RADIOLOGIC TECHNOLOGY
PROGRAM GUIDELINES
2014-2015

Health Sciences Center
3350 S. Memorial Drive ○ Tulsa, OK  74145 ○ (918) 828-1200

6/17/2014
Tulsa Tech Administration

Steve Tiger, Ed. D.  
Superintendent & C.E.O.

Robert Franklin  
Associate Superintendent

Sam Ramsey, HSC Campus Director  
(918) 828-1201

Rod Simmons, HSC Assistant Director  
(918) 828-1207

Radiologic Technology Program Faculty

Cindy Landers, M.Ed., R. T. (R) (M)  
Program Director / Instructor  
(918) 828-1230

Connie Cochran, BSRS, R. T. (R) (M)  
Clinical Coordinator / Instructor  
(918) 828-1228

Kathy Bales, M.S., R. T. (R) (M)  
Instructor  
(918) 828-1226

Pam Baney, BSRS, R. T. (R) (M)  
Part-Time Instructor  
(918) 828-1230

Minnie Romero, ASAT, R. T. (R)  
Part-Time Instructor  
(918) 828-1230

The Radiologic Technology Program guidelines are in addition to the Tulsa Tech Student Handbook and Tulsa Tech Student Policies to address additional needs and requirements, and to align with industry standards.
IMPORTANT PHONE NUMBERS

Report absences
Program Director
(918) 828-1230

The Memorial Complex
Health Sciences Center
(918) 828-1200

Financial Aid, Lemley Campus
(918) 828-5215

Carla Henson, Counselor
(918) 828-1231

Tammy Barnes, Counselor
(918) 828-1232

Melissa Crenshaw, HSC Registrar
(918) 828-1206

Meri Schenk, Bursar
(918) 828-1041

Hotline for School Closings/Inclement Weather
(918) 828-5001

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850   Chicago, IL   60606-3182
Phone: (312) 704-5300
mail@JRCERT.org
http://www.jrcert.org/

American Registry of Radiologic Technologists
1255 Northland Drive     St. Paul, MN  55120
Phone: (651) 687-0048
https://www.arrt.org/
RADIOLOGIC TECHNOLOGY CLINICAL SITES

Hillcrest Medical Center x-ray control (HMC)
Clinical Instructor – Cyndy Wilkins
(918) 579-4203 (report all absences)

St. Francis Hospital (SFH)
Clinical Instructor – Lori McMichael
(918) 494-7229 (report all absences)
Control - 494-1658

St. John Medical Center (SJMC)
Clinical Instructor – Tim Boyd
(918) 744-3131 Ext. 14524 (report all absences)

St. John Owasso – Radiology
Clinical Instructor – Gary Brumley
(918) 274-5020

St. John Sapulpa – Radiology
Clinical Instructor – Meghan Williams
(918) 227-5305

St John Broken Arrow – Radiology
Clinical Instructor - Jeremiah Jones
(918) 994-8020

Urgent Care of Green Country
Clinical Instructor – Cat Givens
hours 8:00 am – 4:00 pm
(918) 274-8555

Oklahoma Surgical Hospital
Manager/Clinical Instructor - Louis Sanches
(918) 477-5065

Bailey Medical Center - Owasso
Clinical Instructor - Tamara Purvis
(918) 376-8040

St Francis Urgent Care BA
Clinical Instructor– Kim Corbino
hours 7:30 am – 3:30 pm
(918) 451-5141

Spine and Orthopedic Institute
Clinical Instructor – Andrea Bettis
hours 7:30 am – 3:30 pm
(918) 994-4046
# RADIOLOGIC TECHNOLOGY PROGRAM GUIDELINES

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I. PROGRAM OF RADIOLOGIC TECHNOLOGY

A. Program Mission:

To prepare people for success in the healthcare field as competent entry level radiographers.

B. Program Goals:

Students will be clinically competent.
Student Learning Outcomes:
- Students will accurately position patients for radiographic exams.
- Students will simulate completed competency procedures for evaluation of continued competence.
- Students will use proper radiation protection during radiographic procedures.

Students will communicate effectively.
Student Learning Outcomes:
- Students will effectively communicate with patients.
- Students will construct a functional resume and cover letter to aid in an occupational job search.
- Students will communicate effectively using written communication.

Students will think critically and problem solve.
Student Learning Outcomes:
- Students will analyze radiographic images to determine their quality.
- Students will analyze the conditions that affect exposure factor selection.

Students will demonstrate professional and ethical behavior.
Student Learning Outcomes:
- Students will demonstrate professional behavior.
- Student will demonstrate ethical behavior.
- Students demonstrate willingness to improve by receptivity to correction.

The program will monitor its ongoing effectiveness through graduate and employer satisfaction.
Student Learning Outcomes:
- Students will complete the radiologic technology program.
- Graduates will evaluate the program positively.
- Employers will rate their satisfaction with graduates’ skills.
- Graduates will pass the ARRT credentialing exam.
- Graduates will be placed in radiography jobs.

C. Program Effectiveness:

- Program completion rate of at least 75%.
- Graduates (80%) evaluate the program positively.
- Employers (80%) rate their satisfaction with graduate’s skills as either good or excellent.
- Graduates (80%) will pass the ARRT credentialing exam on the first attempt.
- Graduates (80%) will be placed in related jobs within 6 months of program completion.

In accordance with JRCERT requirements (Standard 5.2), program effectiveness data is averaged over a five year period. Data analysis from January 1, 2009 through December 31, 2013 shows:

- 82% of students completed the program.
- 95% of graduates evaluated the program positively.
- 97% of employers rated their satisfaction with graduate’s skills at either good or excellent.
- 90% of graduates passed the ARRT credentialing exam on the first attempt.
- 92% of graduates were placed in related jobs within 6 months of program completion.
D. Program History and Accreditation

The Hillcrest Medical Center School of Radiologic Technology was started in 1953 by Dr. Dave B. Lhevine. In 1984, Tulsa Technology Center (TTC) became the program sponsor. The program has undergone many changes over the years, and continues to maintain high standards and expectations for its students.

The Radiologic Technology program at Tulsa Tech is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) in cooperation with the Oklahoma Department of Career and Technology Education (ODCTE). The program is administered according to the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences.

E. Program Description

The program is designed to prepare post-secondary adult students for entry level employment as Radiologic Technologists. Radiologic Technologists work under the supervision of Radiologists. Radiologic Technologists work in many areas of diagnostic imaging, including but not limited to: general radiography, computed tomography, magnetic resonance imaging, ultrasound, mammography, fluoroscopy, vascular imaging, mobile radiography, or trauma & surgical imaging.

The instructional program content is competency based and follows the Radiography Curriculum© 2012 published by the American Society of Radiologic Technologists (ASRT). The structure of the curriculum is based on two years of full-time study. The scheduled combination of classroom and clinical instruction does not exceed 40 hours per week.

F. Program Philosophy

We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual’s accountability to self and man-kind. There are two educations, one teaching us how to earn a living and the other teaching us how to live. We subscribe to the belief that career and technology education is an essential part of the two educations. There is dignity in work, and work is one of our best means of developing intelligent use of the hands and minds. Education is a process by which belief and behavior patterns become a part of the student’s personality. We want the student to attain the fullest growth and development as a person, and a contributing, self-directing, responsible member of society and the healthcare profession.

G. Clinical Affiliations

Clinical experience is provided by local hospitals and clinics which serve as clinical affiliates. This supervised clinical practice is planned to enable students to gain experience in radiographic imaging to include general diagnostic exams in the areas of: trauma, urology, fluoroscopy, surgery, special invasive procedures, computed tomography and cardiovascular procedures. Limited rotations in ultrasound, magnetic resonance imaging, radiation therapy and the cardiac catheterization lab are available during the second year of the program.

The student’s clinical experience is provided by Hillcrest Medical Center, St. John Medical Center, St. John – Owasso, St. John – Sapulpa, St. John – Broken Arrow, St. Francis Hospital, St. Francis - Broken Arrow, Oklahoma Surgical Hospital, Orthopaedic Center, Urgent Care of Green Country, Bailey Medical Center in Owasso, and the affiliated clinics of each. The clinical affiliates provide limited space for personal belongings of Tulsa Tech students and faculty. The affiliates are not responsible for the loss of, or any damage occurring to personal belongings.

Clinical assignments are made by the Clinical Coordinator. Some clinical rotations are scheduled for evenings and weekends. Information regarding clinical hours and days off is posted by the Clinical Coordinator. It is the responsibility of the student to make any personal arrangements necessary to comply with evening and weekend rotations.
Students are expected to abide by the personnel policies of the clinical affiliates at all times (use of tobacco products, personal electronic devices, etc). Failure to do so may result in recommendation of removal by the affiliate administration. Removal from a clinical site may result in removal from the program; however, final action will be taken by the administration of Tulsa Tech.

The affiliate will make available emergency medical care to faculty members and students who may become ill or are injured while at their institution. The cost of such treatment will be paid by the student or faculty member receiving the care.

**H. Confidentiality and Patient Rights**

Tulsa Tech and the Radiologic Technology Program faculty recognize the importance of protecting the clinical affiliates’ confidential information concerning patients, their families, medical staff, other health care professionals and the operations of the clinical agency. It is the obligation of the Program’s faculty and students to maintain this confidentiality. Those facts pertinent to the treatment of a patient may be discussed only with those involved with the patient’s treatment program or for quality improvement activities. Due to the seriousness of confidential information, students are required to sign a HIPAA related confidentiality agreement.
II. SCHOOL POLICIES & REQUIREMENTS

A. Admissions Policy – STU-01

I. Purpose
The purpose of this policy is to set out in written form the eligibility requirements and guidelines for admitting students to Tulsa Vo-Tech full time programs.

II. Policy
It is the policy of the Board of Education of Tulsa County Area Vocational-Technical School District No. 18 that no person shall on the grounds of race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any education program or service or any other activity for which the Board is responsible.

Adult students are admitted to programs on the basis of their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work.

Students may be admitted to specified programs on an advanced standing status provided they meet certain criteria.

This policy can be found in its entirety at: http://tulsatech.edu/Policies/STU-01%20Student%20Admission%20Policy%20for%20Full-Time%20Programs.pdf

B. Tuition Refund Policy – STU-14

It is the policy of the Board of Education of Tulsa Technology Center that students who have paid tuition for adult programs be given full or partial refunds under conditions stated in established guidelines. This policy applies when a student officially withdraws from a full-time or short-term adult program or short-term multi-client classes prior to the specified time within the instructional period for which he/she has been charged and includes full or partial refund of tuition, fees, and other charges.

The term withdrawal shall mean written notification by a student of his/her intention to discontinue class attendance.

This policy can be found in its entirety at: http://tulsatech.edu/Policies/STU-14%20Tuition%20Refund.pdf

C. Student Attendance Policy – STU-03

It is the policy of the Board of Education of Tulsa Technology Center School District No. 18 that students be informed of expectations regarding their attendance. Attendance patterns established during school days are a major criteria utilized by employers in evaluating potential employees. Employers on Tulsa Tech advisory committees specify that they need employees who are at work and on time every day. Therefore, students are encouraged to establish a good attendance pattern.

This policy can be found in its entirety at: http://tulsatech.edu/Policies/STU-03%20Student%20Attendance.pdf
D. Student Behavior and Discipline Policy – STU-18

It is the policy of the District that students be informed of the standard of behavior expected from students participating directly or indirectly in educational programs and opportunities provided by TTC. In addition, students should understand the disciplinary consequences that may attach when student behavior or conduct falls outside of permissible boundaries.

Adult students are subject to discipline for actions that are specified in the District’s procedures. The District’s procedures shall establish the process which must be utilized to ensure that students are aware of violations of the District’s disciplinary code and the manner in which the student shall appeal the imposition of discipline involving suspension or, in the case of adult students, dismissal.

Adult students may be removed from school for a limited or extended period or dismissed from school without a right to return to courses.

Student privileges, including participation in extracurricular activities, may be limited or extinguished based on the student’s misconduct. In contrast, students who are not suspended – but assigned some reduced discipline – are not entitled to utilize the appeal process applicable to student suspensions. The appeal process applicable to adult and secondary students is set out in the procedures established for each category.

SECTION II. BEHAVIORAL CODE

The following behaviors at school, while on school vehicles, when a nexus is established to school relations, or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson, attempted arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
4. Cheating
5. Conduct that threatens or jeopardizes the safety of others
6. Cutting class or sleeping, eating or refusing to work in class
7. Disruption of the educational process or operation of the school
8. Extortion
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
10. Failure to comply with state immunization records
11. False reports or false calls
12. Fighting
13. Forgery
14. Gambling
15. Harassment, intimidation, and bullying, including but not limited to students, school employees and volunteers
16. Hazings (initiations) in connection with any school activity
17. Immorality
18. Inappropriate attire
19. Inappropriate behavior or gestures
20. Inappropriate public behavior
21. Indecent exposure
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage,
destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)

23. Obscene language
24. Physical or verbal abuse
25. Plagiarism
26. Possession of a caustic substance
27. Possession of obscene materials
28. Possession without prior authorization, of a wireless telecommunication device
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
30. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
31. Possession of illegal and/or drug related paraphernalia
32. Profanity
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
34. Theft
35. Threatening behavior (whether involving written, verbal or physical actions)
36. Truancy
37. Use or possession of tobacco in any form
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets
40. Using school technology (i.e. computers, internet, electronic mail and other technology) for personal use, in violation of school policies, or in manner not authorized by the school
41. Vandalism
42. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
43. Vulgarity
44. Willful damage to school property
45. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. Students involved in illegal activities are subject to being reported to law enforcement authorities. Students who intentionally destroy or damage school property are financially liable for repair or replacement of the property.

This policy can be found in its entirety at: http://tulsatech.edu/Policies/STU-18%20Student%20Behavior%20and%20Discipline.pdf

E. Student Grades Policy – STU-15

It is the policy of the Board of Education of Tulsa Technology Center to issue a grade to each student enrolled according to the grading options for students outlined in the procedures for STU-15.

CAREER MAJOR FRAMEWORK COURSES

SECTION I. GRADES FOR CAREER MAJOR FRAMEWORK COURSES

A. Student Responsibility

1. In order to receive a grade, it is the student’s responsibility to:
   a. complete course requirements.
   b. return all school-owned books, tools, and equipment or pay for the same.
   c. pay all tuition, fees and any other indebtedness.
B. Letter Grades, Grading Scales, and Percentages
   1. The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:
      A  100-90%
      B  89-80%
      C  79-70%
      D  69-60%
      F  59-0%
      P/F Pass/Fair
      I  (Incomplete)
      W  (Withdraw)

   2. Percentage scores will be rounded to the nearest whole number. For example: 89.5 rounds up to 90%, whereas 89.4 rounds down to 89%.

   3. Special grading scales may be used to meet State and National certification, apprenticeship program and other special requirements.

C. Incomplete Grades
   1. Where a grade of Incomplete (I) is issued, the student has ten (10) school days from the end of the grading period to correct the Incomplete grade of the “I” shall be recorded as an “F”.

D. Recording Grades
   1. Grades earned are recorded by the instructor in an official grade book or electronic grading system and a printed copy will be archived by the campus at the end of the school year.

This policy can be found in its entirety at:

F. Closing of School Policy – STU-12

It is the policy of the Board of Education that school may be closed due to:
   (a) Inclement weather conditions which make driving unsafe;
   (b) Other conditions such as power failure, water main breaks, or other natural or human-caused disaster; and
   (c) Other reasons which are in the best interest of the safety and well-being of students, staff and the general public.

Closing of school means that classes for students are cancelled or postponed for a period of time.

It is also the policy of the Board of Education that the Superintendent, and/or his or her designee(s), shall make the decision regarding the continued operation or closing of school. Consideration will be given to current road conditions, weather forecasts, and the decisions made by the sending school districts which provide transportation.

School closings shall be reported to selected radio and television stations in the Tulsa Metropolitan area at or before 6:00 a.m. for daytime programs and at or before 2:00 p.m. for evening programs. To verify school closing, contact (918) 828-5001.

This policy can be found in its entirety at:
http://tulsatech.edu/Policies/STU-12%20Closing%20of%20School.pdf
G. Tobacco Policy – STU-13

Use of any and all tobacco or tobacco sensation products is prohibited in or on all property owned, leased, or under the control of Tulsa Technology Center unless authorized in procedure. The Board of Education policy and procedure will be in compliance with state laws regarding the use of tobacco products on school property.

Tulsa Technology Center urges smokers to contact the Lung Association for more information about smoking cessation programs. Information regarding workshops will be available in the Human Resources Department.

If a student refuses to follow the District tobacco policy, the following will prevail:

A. Students (Full-time)
   1. First infraction – Conference with instructor.
   2. Second infraction – Conference with counselor and director or assistant director (written probation contract developed; notice that next infraction could lead to three-day suspension).
   3. Third infraction – Conference with director or assistant director (student suspended from school for three days; written notification that next infraction could lead to suspension from school).
   4. Fourth infraction – Conference with director or assistant director (student suspended from school).

This policy can be found in its entirety at: [http://tulsatech.edu/Policies/STU-13%20Tobacco.pdf](http://tulsatech.edu/Policies/STU-13%20Tobacco.pdf)

H. Acceptable use of Information Systems and Educational Technology Resources Policy – STU-20

Tulsa Technology Center shall provide students, staff and Board members with access to information systems and educational technology resources, such as e-mail, connections to the Internet and similar networks, collectively referred to in this policy as “technology resources.”

The District provides these technology resources for a limited educational purpose: to advance the learning of students and District employees in accordance with the goals and objectives of the District. Users will access the technology resources only for educational and business purposes.

The District hereby acknowledges that there shall be no legitimate expectation of privacy in any use of technology resources. At all times, users are to assume that the District may monitor or review messages, communications, or other use of technology resources.

Electronic communications are considered part of the District’s business records and are subject to the provisions of the Open Records Act, Title 51, O. S. §24A.1.

While the District recognizes the benefit of these technology resources, it also understands the magnitude of potential information available to students, staff and Board members through these technology resources, and believes that comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of the District and prevent the inappropriate use or abuse of these technology resources.

All information system and technology resource users (students, staff and Board members) will be held responsible for appropriate use of the resources as outlined in the administrative procedures. Inappropriate use or abuse of the resources shall result in disciplinary action.

The Superintendent and/or his/her designee(s) shall develop administrative procedures to implement this policy.

This policy can be found in its entirety at: [http://tulsatech.edu/Policies/STU-20%20Acceptable%20Use%20of%20Information%20Systems%20and%20Education%20Technology%20Resources.pdf](http://tulsatech.edu/Policies/STU-20%20Acceptable%20Use%20of%20Information%20Systems%20and%20Education%20Technology%20Resources.pdf)
I. Wireless Telecommunications Devices – STU-21

The Tulsa Technology Center Board of Education shall comply with state law regarding the use of wireless telecommunications devices within public schools in the state of Oklahoma and adopt guidelines for student use of wireless telecommunications devices. A wireless telecommunications device shall be defined as a wireless apparatus used to transmit or receive information and may include but not be limited to a cellular telephone, pager, personal digital assistant, camera technology and phones with audio record capabilities.

Use of a wireless telecommunications device is limited to the time before school begins, the time after school ends, break time, and lunch time except in the case of an emergency involving life or property.

Usage and Restrictions
Restriction of a wireless telecommunication device applies when the student is in a structured classroom or laboratory setting and during Career and Technology Student Organization functions. In all situations, it will be the responsibility of the student to ensure that no wireless telecommunications device is set to receive incoming calls or communications of any kind while the student is engaged in a school activity where wireless telecommunication devices are restricted.

Students are prohibited from using wireless telecommunications devices in a manner that invades the privacy of others or as tools for sexual or other types of harassment.

This policy can be found in its entirety at:
III. STUDENT SERVICES

A. Counseling and Guidance

Faculty members are available during the school day for consultation with students who need educational counseling. Counseling may involve identifying goals and objectives, or obtaining assistance from one of the school’s counselors. Faculty members and school counselors on the Tulsa Tech campuses are able to identify available services, and aid the student in obtaining the proper assistance.

Periodic evaluations are given as guidance for the student’s performance. These informative sessions provide the opportunity to review grades, time records, clinical evaluation and overall performance. This session also may be used to help the student set personal goals related to his/her training.

B. Student and Class Activities

Students are required to maintain membership in their state professional organization as part of professional development. The Oklahoma Society of Radiologic Technologists (OSRT) is the organization recognized as the student’s Career and Technology Student Organization (CTSO). Community projects are encouraged and should reflect the work of the program. First and second year students may work together on such projects.

C. Student Tutoring

Students having difficulty meeting academic or clinical course requirements may seek individual help from the program’s instructors. Help with math, reading, study and test taking skills is available in the Academic Center.

D. Financial Aid & Fee Payment

Financial aid (FA) counselors are available to assist students with their financial needs. The Financial Aid office is located in the Career Services Center building on the Lemley Campus, 3420 S. Memorial Drive. An appointment with the Financial Aid office may be made by calling (918) 828-4215.

When a student receives confirmation from the Department of Education about a PELL grant, or receives any other type of scholarship, contact the FA office and provide a copy of the award letter as soon as possible.

A Payment Authorization form will be given to each student at the beginning of each school year. Tuition/fee payments can be made to Meri Schenk (828-1041) in the Bursar Office, in the Career Services Center on the Lemley Campus.

The Student Activity Fee should be paid to the Program Director, payment can be made by cash or check (made to Tulsa Tech).
E. Library Facilities

The Radiologic Technology program encourages students to use Internet and library resources offered at the Health Sciences Center Library. The library is located on the second floor in room 2134. Library hours are:

   Monday through Thursday – 7:30 am to 8:00 pm
   Friday – 7:30 am to 4:30 pm

F. Access to Student Records

Student records are maintained by Tulsa Tech in compliance with the Family Educational Rights and privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). This law protects the privacy of student education records. All records are available for inspection by that student. The student not only has access to their records, but will be given the opportunity to challenge any portion of the record.

A request for a transcript should be made in writing to the Registrar. Please include the student’s full name, the program completed, and the date of completion.

   Tulsa Tech HSC Registrar – Melissa Crenshaw
   P. O. Box 477200
   Tulsa, OK  74147-7200
   For information call (918) 828-1206
IV. PROGRAM POLICIES and PROCEDURES

A. Entrance Requirements

The following requirements must be met in order to be accepted into the Radiologic Technology program:

- adult students age 18 or older
- high school diploma or G.E.D.
- basic computer literacy
- 22 college hours of specified general education (the list of approved courses may be obtained from the admissions office)

Prior to the start of the program, students must:

- undergo a criminal background check including sex offender registration as required by the Oklahoma Child Care Facilities Licensing Act that requires individuals providing care to children under the age of 18 to be free of any criminal history that would indicate a potential for violent abuse against another person
- provide verification of immunizations through vaccination records, titer (blood test) results, or declination statements. A list of specific immunizations may be obtained through the Health Sciences Center by calling 918-828-1216
- have a current American Heart Association CPR for the Healthcare Provider card; CPR certification must be maintained for the duration of the program
- provide transportation to clinical sites
- adult students must pay a liability insurance fee for clinical; this fee is charged for each Tulsa Tech fiscal year (July 1 to June 30)
- adult students must pay a drug screening fee for clinicals; the drug screening is required for all students and will be completed sometime before clinicals
- adult students must pay a fee to participate in the online immunization tracking system

For a complete list of entrance requirements, see the Program Fact Sheet.

B. Program Costs

Estimated costs for the 2014-2015 school year:

- Estimated tuition, lab and required fees: $8,846.26
- Additional Required Costs: $2,738
- Optional Fees: $425

**Additional required costs: books, equipment, tools, uniforms & supplies

The electronic version of this information can be found on the Fact Sheet at: http://tulsatech.edu/Classes/Careers/Pages/FactSheet.aspx?FocusId=a1c9e72b-8bea-de11-9c1a-00155d014600

C. Advanced Standing and Transfer

Advanced standing may be awarded to a student who has already completed program course work. Advanced standing is considered on a case by case basis; details regarding this request are available upon request.

A transfer applicant can be considered only if all of the authorized student positions are not occupied.

The applicant must be in good standing with the previous program, and have maintained grades and attendance in accordance with that program’s standards.
Applicants must have successfully participated in a program of formal education which is accredited by a mechanism acceptable to the ARRT.

The applicant must meet the School’s and Program’s standards for admission.

The applicant must initiate the request for an official transcript to be sent from the previous program, to Tulsa Tech’s Admissions Office.

Along with the applicant’s transcript, the previous program will specify the credit and achievement of the student to include: courses completed, clinical experience and exam competencies achieved, beginning and termination dates, attendance record, and grades. A clinical competency test will be administered to determine the student’s level of clinical skills.

The applicant must obtain two letters of recommendation from their previous institution of training. These letters must be from the Program Director and the program’s Clinical Coordinator.

Upon acceptance, the applicant must complete the Additional Requirements as listed above in Section IV-A.

The student must complete all Tulsa Tech’s academic and clinical requirements, and fulfill all Tulsa Tech financial obligations to be eligible for graduation.

**D. Probation/Suspension**

Probation provides a remedial period during which the student may gain the knowledge and/or skills necessary to raise his/her performance up to the required standard. At the time a student is placed on probation, specific requirements are given to him/her in writing including a time period within which the grade, skills or behavior must be improved. Failure to meet the requirements may result in removal from the program. Tutoring or assistance from the Academic Center (AC) may be recommended. See Policies and Guidelines on the Tulsa Tech web site.

Suspension may be used to investigate or enforce any school, program or clinical affiliate policy that has been abused. If suspension should occur, the student is held responsible for any class work or suspended time that has been missed. See Policies and Guidelines on the Tulsa Tech web site.

**E. Withdrawal Procedure**

To withdraw from the program, the student must first visit with his/her instructor and counselor, and complete a withdrawal form.

An official withdrawal is necessary in order to:
- Remain in “good standing” should the student desire readmission.
- Receive credit for those courses completed.
- Be eligible for a refund in accordance with Tulsa Tech’s refund policy.

Withdrawal does not relieve students of obligations related to payment of outstanding tuition and fees.

The student must turn in their program radiation dosimeter and school/clinical site ID tags at the time of withdrawal.

Students who received free text books or materials through Tulsa Tech Scholarships (Careers Unlimited or Displaced Homemaker/Single Parent) are required to return those books or materials to the program upon withdrawal.
F. Removal

Students may be removed for behavior inconsistent with program or school standards as stated on the Policies and Guidelines page of the Tulsa Tech web site.

Students may also be removed for violation of rules and policies of the clinical affiliates. If a clinical site asks that a student be removed from their facility, he/she may be removed from the program or reassigned to another clinical site dependent on the infraction and space availability.

G. Readmission Policy and Procedure

A student applying for readmission to the program will be considered only if he/she left the program in good standing.

Students will be considered for readmission only if there is a vacancy in the class capacity.

A student applying for readmission, who has been out of the program for one school year, will be evaluated by the program’s faculty. The returning student must meet the 80% minimum grade standard on assessment exams.

A student may re-enter the program when the semester in which they withdrew is available or offered.

H. Program Structure

The structure of the program is based upon 2 years of full-time study not to exceed 40 hours per week. Each school year is divided into 2 semesters:

Semester I – July through December
Semester II – January through June

The weekly program schedule provides academic instruction during the hours of 7:45 a.m. – 2:30 p.m. at the Health Sciences Center and clinical practice at an affiliated site, with most clinical practice hours between 7:00 a.m. – 3:00 p.m.

I. Program Hierarchy

It is customary to follow the program hierarchy when addressing questions or concerns regarding course or program issues.
J. Attendance

Information regarding Tulsa Tech’s student attendance policy can be found on the web site at STU-03. Attendance is an important component of the Radiologic Technology program, and excessive occurrences of being absent, tardy, or leaving early will not be tolerated. Program faculty monitor student attendance regularly, and will determine if a student is developing an unacceptable pattern of missing class or clinical time. Students may be placed on an Attendance Contract by school administrators if deemed necessary. Adult students who do not meet minimum career major or certification attendance requirements may be withdrawn from a career major.

All students are required to clock themselves in and out at clinical and at class, using the time clock provided by the school. Clocking in or out for another student is falsification of school records, which may result in disciplinary action which may include but not be limited to probation, suspension, and/or removal from the program.

If a student fails to clock in or out at clinical, they will be required to take the card back to their clinical site for attendance verification. Additional incidents will result in the student being counted absent for the time period in question.

K. Absences

Students are expected to attend all scheduled class and clinical practice periods. Consistent attendance is vital to student success in the program. A “No Call No Show” occurrence can result in disciplinary action which may result in probation, suspension and/or dismissal from the program. See STU-03 of the Tulsa Tech Student Policies, and individual course syllabi for specific information regarding attendance.

L. Reporting Absence

- **Class Absence** – A student who is unable to attend class is expected to notify the school at (918) 828-1230 before the start of class. This number accepts voice messages 24 hours/day.

- **Clinical Absence** – A student who is going to be late or absent must notify the assigned clinical supervisor and the program faculty at (918) 828-1230. See the Clinical LAP for clinical attendance requirements.

M. Tardies / Early Departures

The goal of Tulsa Tech is to “prepare people for success in the workplace”; therefore excessive tardiness is not acceptable. Students are expected to report to class and clinical assignments on time, and participate in the entire day of classes or clinical practice.

If a student must leave academic classes before they are dismissed for the day, he/she must notify a faculty member, clock out and note the reason on the time card. If a student must leave the clinical practice area early, they must notify the faculty and their clinical supervisor. Disciplinary action for failure to notify faculty and/or clinical supervisors may include but not be limited to: probation, suspension, and/or dismissal from the program.

N. Leave of Absence

If for any reason a student needs to be absent for an extended period of time (military service, extended illness, maternity leave, etc.), he/she must provide a written request and documentation of circumstances to the Program Director. Each request will be determined on an individual basis.
O. Class

Formal class periods are scheduled by the program faculty and posted for students. Class hours are 7:45 am – 2:30 pm. Books, notebooks, and writing implements must be brought to the classroom. It is the student’s responsibility to obtain or make up class material missed due to absence. All class information will be posted on Blackboard for student access.

P. Radiation Safety Procedures and Rules

Due to the potential damage from exposure to ionizing radiation, the utmost caution is urged during the performance of radiographic procedures. The goal of Tulsa Tech faculty is to teach students radiation safety procedures for themselves, co-workers, and patients in order to keep exposure to ionizing radiation as low as reasonably achievable (ALARA). This radiation safety program is based on the premise that there is no safe level of radiation exposure, and that benefits of the medical imaging procedure outweigh any negative effects from the x-ray exposure.

Personal Dosimeter

A radiation dosimeter is issued to each student to be worn while in the clinical practice area. The dosimeter is worn on the collar during routine radiographic imaging or outside the lead apron at collar level while in fluoroscopy or performing mobile exams. If a dosimeter is lost, the student must notify the Program Director in writing as soon as possible. There is a $10.00 charge for a lost dosimeter.

Quarterly Processing of Dosimeters

Dosimeters are issued by the Program Director, or designated faculty member, to each student and faculty member to be worn for a 3 month period to measure quarterly exposure. Students and faculty members are urged to use all radiation safety measures and keep their quarterly exposure to less than 250 mrem (2.5 mSv).

Students must turn in their current dosimeter and pick up their new one by the 15th of the months indicated: October, January, April and June (before graduation or leaving for summer break). The July dosimeter will be issued to students before starting clinical practice in the fall semester.

The Program Director, or designated faculty member, monitors the quarterly badge reports. Each student receives a copy of their personal report within 30 days of receipt, and signs off on their quarterly exposure. Investigation is made into any exposure reading of 500 mrem (5mSv) or higher per quarter. A notice will be sent to the student regarding the investigative exposure level.

During the investigation, the student’s schedule of clinical placement will be reviewed. He/she will be questioned concerning their activities during the report period, and counseled about using protective barriers and exposure to x-rays.

A report of the investigation will be held in the program’s Exposure File, a copy of the report will be given to those with the need to know, and it also will be placed in the student’s personal file.

Patient Exposure

Patients are at risk for radiation induced damage due to their exposure to the primary x-ray beam, and therefore, must be afforded the highest level of protection. In order to guide the student in providing radiation protection for patients, co-workers, visitors and themselves, the following rules must be followed:

- Patient identity must be confirmed before exposure to radiation.
• There will be a lead apron on the portable machine for each operator. Lead aprons should always be hung or stored properly when not in use.

• **All visitors and unnecessary personnel** are to leave the area (room) before an exposure is made. A patient in an adjoining bed or cubicle separated only by a curtain should be informed an x-ray exam is being performed. Before an exposure is made, announce **out loud “X-ray”**.

• When a patient or image receptor requires auxiliary support, a holding device should be used. If this is not possible, an individual, preferably one who is not a radiation worker, may be provided with protective apparel and asked to assist. **If a student assists as a last resort, a lead apron and lead gloves must be worn.** No part of the holding person's anatomy should be in the primary beam.

• The student must move as far away as possible from the tube at a right angle of at least 6 feet when making an exposure; a lead apron must be worn even at that distance.

• The collimator should be adjusted to the smallest possible field size for each exam. Under no circumstances should the field size extend past the image receptor boundary.

• Gonadal shielding should be used when it does not interfere with the objective of the exam.

• Ask all female patients of childbearing age if they are pregnant. If the possibility of pregnancy exists, consult with a Radiologist or other physician before doing the procedure. If it is determined that the exam is necessary, have a consent form signed by the patient, and minimize the radiation exposure by collimation and shielding.

**Consequences:**

If an infraction of any one of these safety rules is reported, the student will be given a written warning. It will be documented in their file.

A second infraction of these rules may result in disciplinary action, including but not limited to probation, suspension, and/or removal from the program. This rule covers the entire 2 years of the program. A warning carries over to the next year.

**Q. Clinical Practice**

Clinical practice time may vary according to the clinical schedule. Daytime weekday and weekend rotation hours are from 7:00 a.m. – 3:00 p.m. Evening clinical hours are scheduled from 1:00 p.m. – 9:00 p.m. Ancillary site hours may vary, see clinical schedule or page 4 of this handbook for specific information.

**Students should not leave the clinical area early.** If students are given the opportunity to leave early due to a slow exam schedule, he/she may choose to do so, but will incur a deduction on their attendance record as well as their professional grade. This applies to day, evening and weekend clinical schedules.

**When the student is unable to attend clinical practice, he/she is responsible for notifying the program faculty and the clinical affiliate.** (See Section IV:F)

Students who do not get a lunch/dinner break at the usual time must make arrangements to take a break. Working through lunch/dinner break does not give a student permission to leave early.

If a student must leave the clinical area early for a doctor's appointment, illness, sick child, or for any other reason, the student is required to inform a program faculty member and the clinical site supervisor. If a faculty member cannot be reached, the student can leave a voice mail at (918) 828-1230, clock out.
and have the site supervisor initial the time card. **The student should write the reason for leaving early on the time card.**

A time clock is provided at the majority of the clinical sites. A student must have a time stamped on their time card to be considered in attendance. It is the student’s responsibility to make sure the stamped time is legible and readable.

**R. Student Performance of Radiographic Procedures**

First and second year students will be involved with radiographic procedures under direct or indirect supervision as determined by their level of competence. The JRCERT defines **direct and indirect student supervision** as:

- **Direct student supervision**: A qualified radiographer reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during the conduct of the procedure, reviews and approves the procedure and/or image. A registered technologist is present during student performance of any repeat unsatisfactory images.

- **Direct student supervision** is **required** before exam competency has been documented. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student’s procedure **prior** to re-exposure.

- **Indirect student supervision**: A qualified radiographer is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use, including mobile radiography.

- **Indirect student supervision** is acceptable after exam competency has been documented. All student performed exams must be checked by a staff technologist, instructor, or radiologist before a patient leaves the department, or before radiographs are turned in regardless of the area the student is in. This not only applies to repeated exams, but also to initial attempts. The student is encouraged to write the initials of the staff tech, instructor or radiologist on the requisition. This must be done for medical-legal reasons.

The JRCERT also states that students should be directly supervised by a qualified radiographer when repeating unsatisfactory images:

- The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. **A qualified radiographer must be physically present** during the conduct of a repeat image and must approve the student’s procedure **prior** to re-exposure.

**S. Lunch/Dinner Time and Break Time**

Lunch/dinner time is scheduled by instructors or the supervisor for the clinical area. Check affiliate policy for length of time allowed for lunch/dinner break. Most clinical sites allow 30 minutes for lunch break.

Each student is allowed two (2) 15-minute breaks per day. During classroom hours, breaks will be scheduled by the instructor. **During clinical hours, a student must consult with the area supervisor before leaving the radiology department or scheduled area for a break.**
T. Tobacco

Tulsa Tech has a no-tobacco policy for all of its campuses, and use of any tobacco products is not allowed at the clinical affiliates. Due to close patient contact, students must be aware of personal oral hygiene and odors following tobacco use. Students who violate the no-tobacco policy at a clinical site may be subject to disciplinary action, including but not limited to probation, suspension, and/or dismissal from the program. See the school’s tobacco policy STU-13 on the school’s web site.

U. Food and Drinks

Only bottled water is permitted in the classroom during class times. The water container must have a screw-on lid to avoid damage due to spills.

If food or drink is brought to a radiology department, it must be kept in the lounge area. Food or drinks are not allowed in any patient care areas.

V. Student Use of Electronic Devices

Due to the potential for HIPAA violations and the possibility that wireless transmissions may interfere with medical equipment, Rad Tech students may not carry a personal wireless telecommunication device on their person during clinical practice. Students must strictly adhere to the policy of each clinical site, as outlined in the hospital orientation. The following information is in addition to the school policy STU-21 to address additional needs and requirements for the health and clinical areas, as well as the classroom:

- All personal wireless telecommunication devices should be kept in the student’s automobile, purse / backpack, or locker whether at clinical practice or at school.
- Devices placed in a locker or purse/backpack should remain in the silent mode during clinical practice or class.
- Devices may be used during scheduled lunch and break periods in designated areas.
- No blue tooth items may be worn during class or clinical practice.
- In case of emergency, the school or the student’s instructor can be contacted at 918-828-1230. The instructor or staff member will then contact the student in the classroom or at the clinical site.
- Violation of Policy Stu 21 may result in disciplinary action including but not limited to probation, suspension, and/or removal from the clinical site.
- Earbuds / headphones are not allowed in the clinical area. These devices are not allowed in the classroom unless directed by the instructor.

W. Inclement Weather

The decision to close will be made by the school’s administration and will be announced on local radio and TV stations. Do not assume that Tulsa Tech is closed when Tulsa Public Schools close; the announcement must indicate that Tulsa Tech is closed. The Tulsa Tech hotline for school closings is (918) 828-5001. (Refer to STU-12 – Closing of School)

X. Vacations, School Breaks and Holidays

Vacations and school breaks are determined by Tulsa Tech. There will be a break between the first and second year of the program. The return date for 2nd year students will be announced prior to summer break.

See the Tulsa Tech school calendar for holidays, breaks and scheduled school closings.
Y. Health, Safety and Medical Care

Students who are absent three or more days due to a contagious illness or transmittable parasite must have a release from their attending physician. The release must verify that the student is no longer contagious before returning to classes and clinical practice.

Tulsa Tech and the Radiologic Technology Program conduct a well-planned safety program that incorporates **Standard Precautions** and regulations of the **Occupational Safety and Health Administration** (OSHA) into the program’s curriculum. It is up to the student to diligently follow safety rules for their occupational area to include the use of lead shielding and other types of barriers. Personal protective equipment (PPE) such as goggles, face shields and impervious gloves and gowns must be used for protection from infectious microorganisms, secretions, excretions, blood and bodily fluids.

Although a clinical facility may make emergency care available to the student if he/she becomes ill or is injured, the cost of such treatment must be paid by the student.

Z. Reporting Injuries or Exposure

A student who is injured or exposed to blood borne pathogens while involved in the program must obtain and complete a **Tulsa Tech Student Accident Reporting Form**. This form is available from an instructor, and must be turned in immediately after completion. If injured at a clinical site, the student should complete the Tulsa Tech form, as well as an incident report from the clinical site. The Program Director should receive copies of both forms for the student’s file.

AA. Uniforms and IDs

Student uniform brand and style are determined by the program faculty. Students are permitted in the clinical area only in the appropriate uniform. Students should make every effort to portray a professional appearance by making sure their uniforms fit properly and do not sag or bind while manipulating equipment or moving patients. Information regarding uniforms is available from the program instructors.

The student uniform is Landau “galaxy blue” scrubs with optional lab jacket (galaxy blue or white) and white leather tennis shoes. Appropriate under-garments must always be worn. Students may wear a white short or long sleeved shirt, or white turtle neck under the galaxy blue top. The short sleeves, bottom of the white shirt and any logos should not be visible. Clean, wrinkle-free scrubs are an essential part of the student’s uniform; if a student attempts to attend clinical practice or class wearing dirty or wrinkled scrubs, they will be required to clock out and go home to change into an acceptable uniform.

Students are required to be identified as student radiographers while in the clinical area. An official Tulsa Tech ID badge, student patch, and radiation dosimeter must be worn as part of the uniform. Tulsa Tech ID, personal lead image ID markers, and a personal radiation dosimeter are provided by the school.

Personal lead image ID markers are used daily and considered essential tools of the occupation. Students who do not have personal ID markers, an appropriate uniform with the correct identification, and/or dosimeter will be sent home, and may return only with a complete uniform and IDs. Students will be docked the time they are absent. **In the case where a lost dosimeter is not recovered, the student may return to clinical practice after he/she has given written notification of the lost dosimeter to the Program Director.**
BB. Grooming and Professional Appearance

- **Cosmetics**
  
a) Facial cosmetics should be used in a discrete professional manner.

b) The use of perfumes and colognes is not allowed.

c) The use of artificial fingernails is not permitted at the clinical affiliates. Short natural nails are preferred.

- **Personal Hygiene**

a) A daily shower, clean uniform, and use of deodorant are all required.

b) Special precautions should be taken to prevent halitosis and residual odors from smoking.

- **Hair Maintenance**

a) Hair should be neat, clean, and away from the face. If worn shoulder length or longer, it must be pulled back while in the clinical area or practice lab for reasons of hygiene and safety. Extreme hairstyles are discouraged.

b) Beards, mustaches and side burns must be clean and neatly trimmed. All others must be clean-shaven.

- **Jewelry, Piercings and Tattoos**

a) Rings and wristwatches may be worn. Students should use discretion in their choice of rings due to the hazard of scratching patients and transferring infection.

b) Excessive jewelry of any type is discouraged. If earrings are worn, they must be conservative in style. Large hoop or dangling earrings are not allowed due to the hazard in working with patients.

c) Body piercings and tattoos must be kept covered when possible. Some clinical sites do not allow tongue, facial or nose jewelry, and may ask the student to remove the jewelry if visible.

- **Uniform shoes**

The white leather shoes must be kept clean and should give support and protection to the foot. Heels of the shoes must be attached with no space between the shoe sole and heel. Open toes or backs are not permitted due to safety concerns.

- **Professional Appearance**

The student’s uniform and appearance are reflections of personal attitude. The student is expected to keep uniforms and shoes clean and in good repair.
CC. Declared Pregnancy

Special consideration must be given to a student who might be exposed to ionizing radiation during a pregnancy. Because of the increased radiation sensitivity of the developing fetus, the U. S. Nuclear Regulatory Commission and the National Council on Radiation Protection and Measurements recommends that during the entire gestation period, the equivalent dose limit to the fetus from occupational exposures of the expectant mother should not exceed 0.5 rem or 5 mSv. Per month the dose limit should not exceed 0.05 rem or 0.5 mSv.

Tulsa Tech, along with the clinical affiliates, advises the highest level of caution possible and therefore, has developed the following policies:

- The student has the option of informing the Program Director or other program faculty of her pregnancy. This notification is voluntary. If the student chooses to notify the faculty of her pregnancy it must be in writing and indicate the expected date of delivery. A form letter is available for the student who wants to declare her pregnancy. By declaring her pregnancy, the occupationally exposed student takes advantage of the lower exposure limit and dose monitoring provisions of The Code of Federal Regulations 10 CFR Part 20, “Standards for Protection Against Radiation”. The lower dose limit for the embryo/fetus will remain in effect until the woman voluntarily withdraws the declaration in writing, or is no longer pregnant. In the absence of this voluntary written disclosure, a student cannot be considered pregnant.

- At any time after this voluntary written notification, the student may choose to submit a written withdrawal of declaration. Upon this submission, the student is no longer considered pregnant.

- Upon written notification, the pregnant student will be given a copy of the U.S. Nuclear Regulatory Commission’s publication Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure and will be asked to meet with the Program Director for counseling concerning radiation safety practices during pregnancy. The student also will be issued a fetal radiation dosimeter to be worn near the abdomen during the time of the declared pregnancy.

- If the student chooses to disclose her pregnancy, she has the option of continuing in the Radiologic Technology Program without modification or interruption. Other options she may want to consider include a modification in clinical assignments, and/or leave of absence from the program based on the student’s individual needs and preferences.

- The student may use all allotted absence time prior to or after delivery. It may be necessary to extend the program beyond the graduation date in order to complete program requirements. If the student chooses to temporarily withdraw, all efforts will be made to reinstate her at a later time.

DD. Related Work

Students that are employed as radiographers may not wear any portion of the school or program’s uniform that identifies Tulsa Tech or the Radiologic Technology Program while engaged in related work duties. This includes the Tulsa Tech ID badge and the radiation dosimeter issued by the program. The employing institution is responsible for issuing appropriate employee ID tags and a dosimeter to be worn while in their service.

When students are employed as radiographers, their work schedules and duties will be determined by the employer. During hours of employment, students are not the responsibility of the Tulsa Tech Radiography Program.

Students that are performing radiographic duties as an employee at any of the clinical affiliates or at any other medical facility may not complete Exam or Area Competencies while on duty.
V. CURRICULUM & TESTING

A. Program Curriculum

The program follows the two year ASRT Radiography Curriculum published in 2012. The maximum number of hours of academic and clinical assignment will not exceed 40 hours per week. Both the academic and clinical portions of the program are competency based with clearly written objectives for the students to follow. Class and clinical schedules are posted by the program faculty.

B. Course Descriptions

The following is a description of each course offered during the 2014-15 school year with the number of clock hours designated for each course.

First Year Courses:

RADT – 0346 Introduction to Radiologic Sciences and Healthcare  48 hours
Content is designed to provide an overview of the foundations in radiography and the practitioner’s role in the healthcare delivery system. Principles, practices and policies of the healthcare organizations are examined and discussed in addition to the professional responsibilities of the radiographer.

RADT – 0197 Patient Care in Radiologic Sciences  64 hours
Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

RADT – 0162A Image Analysis I  64 hours
Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation, and the factors that can affect image quality. Actual images will be included for analysis. This course emphasizes the importance of identifying and evaluating diagnostic images. Guidance is given in the selection of accurate improvement methods. Knowledge and experience is also gained during the first year clinical evaluations with the instructor, and through routine image assessment during the Procedures course.

RADT – 0141A Radiographic Procedures I  150 hours
Content is designed to provide the knowledge base necessary to perform standard radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience complements the didactic portion. This course provides the student with theoretic concepts, terminology and clinical application for routine positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities.

RADT – 0454A Human Structure & Function I  48 hours
Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, organs, and systems are described and discussed.

RADT – 0055A WBE Radiologic Technology Clinical IA  320 hours
Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.
RADT – 0161 Ethics and Law in the Radiologic Sciences 32 hours
Content is designed to provide a fundamental background in ethics. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, is discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts, and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

HLTH – 0342 Medical Terminology 45 hours
Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students’ ability to successfully secure employment or pursue advanced education in healthcare.

RADT – 0139 Radiation Pathology 32 hours
Content is designed to introduce theories of disease causation and the patho-physiologic responses pathogenesis, clinical manifestations, radiographic appearance and management of alterations in body systems are presented.

RADT – 0055B WBE Radiologic Technology Clinical IB 320 hours
Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

RADT – 0141B Radiographic Procedures II 150 hours
Content is designed to provide the knowledge base necessary to perform standard radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience complements the didactic portion. This course provides the student with theoretic concepts, terminology and clinical application for routine positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities.

RADT – 0454B Human Structure & Function II 48 hours
Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, organs, and systems are described and discussed.

RADT – 0162B Image Analysis II 64 hours
Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Second Year Courses:

RADT – 0195 Principles of Imaging 60 hours
Content is designed to establish a knowledge base in factors that govern and influence producing and recording radiologic images.
Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter.

Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control.

Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

Content is designed to provide entry-level radiography students with the principles related to computed tomography (CT) scans.

This course emphasizes communication skills and specific career knowledge for the health care professional. To support an occupational job search, a functional resume will be produced that summarizes the student’s education, personal and professional achievements and work experience. To enhance their professional images, each student will construct cover letters and thank you notes that may be updated or changed as needed. Advanced career modality requirements and preparation will be investigated, as well as the requirements for professional continuing education and opportunities for lifelong learning.

This course contains content designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. The guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.
RADT – 0140  Radiation Protection  48 hours
Content is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

RADT – 0449  Advanced Imaging  48 hours
This course emphasizes advanced skills and specific career knowledge for the health care professional. To broaden their knowledge of primary radiographic procedures, the student will be involved in the exploration of specialized diagnostic and/or therapeutic procedures that may include, but is not limited to, the study of advanced imaging procedures and related associated imaging modalities, analysis of radiographic/sectional images, and evaluation of ethical dilemmas. Flexibility is built into this course to provide a means for program faculty to develop the specialized knowledge and skills that may be required of students at their specific geographical location.

RADT – 0384  Comprehensive Program Review  64 hours
This course provides a comprehensive review of the radiography curriculum in preparation for taking the certification exam given by The American Registry of Radiologic Technologists (ARRT). Identified areas of weakness will help the student focus on the curriculum items that need concentrated study. The computerized testing format of the ARRT exam will be emphasized.

C. Grading Standards

Academic – Students are required to maintain an 80% average in each academic course. Exams are given regularly. If at any time during a course the student's grade average falls below 80%, he/she will be notified and placed on Academic Probation. Failure to meet probationary requirements may result in removal from the program.

Clinical Practice – The student is required to maintain an 80% average in the Clinical Practice courses. The clinical grade is based on Professionalism, Patient Exam Competencies, Clinical Area Competencies, and Clinical Tests that are given by a clinical Instructor. A full explanation of these requirements is given at the beginning of the program. Failure to maintain an 80% average in the Clinical Practice courses will result in being placed on Clinical Probation. A Clinical Test will be given each semester. The overall score for a Clinical Test must be 90% or above. Failure to maintain an 80% clinical grade, or meet clinical competency requirements after remediation at any level, may result in removal from the program.

D. Testing Procedures

A student's knowledge and skills are assessed frequently in order to provide them with feedback about their progress in the program. Exams are pre-announced by the instructor, and include the information related to the learning objectives of the topic. An exam may be a skills or competency demonstration, computer generated questions, written paper/pencil format or an oral report. Consult the course syllabi for additional information regarding testing protocol.

Students may not copy or print electronic quizzes or tests from Blackboard, Evolve, or any other electronic curriculum delivery system. Doing so is considered cheating and the student will receive a score of zero (0) for the test/assignment. Disciplinary action may be taken to include, but not limited to, suspension or removal from the program.
E. Academic Calendar

The Academic Calendar is designed to provide an overview of the program’s class and clinical schedule. Individual course calendars may be provided by instructors. Combined clinical and didactic hours will not exceed forty (40) hours per week.

### Semester I (July)

<table>
<thead>
<tr>
<th>Class Days: Monday thru Friday 7:45 am – 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Radiologic Science &amp; Health Care</td>
</tr>
<tr>
<td>Patient Care in the Radiologic Sciences</td>
</tr>
<tr>
<td>Clinical Days: none</td>
</tr>
</tbody>
</table>

### Semester II (August through January)

<table>
<thead>
<tr>
<th>Class Days: Tuesday, Thursday, Friday 7:45 am – 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiographic Procedures I</td>
</tr>
<tr>
<td>Clinical Practice IA</td>
</tr>
<tr>
<td>Image Analysis I</td>
</tr>
<tr>
<td>Clinical and Law in the Radiologic Sciences</td>
</tr>
<tr>
<td>Human Structure and Function I</td>
</tr>
<tr>
<td>Core Medical Terminology</td>
</tr>
<tr>
<td>Clinical Days: Monday, Wednesday 7:00 am – 3:00 pm**</td>
</tr>
</tbody>
</table>

### Semester III (February through June)

<table>
<thead>
<tr>
<th>Class Days: Tuesday, Thursday 7:45 am – 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiographic Procedures II</td>
</tr>
<tr>
<td>Clinical Practice IB</td>
</tr>
<tr>
<td>Image Analysis II</td>
</tr>
<tr>
<td>Radiographic Pathology</td>
</tr>
<tr>
<td>Human Structure and Function II</td>
</tr>
<tr>
<td>Clinical Days: Monday, Wednesday, Friday 7:00 am – 3:00 pm**</td>
</tr>
</tbody>
</table>

### Semester IV (August through December)

<table>
<thead>
<tr>
<th>Class Days: Monday, Wednesday 7:45 am – 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiation Protection</td>
</tr>
<tr>
<td>Imaging Equipment</td>
</tr>
<tr>
<td>Pharmacology and Venipuncture</td>
</tr>
<tr>
<td>Radiation Production &amp; Characteristics</td>
</tr>
<tr>
<td>Radiation Biology</td>
</tr>
<tr>
<td>Clinical Practice IIA</td>
</tr>
<tr>
<td>Clinical Days: Tuesday, Thursday, Friday 7:00 am – 3:00 pm**</td>
</tr>
</tbody>
</table>

### Semester V (January through May)

<table>
<thead>
<tr>
<th>Class Days: Monday, Wednesday 7:45 am – 2:30 pm*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Imaging</td>
</tr>
<tr>
<td>Advanced Imaging</td>
</tr>
<tr>
<td>Introduction to Computed Tomography</td>
</tr>
<tr>
<td>Comprehensive Program Review</td>
</tr>
<tr>
<td>Digital Image Acquisition and Display</td>
</tr>
<tr>
<td>Clinical Practice IIB</td>
</tr>
<tr>
<td>Career Preparation for Radiography</td>
</tr>
<tr>
<td>Clinical Days: Tuesday, Thursday, Friday 7:00 am – 3:00 pm**</td>
</tr>
</tbody>
</table>

**Clinical hours may vary due to facility business hours. Consult clinical schedule for more information.
### F. Program of Study – Radiologic Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Class Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Term 2014-15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thy</td>
<td>Lab</td>
</tr>
<tr>
<td><strong>Year ONE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT-0346</td>
<td>INTRODUCTION TO RADIOLOGIC SCIENCE &amp; HEALTH CARE</td>
<td>48</td>
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<tr>
<td>RADT-0161</td>
<td>ETHICS AND LAW IN THE RADIOLOGIC SCIENCES</td>
<td>32</td>
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<tr>
<td>RADT-0197</td>
<td>PATIENT CARE IN THE RADIOLOGIC SCIENCES</td>
<td>64</td>
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<tr>
<td>RADT-0454A</td>
<td>HUMAN STRUCTURE AND FUNCTION I</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0454B</td>
<td>HUMAN STRUCTURE AND FUNCTION II</td>
<td>48</td>
</tr>
<tr>
<td>HLTH-0342</td>
<td>CORE MEDICAL TERMINOLOGY</td>
<td>45</td>
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<tr>
<td>RADT-0139</td>
<td>RADIOGRAPHIC PATHOLOGY</td>
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<tr>
<td>RADT-0141A</td>
<td>RADIOGRAPHIC PROCEDURES I</td>
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<tr>
<td>RADT-0141B</td>
<td>RADIOGRAPHIC PROCEDURES II</td>
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</tr>
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<td>RADT-0162A</td>
<td>IMAGE ANALYSIS I</td>
<td>48</td>
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<tr>
<td>RADT-0162B</td>
<td>IMAGE ANALYSIS II</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0055A</td>
<td>WBE, RADIOLOGIC TECH. CLINICAL PRACTICE I-A</td>
<td>0</td>
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<tr>
<td>RADT-0055B</td>
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<tr>
<td><strong>Year ONE - Total Hours</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Year TWO</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT-0195</td>
<td>PRINCIPLES OF IMAGING</td>
<td>60</td>
</tr>
<tr>
<td>RADT-0383</td>
<td>CAREER PREPARATION FOR RADIOGRAPHY</td>
<td>16</td>
</tr>
<tr>
<td>RADT-0194</td>
<td>DIGITAL IMAGE ACQUISITION AND DISPLAY</td>
<td>64</td>
</tr>
<tr>
<td>RADT-0111</td>
<td>RADIATION PRODUCTION AND CHARACTERISTICS</td>
<td>48</td>
</tr>
<tr>
<td>RADT-0196</td>
<td>IMAGING EQUIPMENT</td>
<td>72</td>
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<tr>
<td>RADT-0199</td>
<td>INTRODUCTION TO COMPUTED TOMOGRAPHY</td>
<td>32</td>
</tr>
<tr>
<td>RADT-0200</td>
<td>RADIATION BIOLOGY</td>
<td>48</td>
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<tr>
<td>RADT-0198</td>
<td>PHARMACOLOGY AND VENIPUNCTURE</td>
<td>32</td>
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<tr>
<td>RADT-0140</td>
<td>RADIATION PROTECTION</td>
<td>48</td>
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<tr>
<td>RADT-0449</td>
<td>ADVANCED IMAGING</td>
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</tr>
<tr>
<td>RADT-0384</td>
<td>COMPREHENSIVE PROGRAM REVIEW</td>
<td>64</td>
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<tr>
<td>RADT-0453A</td>
<td>WBE, RADIOLOGIC TECH. CLINICAL PRACTICE II-A</td>
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</tr>
<tr>
<td>RADT-0453B</td>
<td>WBE, RADIOLOGIC TECH. CLINICAL PRACTICE II-B</td>
<td>0</td>
</tr>
<tr>
<td><strong>Year TWO - Total Hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CM Complete: Radiologic Technologist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
G. Early Completion with Employment

Students who are able to complete and demonstrate competency at each level of the clinical requirements will be eligible for early employment and completion on the clinical portion of the program in the second semester of the final year. Only students who have employment in an approved diagnostic imaging department or clinic will be eligible. Specialty areas will be considered for early completion employment after Spring Break.

All competency paper work must be finalized by Friday prior to the requested final test date.

Requirements for the opportunity of early employment in the radiography field are:

1. Students must work a minimum of 16 hours per week as a student radiographer at an approved clinical site. (Students receiving Pell Grants must maintain 22.5 hours to continue to receive grant money)

2. The student must have completed all clinical requirements, including the final clinical test, at an acceptable level. All paper work must be turned in by Friday the week before the requested final test date.
   - For early completion at the end of January, all 68 exams must be performed on actual patients.
   - For early completion in February, 1 exam may be simulated.
   - For early completion in March, 2 exams may be simulated.
   - After April 1st, 3 exams may be simulated.

3. For early completion before Spring Break, students must have a 90% grade average (4.0 GPA) in each academic course. This grade average must be maintained or privileges may be revoked.
   - A GPA of 85-90% (3.5 GPA or higher) will be accepted for early completion after Spring Break.

4. Students must remain in compliance with all program and Tulsa Tech policies.

5. A satisfactory attendance record must be maintained (90% or above).

6. Students must continue to attend all scheduled academic classes. Class time absences are to be made up immediately.

7. Failure to maintain classroom attendance may result in revoking job privileges and student may be required to resume clinical rotations.

8. Students may be allowed to change jobs one time during this period with prior instructor approval.
   - Students should refer to the document “Early Employment and Clinical Completion Requirements” for more details, or see the Clinical Coordinator to determine eligibility.
VI. PROGRAM COMPLETION AND CERTIFICATION

A. Program Completion and Graduation

A student is eligible to graduate upon completion of program and school requirements. This includes:

a) A passing grade of 80% in all academic and clinical practice courses.
b) Completion of all clinical requirements.
c) Meeting all attendance requirements.
d) Full payment of all tuition and required fees.
e) Return of all borrowed school and program materials.

A certificate of completion will be awarded. The certificate deems the student as registry eligible, and qualifies him/her to sit for the exam given by the American Registry of Radiologic Technologists.

B. Certification

Candidates for certification by the American Registry of Radiologic Technologists (ARRT) must answer three ethics-related questions on their application form. These questions can be found on the ARRT web site: https://www.arrt.org/Ethics/Certification-Application-Questions. The ARRT investigates all potential violations in order to determine eligibility, and will evaluate each candidate on an individual basis. Call the ARRT with any questions about eligibility. The ARRT’s phone number is on page 3 of this guidebook.

The ARRT examination is given at area testing centers. Information about how to contact the testing centers is sent to the student after the ARRT has processed their application for the exam.

The program faculty distributes the application for the ARRT examination.

The fee for the ARRT examination is currently $200.00, but is subject to change.

VII. STUDENT APPEAL PROCESS

The appeal process is part of the Adult Student Behavior and Discipline Procedures. These procedures provide a mechanism for students to secure an equitable resolution to concerns or complaints that may affect their welfare and/or learning environment at Tulsa Tech. Refer to Section IV. Appeal for an Adult Student in STU-18 on the Tulsa Tech web site’s page for Policies and Guidelines.

Concerns related to program operation or procedures should first be directed to Tulsa Tech’s administration. Students may also contact the program’s accrediting agency, the JRCERT, if they believe there is a gross violation of accreditation standards and no effort is being made to correct the violation. See page 3 of this guidebook for JRCERT contact information.