an approved recognized curriculum that incorporates radiation safety and protection practices via various course objectives based on the intended usage and application of ionizing radiation specific to that program. These include formal didactic training in
      i. Radiation Physics
      ii. Radiation Safety & Protection
      iii. Radiobiology
   b. Annual Radiation Safety in-service (institutional requirement).
   c. Program clinical experience and evaluation process.

Radiation Monitoring

Prior to beginning clinical rotations, applicable students will be issued whole body thermoluminescent (TLD) dosimeters and will be instructed in their proper usage and application. In addition, students who will be working with radioactive materials (Nuclear Medicine & Radiation Therapy) will be issued a TLD ring badge. At the end of each wear period, (monthly for ring badge TLD’s and quarterly for whole body TLD’s) the dosimeters will be collected and returned to the Radiation Safety office for processing. A subsequent report will be generated each quarter. This report will be reviewed by the Radiation Safety department before forwarding to each respective program official. Program officials will review the quarterly dosimeter reports with each student and will require the student to document the review by initialing the report. Program officials will maintain a copy of the student’s dosimeter report.

Radiation Exposure & Investigational Levels

The WVU Radiation Safety department maintains the authority for the development and implementation of the radiation safety programs at West Virginia University Hospitals and is responsible for notification, follow-up and management of radiation exposure events exceeding threshold values. Any student receiving a quarterly exposure in excess of the designated investigational levels will be notified in writing and be will be subject to the policies & procedures maintained by the Radiation Safety department governing such events. The following investigational levels have been established:

<table>
<thead>
<tr>
<th>Dose</th>
<th>Investigational Level/quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Dose equivalent</td>
<td>375 mrem</td>
</tr>
<tr>
<td>Sum of Deep-Dose equivalent or Individual organ</td>
<td>1250 mrem</td>
</tr>
<tr>
<td>Eye Dose</td>
<td>375 mrem</td>
</tr>
<tr>
<td>Shallow Dose equivalent (Skin or Extremity)</td>
<td>1250 mrem</td>
</tr>
</tbody>
</table>

Specifics regarding the policies and procedures of the Radiation Safety department can be reviewed at [http://www.hsc.wvu.edu/rsafety/dosimetry/](http://www.hsc.wvu.edu/rsafety/dosimetry/)
**Guidelines for Dosimeter usage:**

1. Dosimeter badges should be worn whenever you are in the vicinity of ionizing radiation. If you lose your badge or if it is temporarily not available, you should get a temporary replacement from the Radiation Safety Office. Do not lend your badge to a friend.

2. Badges must NOT be left in the vicinity of sources of radiation when the wearer is not present. The most common reason for exceptionally high dosimeter readings at this institution has been accidental exposure of badges left on lab coats or lead aprons. Do not wear it when you are having medical or dental x-rays of yourself.

3. Badges should not be subjected to extremes of heat or cold. Do not launder. Do not attempt to open or break the seal around the dosimeter. Please refrain from writing or placing other information on the badge. It is important that program officials and the radiation safety department be able to read both your name and all numbers typed on the badge.

For additional information or questions, please contact Radiation Safety Office, Health Sciences Center North, Room G-139. Phone # 304-293-3413 or [http://www.hsc.wvu.edu/rsafety/](http://www.hsc.wvu.edu/rsafety/)

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Education Manager
MRI Safety Screening for Students

Consistent with the American College of Radiology (ACR) recommendations, it is the policy of West Virginia University Hospitals (WVUH) to conduct Magnetic Resonance Imaging (MRI) safety screening on all individuals entering Zone III & Zone IV in the MRI imaging suites. So as to assure comprehensive compliance and to avoid potential safety issues for students, MRI safety education & screening is incorporated into the orientation process for all new incoming students enrolled in the imaging science programs.

Procedure:

1. The individual organizing the annual new student orientation will reserve time on the schedule for the MRI education program coordinator to conduct MRI safety training & screening.

2. The training will be conducted in a presentation and/or approved video format and will provide a brief overview of MRI and will cover the fundamental aspects of MRI safety.

3. Students will be provided with an approved questionnaire/screening form and will be given opportunity to ask questions and seek clarification.

4. All students will complete, sign and return the questionnaire/screening form.

5. The form will be initially review by the MRI education program coordinator. Any potential safety concerns identified will be referred to the MRI safety officer for review and will be addressed in accordance with the policies of the WVU Center for Advance Imaging.

6. A copy of the signed screening form will be retained as a part of the student’s permanent record.

Education Manager