WVUMedicine

West Virginia University Hospitals

IMAGING SCIENCE EDUCATION PROGRAMS

Radiography, Radiation Therapy, Nuclear Medicine, Diagnostic Medical Sonography, Magnetic Resonance Imaging & Echocardiography

Student Handbook

Volume I

Cross-Programmatic Policies

2022-2023 Academic Year

Table of Content

Introduction	**Page #**
Program Descriptions	2
Organizational Chart	3
Program Policies	
Grievance /Due Process	4
Disciplinary Action	5-6
Student Fees	7-8
Academic Standards/Satisfactory Academic Progress	9-10
Education Advisory	11
Counseling / Advisement	12
Medical Leave of Absence	13
Financial Aid	14-16
Over-Award/Overpayment & Return of IV Fund	17-19
Financial Aid Verification	20
Student Health	21-22
Maintenance of Records & Annual Notice	23-26
Dress Code	27-28
Program Closure / Suspension	29
Inclement Weather	30
Communicable/Contagious Disease Notification	31
Academic Dishonesty	32
Student Withdrawal & Form	33-34
Non-Discrimination Policy	35
Student Services	36
Lender Code of Conduct	37
Academic Year Definition	38
Non-WVUH Clinical Experience	39
Student Employment	40
Radiation Safety	41-42
MRI Screening	43
Title IX (Sexual Harassment / Misconduct)	44
Campus Security Information	45-46
Timely Warning/Emergency Notification	47
Student Readmission	48
Credit-Hour Conversion	49

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, Radiation Therapists and Echocardiographers. 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 18 students per year, based on a maximum capacity of 36 students as per the accrediting body. Over the past 10 years, the program has maintained a completion rate of ≥ 90% and a 1st time pass rate on the ARRT credentialing exam of ≥ 96%. 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 5 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 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.

The Echocardiography program provides primary clinical and didactic education in cardiac sonography. The program length is 1 year beyond the completion of a 2 year allied health, Associate's degree in a patient care related field. The program has a capacity of 5 students per academic year and successful completion qualifies graduates to sit for credentialing exams in Echocardiography offered by the ARDMS & CCI.

Accrediting Bodies

Radiography, Radiation Therapy, & Magnetic Resonance Imaging – Joint Review Committee on Education in Radiologic Technology (JRCERT). www.jrcert.org

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

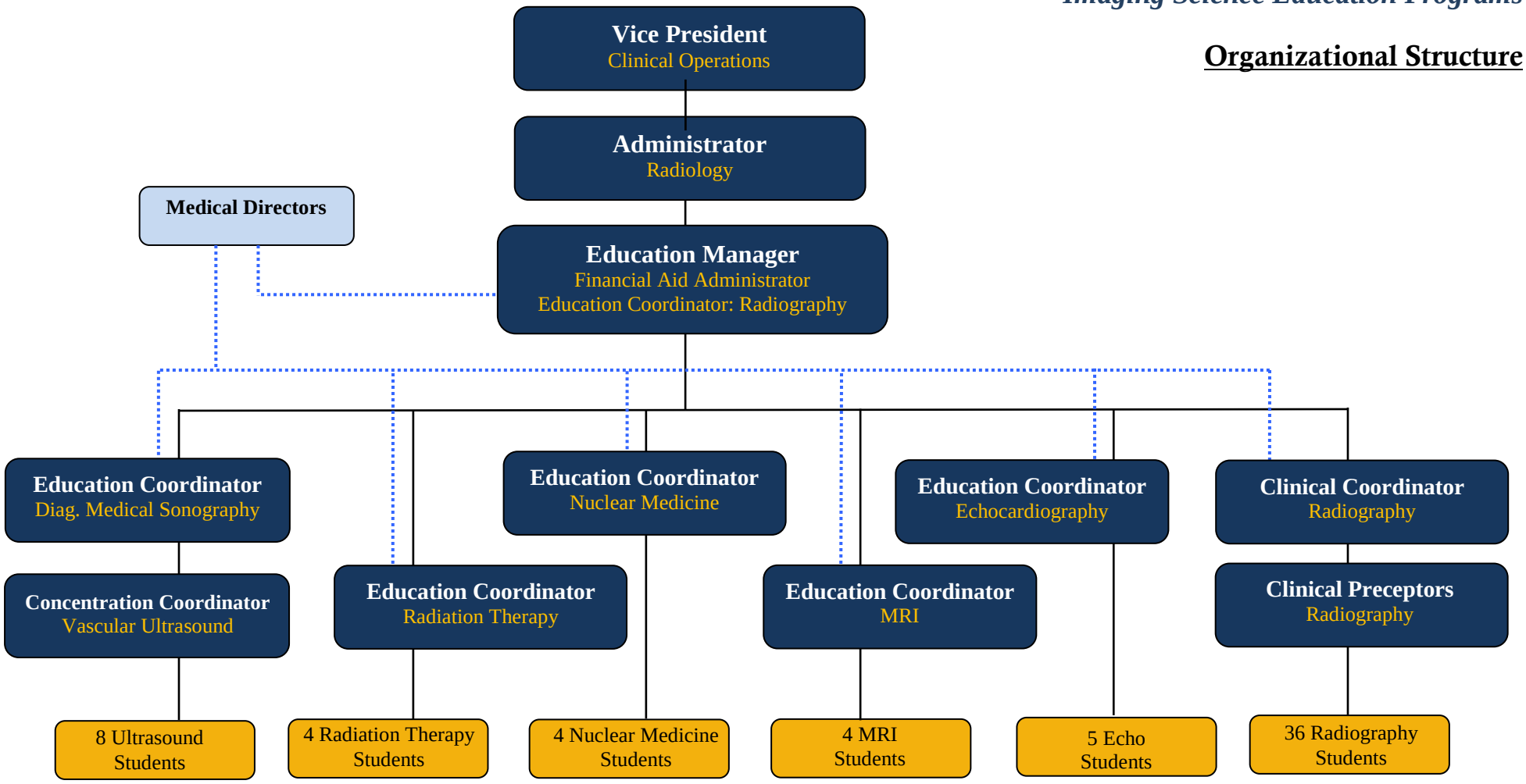
Ultrasound & Echocardiography – Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS) www.jrcdms.org

Additional information can be obtained at http://www.wvumedicine.org/radtech

WVU Medicine

West Virginia University Hospitals
Imaging Science Education Programs

Organizational Structure



Legend:
_____ = Direct Report
····· = Indirect Report

Grievance / Due Process

West Virginia University Hospitals encourage and support a positive appeal process in the event a student feels a disciplinary, academic, clinical and/or policy 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:

Grievance / Appeal Process

Level I Administrative Director of Radiology

1. Students may initiate the appeal process by submitting, in writing, a request for appeal to their respective program director within 5 days after a decision has been rendered.
2. The program director will contact the Administrative director and will provide all relevant documentation necessary to review the appeal.
3. The Administrative Director will assemble an appeals committee and will arrange a conference with the student within 10 days after the receipt of the appeals request. The appeals committee should be composed of a minimum of 5 members to include, but not be limited to, program faculty, medical directors, managers, supervisors and/or technologists.
4. The Administrative Director will provide written documentation of the decision rendered by the appeals committee to the student within 3 days after the conference.

Level II Vice President of Clinical Operations / WVUH

1. In the event the student is not satisfied with the judgment rendered at Level I, student may appeal to Level II by submitting, in writing, to the Administrative Director, a request for a Level II appeal within 5 days after a Level I decision has been rendered.
2. The Administrative Director will contact the Vice President and will provide all relevant documentation necessary to review the appeal.
3. The Vice President will arrange a conference with the student within 20 days after the receipt of the appeal request.
4. The Vice President has the discretion to form an appeals committee or administer the appeal individually. However, as the final level of appeal, the Vice President cannot involve any individual directly associated with the program in the decision making process. This exclusion includes any program faculty, administrators, technologists and/or any other Radiology department personnel.
4. The Vice President will provide written documentation of the decision rendered to the student within 3 days after the conference.
5. In all cases, the decision rendered at Level II is final.

Reporting Routine Issues

The aforementioned appeals process is to be utilized for formal grievances of a substantial nature and not for minor complaints. For reporting routine issues, students should contact, in writing, a faculty member of their respective program. After consideration, a response will be issued directly to the individual or to the student body if applicable.

Non-Compliance Issues

The Imaging Science 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 concerns or complaints regarding programmatic non-compliance, program officials encourage students to proactively report such issues; however, students should first seek resolution by following the internal grievance/ appeals process outlined above. Only in situations in which the internal process fails to produce a satisfactory resolution, should the student feel encouraged to contact the appropriate accrediting agencies listed below:

Radiography, Radiation Therapy, MRI
JRCERT
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-2901
(312) 704-5300
www.jrcert.org

Ultrasound
CAAHEP
25400 US Hwy 19 N.
Suite 158
Clearwater, FL 33763
(727) 210-2350
www.caahep.org

Nuclear Medicine
JRCNMT
2000 W. Danforth Rd.
STE 130, #203
Edmund, OK 73003
(405) 285-0546
www.jrcnmt.org

Dietetic Internship
ACEND
120 South Riverside Plaza,
Suite 2190
Chicago, IL 60606
(312) 899-0040, X 5400
acend@eatright.org

State Authorization
WV Council for Community and Technical College Education
1018 Kanawha Boulevard, East - Suite 700 Charleston, WV 25301
Charleston, WV 25301 (304) 558-0265

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 dependent upon the nature of the infraction and are applied at the discretion of each Education Coordinator with Education Advisory Committee review and approval required for Levels III & IV. 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.

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.

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 Education Advisory Committee 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:

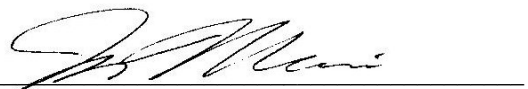
- Mistreatment of patients, guests, employees, or students.
- Breaches of confidentiality.
- Disclosure of personal computer security codes to others.
- Criminal behavior.
- Being under the influence of alcohol or drugs while on Hospital premises
- Gross violation of safety rules.
- Fighting or violent 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.
- Title IX violations (See Policy 1.030)
- 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 Imaging Science Education Programs sponsored by West Virginia University Hospitals assess 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

West Virginia University Hospitals assesses student tuition and fees as follows:

$1500.00 per semester - Radiography, Radiation Therapy, Nuclear Medicine, Ultrasound, & Echocardiography
$**2000.00 per semester** - Magnetic Resonance Imaging
$2250.00 per semester - Dietetic Internship

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 during the final semester of each program and payment is due prior to or upon the date of graduation unless otherwise specified.

Late Payments Fees / Failure to Remit Payment

Other than the exception noted below, all payments must be received by the deadline specified on the invoice. Students who fail to remit payment or make satisfactory arrangements with program officials 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 "withdrew voluntarily".

a. Exception.
In accordance with Title 38 US Code 3679(e), West Virginia University Hospitals has adopted the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. West Virginia University Hospitals **will not**:

1. Prevent the student's enrollment;
2. Assess a late penalty fee to the student;
3. Require the student to secure alternative or additional funding;
4. Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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 a program 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.

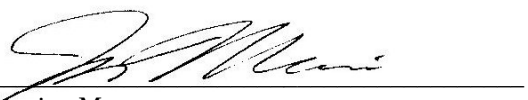
4. The refund will be delivered to the student in the form of a check within 30 days of the withdrawal date. The only exception will be for those students who received Title IV funds:

    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 accepted.



Education Manager

Academic Standards / Satisfactory Academic Progress

The Imaging Science 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 thus producing graduates that are highly qualified, competent medical professionals. In addition, these standards are utilized in determining that the student is making satisfactory academic progress and remains eligible for Title IV financial aid, if applicable.

I. Satisfactory Academic Progress

1. Satisfactory academic progress (SAP)(quantitative and qualitative) is evaluated by all programs at the end of each semester (i.e. payment period for financial aid purposes) and cumulatively, prior to graduation.
2. Each student must meet the quantitative metrics stated below as well as complete their specific program's clock-hours within the published time frame to progress to the next semester / payment period.
3. To remain eligible for financial aid, all students must complete each program within 150% of the published program length.
4. All students are full-time and programmatically enrolled. Students cannot drop, withdraw, or record an incomplete from specific courses within a semester/payment period and still remain enrolled in the program.
5. With the exception of the Radiography program, the other three Title IV eligible programs do not accept transfer credit. Only the courses within each program's curriculum are evaluated for satisfactory academic progress each semester/payment period. If a student transferred into the Radiography program, only the courses completed in the program and the transfer credits that count toward the completion of the student's current program would be evaluated for SAP.
6. With continued programmatic enrollment being contingent upon the student meeting the satisfactory academic progress metrics at the end of each semester/payment period, no provisions for financial aid probation, warnings and or appeals are provided.

II. Academic Standards

Overall Weighted Average (GPA) / Semester

Each student is required to achieve a minimum overall weighted average of **78% (=>2.0 GPA)** at the end of each semester in order to proceed to the subsequent semester. Failure to achieve the minimum overall weighted average of 78% (=>2.0 GPA) 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.

III. 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).

Percentage Grade	Letter Grade	Quality Points
100% - 93%	A	4.0
92% - 86%	B	3.0
85% - 78%	C	2.0
77% - 70%	D	1.0
< 70%	F	0.0

Other Letter Designations (Not counted towards GPA)

WP	Withdrew Passing
WF	Withdrew Failing
P	Passing Work – clock hour credit given
+ or -	Plus or Minus - Instructors discretion

IV. Grade Point Average

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

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

Letter grade A	= 4.0
Clock-hours / Course #1	= 48
Quality points / Course #1	**= 192**

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

Quality points / Course #1	= 192
Quality points / Course #2	= 72
Quality points / Course #3	=108
Quality points / Course #4	= 192
Total Quality Points / Semester	**= 564**

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

Total Quality Points/Semester	**= 564**
Total Clock-hours/Semester	**= 156**
Grade Point Average	**= 3.62**

Clinic Standards

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

Education Manager

Policy No. 1.007
Effective: 7/1986
Reviewed: 6/2018
Revised: 6/2018

Education Advisory Committee Policy

Directive:

The Education Advisory Committee is established for the combined governance of the Imaging Science 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:

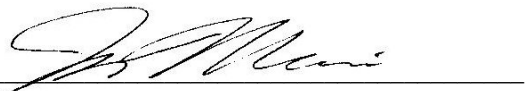
a. Curriculum Development and Instruction
b. Tuition and Fee structure and Appropriateness
c. Student Conduct and Disciplinary action
d. Accreditation and Compliance
e. Planning and Resource management
f. Financial and Budgetary administration
g. Admission Standards and Matriculation
h. Event Planning 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 faculty from each educational program with the Education Manager serving as the chairperson. 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. A public member will be appointed if required by a specific accrediting body.

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

Policy No.	**1.008**
Effective:	1/1990
Reviewed:	3/2016
Revised:	11/2012

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

Policy No.	**1.009**
Effective:	5/1986
Reviewed:	6/2016
Revised:	6/2016

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 submit a signed and dated written request to be considered for a Leave of Absence.
2. 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.
3. The student must be making satisfactory academic, clinical, and professional progress at the time of the request.
4. Leave of absence consideration is not granted to students who chose to have "elective" medical procedures during their time of enrollment.
5. The student must re-enter the program at the **start** of the next corresponding semester in which the leave of absence was granted; therefore, the leave of absence will always exceed 180 days.
6. 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 a Return of Title IV funds calculation and may have to enter into the student loan repayment terms during the leave, if applicable. Information on options such as forbearance and deferment will be made available, as needed.
7. 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.
8. Should the student be unable to re-enroll after the leave of absence, readmission must be obtained through reapplication and reevaluation.
9. 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.
10. 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, Ultrasound & Echocardiography 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.

II. Application

The following documents are required for students to receive USDE Student Financial Assistance

1. **Free Application for Federal Student Aid (FAFSA).**
   The FASFA can be completed on-line at www.fafsa.ed.gov or by downloading and submitting a paper copy to the USDE. The FAFSA can be completed as early as October 1 of the preceding year for which the student is requesting aid. 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. **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).** Verification forms will be provided to students who apply for aid and are accepted into an eligible program.

Students accepted into one of the Title IV eligible programs at WVUH will have the option of requesting financial aid information when submitting their "Intent to Enroll" form and all enrolled students are encouraged to complete the FAFSA as early as possible to expedite the processing of their student aid award.

III. Pell Processing

a. Each student who applies for financial assistance will initially be evaluated for Pell Grant eligibility.

b. Pell award eligibility is subject to the Lifetime Eligibility Used (LEU) limits. This provision specifies that a student is ineligible to receive further Pell Grant funds if they have reached or exceeded the 600% LEU limit with one scheduled award being considered as 100% LEU.

c. 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.

IV. Direct Loan Processing

a. After first determining Pell eligibility, the FAA will determine the student's Subsidized and Unsubsidized Direct loan eligibility.

Direct Loan Processing cont.

b. Subsidized Direct loan eligibility is subject to the 150% Direct loan limit provisions which specify that a student may not receive Subsidized Direct loans for more than 150% of the published program length in which they are enrolled.

c. 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.

d. 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.

e. The FAA will electronically originate the student's loan using the Direct Loan module of the Ed-Express 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

f. 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. Notifications

a. After calculating the student's award package, each student will receive a letter stating the following:
1. Type of financial aid for which the student is eligible (Pell grant, Subsidized and/or Unsubsidized Direct loan).
2. Amount of Federal aid awarded in each category.
3. Total Federal aid awarded for the academic year.
4. Scheduled dates of disbursement for Pell grant recipients.
5. Notification that the student must confirm with the school the amount of Direct loan funds they wish to borrow before school officials will certify loans.
6. Notification regarding potential PLUS loan eligibility

b. If requesting Direct loans funds, the student will receive a 2nd letter stating the following:
1. Confirmation that the requested amount of Direct loan funds have been certified.
2. Scheduled disbursement dates of Direct loan funds.
3. Notification that an origination fee of a specific percentage will be deducted from the total requested loan amount.
4. Notice that the completion of entrance counseling is required prior to any loan disbursements.

VI. Disbursement

a. All financial aid awards will be distributed in two equal disbursements at the beginning of **each** payment period (i.e. semester), which will tentatively be scheduled for the first day of enrollment for each payment period (i.e. semester).

Example:

Total Pell Award/ year	= $1500.00
Total Direct Loan/year	= $3500.00
Total Award/year	=$5000.00

1st Disbursement on 7/1/XX	
Pell =	$750.00
Direct Loan =	$1750.00
Total 1st disbursement =	$2500.00

2nd Disbursement on 1/1/XX	
Pell =	$750.00
Direct Loan =	$1750.00
Total 2nd disbursement =	$2500.00

Disbursement cont.

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 and 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.
   - **Exception: 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.**

d. The Radiology Financial Analyst, or their designated appointee, will disburse the student award checks to each student upon the (1) verification of the student's identity via driver's license and (2) the completion of the Identity Verification & Statement of Educational Purpose form.

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 attendance minus any Title IV funds the student will receive during the current award year.

c. PLUS loan award calculations are initiated upon the written request of the parent borrow and PLUS Loan are certified upon the receipt of a PLUS Loan application through the Ex-Express system.

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 disburses financial aid on a payment period basis and identifies that there are 2 payment periods (i.e. semesters) in each academic year.
4. WVUH does not credit student accounts with financial aid funds. Students are invoiced for institutional charges and have 3 business days after taking delivery of financial aid funds to remit payment.
5. Each student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period. Satisfactory academic progress is evaluated at the end of each payment period, (i.e. semester) (see Academic Standards/SAP policy)
6. WVUH records daily attendance for all enrolled students.
7. All of WVUH's programs are full-time; therefore, a student's status is either full-time or not enrolled.

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 additional information is obtained which results in an adjustment to a 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. Notification will be sent within 30 days of determining that the student withdrew specifying (1) type and amount of post withdrawal funds available (2) that a student, and/or parent (i.e. PLUS loan), must confirm within 14 days that they wish to receive some or all of the loan funds (not required for grant funds) (3) the obligation of the student, or parent to repay any loan funds he or she chooses to have disbursed and (4) that upon confirmation, if applicable, WVUH will disburse funds directly to the student and/or parent within 45 days of the withdrawal determination date.
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 than 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:

Return of Title IV Funds cont.

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Pell Grants

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 electronically 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 send notification that …

1. The student owes an overpayment and is required to return all or part of the Title IV funds they received.
2. The student has 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 the student fails 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 Default Resolution Group for collection.
4. The student should contact the school to discuss their options.

Education Manager

Policy No. 1.012
Effective: 10/1984
Reviewed: 5/2017
Revised: 5/2017

Financial Aid Verification

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 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
4. U.S. Income Tax Paid
5. Untaxed Income and Benefits
6. SNAP Benefits
7. Child Support Paid
8. Income Earned from Work for Non-tax filers

II. Verification Documents

In the verification process, the school will be comparing the information on the student's ISIR with the information on the following documents:

1. Verification Forms (completed and signed)
2. 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**

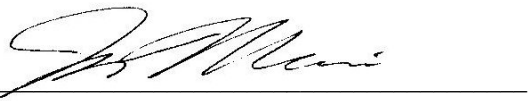
   - When completing the FAFSA, if the student and/or their parents (1) did not use the IRS Data Retrieval Tool to transfer IRS income information into the FAFSA, or (2) the student and/or their parents used the tool but changed the data. **An IRS tax return transcript(s) must be submitted to verify tax information**. (See instructions on the Verification forms on how to obtain a tax transcript)

III. Verification Process

The FAA will resolve all discrepancies between the ISIR, the FAFSA data and the provided 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 ask 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

Policy No. 1.013
Effective: 7/1984
Reviewed: 7/2020
Revised: 7/2020

Student Health Policy

Students enrolled in the Imaging Science 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.

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.

Education Manager

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

- 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

- USA Patriot Act. This Act, passed October 2001, updates 15 different laws, including FERPA. 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
- The Family Educational Rights and Privacy Act http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Dress Code Policy

West Virginia University Hospitals 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 Medicine'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 Imaging Science Education Programs will be **required** to wear the following uniform while participating in clinical activities:

Description	Color	Manufacturers
Unisex Scrub Top	Caribbean	Landau, Cherokee, WonderWink, Dickie's, Jockey or Grey's Anatomy
Unisex Scrub Pant	Caribbean	

Students should purchase uniforms from one of the aforementioned companies as these manufacturers produce scrubs in the same shade of Caribbean blue.

Shoes / Footwear

Footwear must cover the toes of the foot and must cover the heel or have a back lip or strap to prevent accidental slip-offs, not be of canvas material, have a non-skid sole and be less than two inches (2") in sole and heel height. Tennis shoes and solid "croc-like" shoes are permitted. Shoe should be modest in appearance and color. Exceptionally bright or fluorescent colors are not permitted.

General Uniform Guidelines:

1. Uniforms must be clean, neatly pressed, reasonably fitted and professional looking.
2. Only white or uniform matching under shirts may be worn under uniforms or scrubs.
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 three (3) modest earrings per ear and a maximum of one (1) nose piercing may be worn. A nose piercing can only be a stud and cannot be larger than 2 mm in diameter. All other visible piercings must be removed or covered during clinical rotations
3. All external/visible jewelry is subject to program official approval with regards to professional appearance and appropriateness.
4. Visible tattoos are not part of the WVUHS overall standard for personal appearance. It is preferred that large tattoos be covered during work hours. Smaller tattoos can remain uncovered. Tattoos deemed inappropriate or too large by program officials will be required to be covered at all times.
5. Other abnormal body alterations such as scarification, branding or large gauges are not permitted.

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 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

Policy No.	**1.020**
Effective:	7/2000
Reviewed:	6/2016
Revised:	12/2005

Programmatic Suspension / Closure Policy

It is the intent of West Virginia University Hospitals (WVUH) to maintain operation of the Imaging Science 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.

Education Manager

Policy No.	**1.021**
Effective:	3/1994
Reviewed:	2/2013
Revised:	2/2013

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.

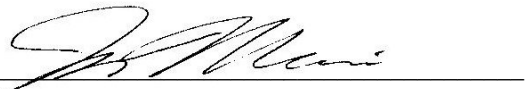
(1) Designated Weather Emergency Closure:
As WVU Hospitals is located on the West Virginia University (WVU) campus, program officials will defer to and pattern WVU's operational status relative to inclement weather. Upon notification that WVU is closed due to inclement weather, the Imaging Science programs 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 prefer 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 official 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

Policy No.	**1.022**
Effective:	5/1990
Reviewed:	7/2016
Revised:	5/2009

Communicable / Contagious Disease Notification

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, & Echo)

    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.

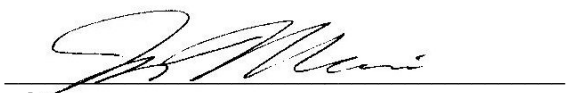
2. Graduates (all programs)

    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

Policy No.	**1.024**
Effective:	4/1992
Reviewed:	7/2016
Revised:	3/2010

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.

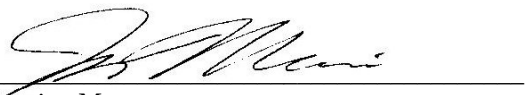
3. Forgery, misrepresentation or fraud:
    a. Forging or altering any official educational record or document.
    b. Forging or altering any official medical record or document.
    c. The use of programmatic or institutional documents or data with the intent to defraud.
    d. Presenting false data 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

West Virginia University Hospitals
Imaging Science Education Programs

Policy No. 1.025
Effective: 12/1984
Reviewed: 7/2016
Revised: 7/2016

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. Included 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.

Education Manager

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: _____

Policy No. 1.026
Effective: 12/1998
Reviewed: 7/2016
Revised: 7/2016

Non-Discrimination

West Virginia University Hospitals, in its sponsorship of the education programs in Imaging 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.

Education Manager

Policy No. 1.027
Effective: 6/2008
Reviewed: 6/2020
Revised: 6/2020

Student Services

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

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. WVU Health Science Center Library (https://lib.wvu.edu/healthsciences/)
6. Employee Parking Permit.
7. Shuttle service to/from offsite parking lots
8. WVUH Fitness Center ($10 annual fee). https://wvumedicine.org/wellness/fitness-center/
9. Criminal Background Checks
10. Drug Screening/Testing
11. Federal Student Aid Programs (Pell & Direct Loan) for eligible students
    - Radiography, Radiation Therapy, MRI, & Dietetic Internship programs only

Education Manager

Policy No. 1.028
Effective: 1/2009
Reviewed: 7/2016
Revised: 1/2009

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

Policy No. 1.029
Effective: 10/1998
Reviewed: 12/2020
Revised: 12/2020

Academic Year Definition / Clock-hour Totals

All 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 by 34 CFR 668.3 of the Federal Register which defines *full-time* as a minimum of 900 instructional hours and at least 26 weeks of instructional time per academic year. 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.

Academic Year / Clock hours

Program	Total Clock-Hours	Didactic Hours	Clinical Hours	Program (Course) Length	Start Date	Graduation Date
Radiography (1st year)	1474	586	888	12 months	July	N/A
Radiography (2nd year)	1153	376	777	11 months	July	May
Radiation Therapy	1645	550	1095	12 months	July	June
Magnetic Resonance Imaging	1696	323	1373	12 months	July	June
Nuclear Medicine	1647	327	1320	12 months	July	June
Diagnostic Medical Sonography	2768	568	2200	18 months	July	December
Echocardiography	1880	366	1514	12 months	July	June
Nutrition & Dietetics	1450	224	1226	10 months	September	June

Education Manager

Policy No.	**1.031**
Effective:	2/2015
Reviewed:	7/2016
Revised:	2/2015

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.

Education Manager

Policy No. 1.032
Effective: 7/1986
Reviewed: 7/2016
Revised: 6/2015

Student Employment

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

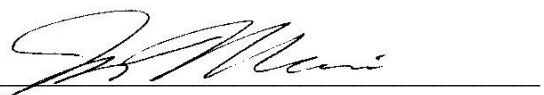
Students are permitted, but not encouraged, to hold part-time jobs during their education. West Virginia University Hospitals may hire imaging science students in available positions such as radiology technical assistants, EKG technicians, cardiac monitoring technicians, etc. In addition, students enrolled 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:

Dose	Investigational Level/quarter
Total Dose equivalent	375 mrem
Sum of Deep-Dose equivalent or Individual organ	1250 mrem
Eye Dose	375 mrem
Shallow Dose equivalent (Skin or Extremity)	1250 mrem

Specifics regarding the policies and procedures of the Radiation Safety department can be reviewed at 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.

Practice Standards

1. Students must remain behind the primary barrier during all exposures in Diagnostic and CT imaging.
2. Students must wear a lead apron and a thyroid shield when performing all fluoroscopic procedures.
3. It is recommended that students wear a lead apron and thyroid shield during mobile imaging.
4. All mobile exposures are to be initiated at the maximum distance possible from the source by extending the exposure switch to its maximum length.
5. Students are prohibited from holding patients or imaging receptors during any exposure in any modality.
6. Students working in areas where radiopharmaceuticals are stored and/or administered are required to perform a personnel survey of their hands and feet prior to exiting the department.
7. Students are required to be under direct supervision at all times when preparing and/or administering a therapeutic radiopharmaceutical.

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/

Education Manager

West Virginia University Hospitals
Imaging Science Education Programs

Policy No.	**1.035**
Effective:	8/2016
Reviewed	8/2016
Revised:	N/A

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.

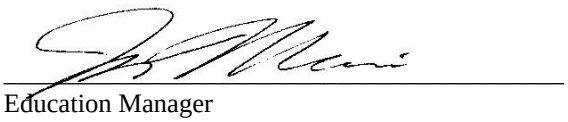
2. The training will be conducted in a presentation and/or approved video format and will provide a brief overview of MRI and will cover the fundamental aspects of MRI safety.

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

Title IX (Sexual Harrassment,& Misconduct)

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance".

The following information is compiled from WVUH Policy V.223 Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation, and Relationships and serves to provide a brief summary of the provisions contained in institutional policy governing elements of Title IX.

West Virginia University Hospitals is committed to providing its students with an environment free from sexual harassment, discrimination, assault or other sexual acts. Sexual assault or other sexual acts in any manner or form, by another student, employee, agent, patient or visitor is a violation and expressly prohibited.

It is the responsibility of all WVUH students to acquaint themselves with the aforementioned policy and report instances of misconduct so that the appropriate corrective action can be taken if there is violation of this policy.

Violators of this policy are subject to disciplinary actions that may include, but are not limited to: (1) sanctions as severe as discharge of the student, (2) refusing to allow training at WVUH or (3) refusal of access to WVUH property. In addition, sexual assault or sexual abuse, which constitutes a violation of criminal law, may be referred to the appropriate authorities for prosecution.

I. Education & Awareness:

Upon matriculation into Imaging Science Education Programs, all enrolled students will be made aware of the programmatic and institutional policies prohibiting discrimination, sexual harassment, and sexual assault based on any characteristics protected by law. This will be conducted annually during new student orientation. In addition, all students will be required to complete an annual CBL (Computer Based Learning Module) covering the provisions covered by Title IX. Students can also access the following WVU site for information on sexual assault prevention, awareness and assistance. https://titleix.wvu.edu/resources-offices/prevention

II. Contact

Any member of the WVUH Community who is a potential victim or who has witnessed any "prohibited conduct" specifically addressed by Policy V.233 is strongly encouraged to report any concerns to the Title IX Coordinator.

Title IX Coordinator	Phone:	304-598-6197 or 304-598-4075
PO Box 8121	Toll Free:	833-599-2100
Morgantown, WV 26506-8121	Email:	TitleIX@wvumedicine.org

III. Reporting

If a student believes they are a victim of sexual assault, misconduct or sexual discrimination, they should contact a program faculty member or the Title IX coordinator immediately. If the student feels threatened or they believe there is immediate danger, they should immediately contact Hospital security @ 77777 while on the WVUH premises or, if in the Health Sciences Center, WVU Police at 304-293-COPS (2677)

Education Manager

Campus Security and Crime Statistics

West Virginia University Hospitals complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Reauthorization Act of 2013 (VAWA) by reporting to the Department the Clery Act crimes that occur within the hospital and within our designated Clery geography.

Campus Crime Reporting
On an ongoing basis, the WVUH Security department will document all reported crimes that fall under the required Clery designations that have occurred in the hospitals or on adjacent public property and which have been reported. These reported incidents will be complied each fiscal year and submitted to the financial aid administrator who will subsequently enter the data into the Campus Safety and Security web-site on an annual basis. The purpose of this data is to inform our students, employees and communities of interest regarding the campus security environment. With WVU Hospitals being located on the WVU Health Science campus, and our students attending classes in the Health Science Center, WVU crime statistics are

Clery Act Geography
WVUH will document and disclose statistics for reported Clery Act crimes that occur (1) on campus and (2) on public property within or immediately adjacent to the campus. On-campus will include the hospital and adjacent structures owned by WVUH. Public property is defined as property that immediately borders the hospital and will include WVUH approved parking lots, public streets adjacent to the on-campus structure and public sidewalks on both sides of public streets. **WVUH does not maintain on-campus housing.**

Local Statistics
As required, WVUH will make a "reasonable, good-faith effort" to obtain *Clery Act* crime statistics from local law enforcement agencies that have jurisdiction over the school's *Clery Act* geography. With the WVUH campus being located on the WVU Health Sciences Center campus, WVUH will submit a request to the WVU University Police requesting Clery Act statistics that have occurred on the Health Science Center on an annual basis. If provided, these statistics will be included with WVUH's annual submission. In any event, WVUH students will be provided with access to WVU's annual crimes statistics and security report so as to provide comprehensive disclosure of the security environment related to the surrounding geography.

Reportable Clery Act Crimes
WVUH will document and disclose reported crime statistics occurring in our designated Clery geography in the following four general categories:

1. Criminal Offenses—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

2. Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias

3. VAWA Offenses—Any reported incidents of Domestic Violence, Dating Violence and Stalking

4. Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

Reporting
Students are encouraged to report all incidences of potential criminal violations or security issues occurring on campus and the adjacent properties to the Hospital. Students can report an incident to anyone in a supervisory role; however, it is preferred that students utilize either Hospital Security personnel or a designated Campus Security Authority (CSA). All educational program officials serve as CSA's. Hospital security can be accessed at any time by calling #77777. Incidences occurring in the Health Science Center or on adjacent WVU property, can also be reported by contacting the WVU police at 304-293-COPS (2677). Violations or suspected violations may be

submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct and report the results of an adequate investigation.

Education Manager

Timely Warning/ Emergency Notification

In accordance with 34 CFR 668.46(e), all Title IV eligible institutions are subject to the timely warning regulations. West Virginia University Hospitals (WVUH) will provide timely warning to our immediate campus if a situation exists that represents a serious or continuing threat to students and employees. The intent of the warning is to enable members of the campus community to protect themselves and/or to provide information for making educated decisions.

Procedure
In the event that a situation exists at WVUH which may pose a threat to the safety and security of individuals and/or may have a significant impact on hospital operation, WVUH Incident Command will issue a notification through the institution's Live Process™ electronic notification system. This notification will be received by program officials via voice, e-mail, & text messaging. In addition, program faculty will receive notifications for similar situations occurring on the WVU Health Science Center campus through the WVU Alert system. Program faculty will evaluate all communications received through both systems and will determine if the situation necessitates the issuance of a timely warning to students. The issuance of a timely warning to the students will be on a case-by-case basis in light of all the facts surrounding the situation and will be based on but not limited to the following:

(1) The nature of the situation or the crime.
(2) The continuing risk of danger or threat to the students.
(3) The possible risk of compromising hospital operations or law enforcement efforts.

If program officials believe the notifications received through the Live Process™ and/or WVU Alert systems contain pertinent information that may pose a safety or security risk, each program coordinator will issue a timely warning alert to their respective students via a group text messaging system. Program officials will make all efforts to expedite the issuance of this warning. Follow-up notifications will be communicated as additional information becomes available or if the situation changes or is resolved.

Education:
The timely warning provisions will be reviewed with the students during the annual orientation process. Program officials will set-up the text messaging process with their individual students and will conduct a test transmission to assure that all students successfully receive the text message. If a student(s) does not have text messaging capabilities, an alternate communication method will be established at that time. The orientation process will include education in the following areas:

(1) Hospital Safety & Procedures
(2) Hospital Security & Procedures
(3) Active Shooter training

Education Manager

Policy No.	**1.037**
Effective:	1/1996
Reviewed:	5/2019
Revised:	6/2018

Student Re-Admission Policy

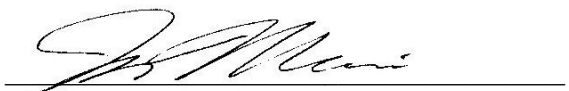
Admission into each of the Imaging Science Education Programs sponsored by West Virginia University Hospitals is highly competitive and a limited number of positions are available each academic year. Therefore, re-admission is limited to specific circumstances and is governed by the following:

1. Re-admission after being granted a medical leave of absence
A position is reserved for students and they will re-enter their respective program at the **start** of the next corresponding semester in which the leave of absence was granted. The provisions specific to this type of re-admission are covered by Policy 1.009 Medical Leave of Absence.

2. Re-admission after voluntarily withdrawing from a program.
Readmission to a specific program can only be obtained by re-entering the competitive application process during subsequent enrollment periods. The provisions specific to this situation are covered by Policy 1.025 Student Withdrawal.

3. Re-admission after dismissal for failure to achieve or maintain admission, didactic, clinical, institutional and/or performance standards.
Readmission to a specific program can only be obtained by re-entering the competitive application process during subsequent enrollment periods.

4. Special Circumstances
Program officials reserve the right to review and consider requests for re-admission not specifically covered by the aforementioned categories; however, any considerations must be approved by the Education Advisory Committee.



Education Manager

Policy No.	**1.040**
Effective:	10/1998
Reviewed:	12/2020
Revised:	12/2020

Credit Hour Conversion

The Imaging Science Education Programs at West Virginia University Hospitals are certificate/diploma programs that lead to gainful employment in a recognized occupation. Therefore, in accordance with Title 34, CFR 600, these programs are required to measure educational activities in clock-hours. Conversion of clock-hours into credit hours is often evaluated when students pursue advanced education at other institutions

Policy:
To facilitate the conversion of clock-hours to credit hours for the awarding of academic credit, WVUH has implemented the following guidelines published by the WV Council for Community and Technical College Education (Rule 135-3-4 Credit Conversion Formula). which specify that for lecture courses, conversion of noncredit to college-level credit hours will be *no less than* 15:1 contact to credit hour and for laboratory hours, conversion of noncredit to college-level credit hours will be *no less than* 30:1 contact to credit hour. In an effort to maintain reasonable conversion values with consideration of program/semester length and the significant number of clinical hours in each program, WVUH will utilizes the following ratios for converting clock-hours to credit hours with all calculated values rounded down to an integer.

Didactic / Lecture = 15:1
Example: RADI 1161 (Image Production & Characteristics II) is conducted for 48 clock-hours during Semester II. 48 clock hours /15:1 = 3.2 (rounded down) = **3 credit hours**.

Clinic Experience/ Laboratory = 60:1
Example: RADI 2291 (Clinical Experience II) is conducted for 444 clock-hours during Semester II. 444 clock hours / 60:1 = 7.4 (rounded down) = **7 credit hours.**

Pierpont Community and Technical College (PC&TC) Conversion values:
The Radiography program has an affiliation with PC&TC for the awarding of an Associate's degree for non-degree students who are enrolled. The clock-hour to credit hour conversions for this specific program are applied by Pierpont at their discretion and may not coincide with the aforementioned calculation.

Education Manager