

# **ACADEMIC POLICIES & GRADING SYSTEM**

## **DIDACTIC EVALUATION POLICY:**

### **TEST GRADES (75% OF FINAL GRADE)**

- Cognitive exams
- Performance exams (hands-on)
- Project Assignments

### **FINAL EXAM GRADE (25%)**

Cognitive exam that covers material presented over the semester

***Clinical component of semester I is incorporated in RAD2013 Introduction to Radiologic Science and Health Care course reflected as a didactic grade outlined below:***

### **TEST GRADES (75% OF FINAL GRADE)**

- Mandatory Clinical Competencies - (ROUTINE CHEST–Standing (PA& LT Lat) & ABD.- KUB (Supine–AP))
- Radiographic Equipment Manipulation & Computer Application Competencies (Must be completed prior to obtaining an exam competency.)

## **CLINICAL EVALUATION POLICY: SEMESTERS II-V**

### **CLINICAL EVALUATION POLICY:**

#### **EMPLOYABILITY GRADE (40% OF FINAL GRADE)**

- Daily points for each clinical day attended equals 20 points.
- Weekly grades will consist of the total 5 consecutive clinical days in session to equal 100 points.
- Student absence results in a “0” for that day’s employability grade. -4 points will be deducted for each hour the student is tardy or absent, not to exceed 20 points per class.

#### **PERFORMANCE GRADES (20% OF FINAL GRADE)**

- Mandatory Clinical Competencies (Radiographic Procedure Exams outlined in Clinical Handbook)
- Radiographic Equipment Manipulation & Computer Application Competencies (Must be completed prior to obtaining an exam competency.)
  - Semester II-V All remaining diagnostic, mobile radiographic equipment, & radiographic computer applications as student rotates to each clinical educational setting
- Clinical Experience Log

#### **CLINICAL GRADES (40% OF FINAL GRADE)**

- Clinical proficiency evaluations
- Simulated Lab Radiographic Procedure Exam Semester V
- Clinical performance evaluations

## **GRADING SCALE:**

The didactic and clinical grading scale is as follows:

A = 93 – 100

B = 85 – 92

C = 78 – 84

D = 70 – 77

F = 69 and below

**NOTE:** Students must receive a minimum of a C or a 78% average to pass the Radiologic Technology courses, with the exception of the Radiologic Technology Seminar course, which must be a minimum of 80%.

Students are required to maintain a 78% ending GPA in each course taught each semester to advance to the next semester of the program and 80% for the Radiologic Technology Seminar course to graduate the program.

1. If at any time during the courses, the student's grade falls below a 78% GPA average, the student will be notified of this and placed on Academic Probation, with the exception of Radiologic Technology Seminar course, which must have a minimum of an 80% GPA. If a final exam brings GPA below the 78%, then the student will be dismissed from the program, regardless of prior probationary status. Students are notified of their GPA, prior to taking a final exam by accessing Blackboard for each course. (For probation specifics refer to Radiologic Technology Program Student Handbook.)
2. Academic probation is used to provide the student with extra credit work, (20 points maximum) one time per semester per each course, in order to gain knowledge and experience necessary in deficient radiology concepts to raise student grade up to the required academic standard of the 78% GPA, but not to exceed the 78%. The exception to academic probation is the Radiologic Technology Seminar course that does not have an academic probation, due to the fact students are preparing for the national ARRT exam.
3. Specific requirements, during a counseling session, of the academic probation, will be given to the student in writing. The student will be solely responsible for contacting instructors and getting extra credit work, scheduling tutoring, individual instruction, and verifying the time period for improving their grade. The academic probation is in place to encourage students to seek extra help from instructor to continue improving future exams or assignment grades.
4. Assignments turned in by students 1 day late results in 10 points loss per day up to 1 week of that assignment grade. Late assignments in excess of 1 week (7 consecutive days to include the weekend) will result in a "0" for that assignment grade. (If student is absent the day that the assignment was made, it is the student's responsibility to contact instructor to review material covered during class or clinical and receive assignments, exams, or worksheets given.)
5. Exams should be made up immediately upon return to campus class, unless advanced arrangements have been made with instructor with justifiable documentation, to take exam within one week of missed examination. Any student missing an exam or assignment must provide justifiable written documentation prior to making up the exam or assignment, or a letter grade (i.e.: 7 points) will be deducted from the makeup exam. If student fails to make up the exam during the specified time frame, 5 days or less, it will result in a "0" for that exam grade. (It is the student's responsibility to make arrangements with the instructor for examination makeups. Make-up exams are lowered one letter grade, unless justifiable written documentation is provided.)
6. Exam items left blank on exams or answers not related to course of study (such as "I don't know", "Yahoo", or Boomer Sooner") will result in double penalties, to encourage students to answer questions intelligently.

7. If at any time during a course, the student's didactic GPA falls below 78%, the student will be notified of this and placed on academic probation.
8. Extra credit work must be turned in within two weeks after the written academic probation counsel, or student will forfeit points.
9. If the final exam brings a student's final academic didactic GPA below the 78% GPA in a course, then the student will be recommended for dismissal from the Radiologic Technology Program, regardless of prior probationary status.
10. Clinical competencies established must be maintained at 100% to pass levels in each semester. The specific mandatory and elective clinical competencies established by the ARRT, clinical education settings and the program can be found in the Student Clinical Handbook. If a student does not maintain competencies for the established semester the student will be put on clinical probation until competencies are reached in the next following semester. Failure to meet the competency requirements at the end of the following semester will result in student dismissal from the program. (For probation specifics refer to Radiologic Technology Program Student Handbook)
11. Students will have access to their academic didactic and clinical GPA throughout courses taken that are posted online, which is available prior to taking the final exam in a course and throughout the semester or in program faculty's offices at the request of the student. Individual counsels may be conducted in reference to clinical grades, plus competencies obtained or lacking, to include disciplinary probations/counsels/advisements.
12. Disciplinary advisement is conducted through the program faculty offices, depending upon where the unacceptable behavior took place. Certain behaviors are considered unacceptable and detrimental to the overall objectives of the program and are included within the Radiologic Program handbook and student may first be given a verbal counseling and upon second committal of a second offense will be given a written counseling and may be considered for dismissal should the student commit a third offense or if warranted that the behavior was severe enough may be suspended up to 3 days or immediately dismissed upon the first offense, depending on the severity of unacceptable conduct or behavior. *Please refer to Standards of Conduct and Disciplinary Policies and Procedures.*
  - The Radiologic Technology Program and Clinical Handbooks are available for public viewing at [www.cameron.edu/rad](http://www.cameron.edu/rad)
  - At the end of the academic, clinical, or disciplinary probation period, students not meeting the minimum standards established in the written counseling may be recommended for dismissal from the program.
    - In the untimely event that the Program Director would die, have emergency sickness, leaves, or is fired from the institution the program maintains a Master Plan of Education that would allow for continuity among and documentation of all aspects of the program. The Master Plan provides information needed to understand the program and its operations for new faculty and/or leadership to the program and includes course syllabi and program policies and procedures.

The 22-month program of study is divided into three semesters per year. The courses which are taken each semester are listed within the program handbook. The courses listed are also in the undergraduate catalog at [www.cameron.edu](http://www.cameron.edu), along with program effectiveness data, credentialing, exam pass rate, job placement rate and program completion rate located at [www.cameron.edu/rad](http://www.cameron.edu/rad).

**Make-Up Work Policy:**

**All Make-Up Work Is the Responsibility of the Student.** Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

**Attendance Policy:**

Employers want dependable and punctual employees; therefore, the program has a strict attendance policy. There will be no makeup of seat time allowed that counts towards the 5 days of absences allowed during fall and spring semesters, or 3 days of absences allowed in the summer semester. Attendance = 40% of clinical grades.

(Students should keep a written record of their absences and tardiness.)

**Certification Outcomes:**

**Tier 1** – Certifications Recognized, Administered and/or Endorsed by Industry

- ARRT: Radiography Certification Exam

**Industry Alignments:**

- American Registry of Radiologic Technologists (ARRT)
- American Society of Radiologic Technologists (ASRT)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)  
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