Frances M. MAGUIRE COLLEGE OF NURSING AND HEALTH PROFESSIONS

Radiologic Technology Student Handbook 2024-2025

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Financial Information from the Student Billing Office is found on a separate document.

Welcome to the Radiologic Technology Program at Gwynedd Mercy University.

This handbook is your guide to a successful educational career.

As a student in this program, you have many responsibilities.

Outlined in the handbook are the details of many of those responsibilities.

After you carefully review the policies and procedures, please sign and date the last page (Student Contract) and return it to the office of the Campus Coordinator in Maguire Hall, Room 128 or by email fox.j@gmercyu.edu

With the Mercy Mission and values as your guiding principles, the following recommendations should be integrated into your daily lives for success.

1. Turn off your cell phone, remove your earbuds and be present when in class, during your clinical experiences or at an event.

2. Remember that while email is quick and an informal mean of communication, messages still require courtesy and respect, particularly when writing to people you do not know. You are always making an impression when you communicate.

3. Respond to invitations and appointments you make. If something comes up that prevents you from keeping an appointment, let others know not to expect you.

4. Thank or acknowledge people who do something for you. Handwritten notes, rather than an email or a text will always stand out in the age of technology.

5. Be aware of the impact of your language. Words that you use casually or as a joke may have a more harmful impact than you intend.

6. Take responsibility for your mistake/s. Mistakes are inevitable and everyone makes them. The true measure of your character is how you respond when you make a mistake. With that being said, when it comes to Professional Conduct and Academic Integrity, just because you take responsibility for your mistake/s does not mean you get a free pass. There may be consequences.

Best wishes for a successful academic year,

Joy Fox

Campus Coordinator

UNIVERSITY MISSION STATEMENT

Gwynedd Mercy is a Catholic University rooted in the tradition of the Sisters of Mercy. Our learning community prepares students for successful careers and meaningful lives in a global society.

CORE VALUES

As a Mercy University committed to academic excellence, we value:

Integrity in Word and Deed

Respect for the Dignity of Each Person

Service to Society

Social Justice in a Diverse World

With a special focus on the Critical Concerns of the Sisters of Mercy: Earth, Immigration, Racism, Non-violence, Women

MISSION OF THE RADIOLOGIC TECHNOLOGY PROGRAM

The mission of the Radiologic Technology Program is an expression of the mission of Gwynedd Mercy University and the Frances M. MAGUIRE COLLEGE OF NURSING and Health Professions. The academic program provides the pre-professional courses in science, liberal arts and humanities which allow a student to complete the junior and senior year of professional education at an approved School of Radiologic Technology and at career entry, to be proficient in performing a full range of imaging procedures and pass a national registry examination. The Radiologic Technology program combines education for professional competency with the Mercy tradition of service to society.

The mission of the Radiologic Technology program reflects the mission of the University in assuring that the student has a strong background in the sciences, liberal arts and humanities, that the student is clinically competent and possesses the qualities and abilities expected of a Gwynedd Mercy University graduate.

UNIVERSITY LEARNING OUTCOMES:

Continuing at successively higher levels across their college studies, students should prepare for twenty-first century challenges by gaining or becoming:

1. Knowledge of Human Cultures and the Physical and Natural World Through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts focused by engagement with big questions, both contemporary and enduring
2. Intellectual and Practical Skills, including
   - Inquiry and analysis
   - Critical and creative thinking
   - Written and oral communication
   - Quantitative literacy
   - Information literacy
   - Teamwork and problem solving
3. Personal and Social Responsibility, including
   - Civic knowledge and engagement – local and global
   - Intercultural knowledge and competence
   - Ethical reasoning and action
   - Foundations and skills for lifelong learning
4. Integrative and Applied Learning, including
   - Synthesis and advanced accomplishment across general and specialized studies
5. Immersed in the Critical Concerns of the Sisters of Mercy of the Americas for:
   - Women – Advocating for the lives/rights of women
   - Earth – Encouraging sustainable practices.
   - Racism – Urging a dismantling of institutional racism.
   - Immigration – Supporting persons who have been displaced.
   - Non-violence – Promoting peaceful discourse/discernment/decision-making.

RADIOLOGIC TECHNOLOGY LEARNING OUTCOMES:

The success of the program, and hence it graduates, is determined by students/graduates:

- Successfully completing the first two years of the program with a minimum overall GPA of 2.8.
- Being accepted to one or more JRCERT accredited Schools of Radiologic Technology (Radiography).
- Successfully completing the two years of professional studies in a JRCERT accredited hospital-based program and being awarded a Certificate of Completion.
- Successfully passing the ARRT national registry examination.

- Achieving gainful employment as a diagnostic radiologic technologist or other modality in medical imaging (such as computed tomography) or a related industry such as medical imaging equipment sales, radiologic science education or research.
- As an alternative to employment, the graduate might also continue with formal education in an advanced modality (such as magnetic resonance imaging) in order to enhance professional skills and marketability.

GENERAL STUDENT POLICIES

TITLE: CODE OF ACADEMIC INTEGRITY FOR THE FRANCES M. MAGUIRE COLLEGE OF NURSING AND HEALTH PROFESSIONS POLICY:

POLICY: Academic ethics and integrity are the mutual responsibility of all those who perform academic work: faculty, staff and students. Because the University's reputation depends upon the quality and integrity of the academic work that its faculty and students perform, the tenets of academic ethics must be thoroughly understood and subscribed to by all members of the Gwynedd Mercy University Community. The FMMSON&HP abides by the Academic Integrity Policy of the University and provides the following additional explanation.

A student who violates the Code of Academic Integrity may be called into account by any member of the FMMSON&HP Community. This Code aims to encourage integrity, initiative, character building and maturity through the challenge of self-discipline and personal responsibility. The code attempts to foster academic and personal freedom through trust among students and faculty. This freedom relates to all aspects of campus life--social as well as academic.

Students should also conduct themselves in their academic work with honesty and integrity. Any work that a student undertakes as part of the progress toward a degree or certification must be the student's own. That work may include:

- Examinations - (oral or written)
- Case Studies
- Oral Presentations
- Laboratory and simulation exercises
- Papers
- Reports
- Other Assignments

In written work other than examinations, a student must clearly indicate the sources of information, ideas, opinions, and quotations that are not their own. During "closed book", "open book", or "take home" examinations students assume the responsibility to use only specified materials under the rules stated for such assignments in advance. A student should consult with an instructor whenever he or she

is uncertain about the rules for an examination, proper 13 attribution of written materials, or any other aspect of the academic process.

Examples of conduct that are incompatible with these principles of academic integrity and that violate the Code of Academic Integrity are:

1. Plagiarism - using another person's published ideas or language without specific and proper acknowledgment.
2. Use of Another Person's Work - submitting a paper that someone else prepared, either in part or in total, or preparing all or part of a paper or other written assignment for another student.
3. Theft of academic or personal property of another- unauthorized procurement of academic work and/or personal belongings of another.
4. Misconduct During an Examination - copying from another student's paper, consulting unauthorized material, giving information to another student, or colluding with one or more students during an examination.
5. Prior Possession of an Examination - acquiring or possessing an examination before or after it is given unless the instructor grants permission.
6. Students are required to comply with course syllabus directives regarding test examinations protocols. Failure to comply with these directives may result in a zero for the examination.
7. Submission of False Data - submitting contrived or altered data quotations or documentation with an intent to mislead or deliberately misattributing material to a source other than that from which the student obtained it.
8. Submission of Work Used Previously - submitting without an instructor's prior permission, any academic work that student has already submitted in the same or similar form as part of an academic requirement at this College or any other institution.
9. Falsification of Transcripts or Grades - falsifying, tampering with, or misrepresenting one's own transcript or other academic record or that of another student or any materials relevant to a student's performance.

TITLE: GRADE APPEAL

POLICY: If a student believes their final grade is the product of the instructor's bias or caprice, rather than a judgment on the merits or demerits of the student's own academic performance, the student is referred to the Grade Appeal process outlined in the University Undergraduate Catalog.
https://www.gmercyu.edu/about-gmercyu/publications#coursecatalog

Please note that there are time limitations for submitting a grade appeal.

OTHER COMPLAINTS:

Refer to the University Undergraduate catalog for the process of other complaints other than an academic complaint. (University Undergraduate Catalog).
https://www.gmercyu.edu/about-gmercyu/publications#coursecatalog

TITLE: NON-ACADEMIC CRITERIA FOR ADMISSION AND RETENTION FOR ALL RADIOLOGIC TECHNOLOGY STUDENTS

POLICY: Graduates from the program must possess the essential professional attitudes, knowledge and skills to function in a wide variety of clinical situations and render a wide spectrum of patient care in a safe and effective manner.

TITLE: TECHNICAL STANDARDS FOR ADMISSION, ACADEMIC PROGRESSION AND GRADUATION:

An applicant to the Radiologic Technology Program must, with or without reasonable accommodation, have sufficient abilities in the following:

Climbing--Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.

Balancing-- Maintaining body equilibrium to prevent falling when walking, standing or crouching.

Stooping-- Bending body downward and forward by bending leg and spine.

Kneeling-- Bending legs at knee to come to a rest on knee or knees.

Crouching-- Bending the body downward and forward by bending leg and spine.

Reaching-- Extending hand(s) and arm(s) in any direction.

Standing-- Particularly for sustained periods of time.

Walking-- Moving about on foot to accomplish tasks, particularly for long distances.

Pushing-- Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling-- Using upper extremities to exert force in moving objects in a sustained motion.

Lifting-- Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.

Grasping-- Applying pressure to an object with the fingers or palm.

Talking-- Expressing or exchanging ideas by means of spoken word to other workers accurately, loudly or quickly.

Hearing-- Ability to receive detailed information through oral communication and to make fine discriminations in sound when applicable.

Visual Acuity-- This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal,

monitors, extensive reading, visual inspection, using measurement devices, assembly or fabrication of parts at distances close to eyes.

TITLE: OTHER RADIOLOGIC TECHNOLOGY REQUIREMENTS

POLICY: Traditional, first-time students are required to complete the English and Math Placement Exams.
Transfer students not meeting the criteria of level 4 mathematics, as determined by the registrar, may also be required to complete the Math Placement Exam if no level is available.

Students who do not meet the minimum competency on the English placement exam must enroll in ENG 002 during the fall semester. Students who do not meet the minimum score of "3" or greater in Math must enroll in MTH 002 or MTH 003 during the fall semester. Students who score a "1" in the placement exam must enroll in MTH 002. Students who score a "2" may take either MTH 002 or MTH 003. Upon satisfactory completion of MTH 002 or MTH 003, the student must make arrangements to meet with the Math Specialist in the Student Success Center to complete Math Module 4 in order to take MTH 141 required for the program.

Transfer students follow the same math pathway to be prepared to take MTH 141.

TITLE: ACADEMIC PROGRESSION FOR THE RADIOLOGIC TECHNOLOGY PROGRAM

POLICY: Grades of "C" or higher ("C minus" is not acceptable) are required in all radiologic technology, Exploring the Natural World which includes math and science courses. For a grade below a 'C' (a 'C-' is not acceptable) in any of the courses in these areas, the student may repeat **one** course only **one** time to earn a grade of 'C' or higher. If the student is not successful following these guidelines, they will be dismissed from the Radiologic Technology program. The student must also maintain a cumulative 2.8 overall GPA. If the cumulative overall GPA falls below a 2.8, the student will be placed on academic probation from the Radiologic Technology Program with one subsequent semester to bring the cumulative overall GPA back to a 2.8 or above. If the GPA continues to be below a 2.8, the student will be dismissed from the Radiologic Technology Program.

All challenges to the dismissal policy will be forwarded to the AD HOC FMMCON &HP Academic Appeals Committee. This ad hoc committee will be comprised of nursing and health professions faculty.

The FMMCON & HP reserves the right and responsibility to develop procedural guidelines for the implementation of this policy.

TITLE: ACADEMIC ADVISING

POLICY: Academic advising is coordinated through the Office of the Vice President for Academic Affairs, the Registrar's office and the FMMCON & HP.

The Radiologic Technology student will be assigned to the program's Campus Coordinator as their academic advisor. The advisor will assist each student in planning the student's program of study for the program. It is important that a student make an appointment to meet with their advisor at the time of registration for the next semester. It is strongly advised that students see their advisors as often as possible throughout the school year for any academic assistance needed.

Office hours are posted on the advisor's office door or through electronic resources. The Campus Coordinator is also available by email @ fox.j@gmercyu.edu

Colleague Self – Service provides the platform for student advising. Students can access their curriculum plan, progress on their plan and course plan per semester through Colleague Self – Service through the G Mercy U portal.

IT IS EACH STUDENT'S RESPONSIBILITY TO SEE THAT ALL REQUIRED COURSES ARE COMPLETED AND CREDIT REQUIREMENTS MET FOR THE PROGRAM BEFORE GRADUATION.

TITLE: COMPLETION OF COURSE WORK

POLICY: Once a student is matriculated into Gwynedd Mercy University, all courses required for the completion of the radiologic technology program must be taken at Gwynedd Mercy University and the affiliate radiography program. (See University Undergraduate Catalog, Academic Information section). University courses must be completed prior to the start of the affiliate program.

TITLE: TRANSFERS TO THE RADIOLOGIC TECHNOLOGY PROGRAM FROM WITHIN THE UNIVERSITY

POLICY: Students who have been admitted to another major at Gwynedd Mercy University and express a desire to transfer into the Radiologic Technology Program must contact the Campus Coordinator of the Radiologic Technology Program and be evaluated for admission into the program. Students must have completed at least one semester at Gwynedd Mercy University.

Transfer evaluation is based on the following:

ϖ Minimum GPA of 2.8
ϖ No grade below a C ("C minus") is acceptable in any university course
ϖ All sciences and math courses require no grade less than a C.

After receiving an acceptance notification program, the student must complete a change of major form signed by the Program Advisor and Assistant Dean of the FMMC0N & HP. The student can continue taking required courses the next semester.

Title: HEALTH AND BACKGROUND CLEARANCE DOCUMENT REQUIREMENTS

Please note: Affiliate Radiography programs all have additional requirements. The student will be informed of these requirements and how to obtain necessary documentation from the affiliate program they are accepted into and plan to attend.

The University requires certain documents prior to beginning course work.

Medical History and Physical Examination
Proof of Health Insurance Coverage – The University will provide low cost insurance, payable with tuition, for those students who do not have their own health insurance coverage.
Meningitis Vaccine: Students living on campus only. Students not living on-campus must answer the resident status question.
Coronavirus Testing If students are instructed by the University *At this time, testing is based on University guidelines. Refer to the GMercyU COVID webpage.
COVID-19 Vaccine: Students should upload proof of vaccination. Submit to GMercyU as directed by the University **(Refer to the GMercyU COVID webpage)**

Students are responsible for making copies of all forms for their personal record prior to submission. Students will be excluded from the affiliate program until requirements are satisfied.

COVID 19

As of Spring 2024:

The Centers for Disease Control (CDC) has announced new COVID -19 guidelines. Effective immediately, the following guidelines will be implemented at the University:

- The mandatory five-day isolation guideline has been removed.
- The CDC recommends people with COVID-19 to stay home until they've been fever-free without using fever reducing medication for at least 24 hours and their symptoms have been improving for 24 hours.
- The CDC recommends people with COVID-19 take additional precautions for the next five days including improving ventilation, masking and limiting close contact with others to lower the risk of spreading the virus.

These enhanced precautions are particularly important for people who are around vulnerable individuals, such as those who are elderly or have immune functions blunted by medication or an illness, like cancer.

If a student becomes ill with COVID during the year, the student is required to contact University Student Health and Wellness and will be followed by Mrs. Donna Ferguson, Director of Student Health and Wellness (ferguson.d@gmercyu.edu).

It's important to remember that students who are required to participate in clinicals at an affiliate program, in order to graduate may be required to show proof of vaccination. Students who choose not to be vaccinated may not be able to complete these degree program requirements, which could delay your time to graduation.

TITLE: COURSE INCOMPLETE GRADES

POLICY: An incomplete course grade (I) may be granted on an individual basis. Course work must be made up within 30 calendar days from the last day of the final examination period for the semester during which the course was taken.

A student must petition their instructor(s) for an extension beyond the normally scheduled semester/session final examination because of illness or another serious reason. The nature of certain courses prohibits a grade of incomplete.

Unless the course work is made up within one month of the final examination period of the semester during which the course was taken, the final grade for the course that is listed as "I" (Incomplete) will automatically be converted to an "F" (FAILURE). No extension will be granted beyond 30 days unless approved by the instructor and the Vice-President for Academic Affairs prior to the end of the 30- day period. This written permission must be entered on the "Change of Grade" form and filed in the registrar's office.

TITLE: GRADES FOR RDS COURSES WHILE AT AFFILIATE PROGRAM

POLICY: Affiliate semesters do not correlate with the University semesters for the most part. For that reason. At the end of the University's semester grades are recorded in Colleague as Incomplete (I) The grade of "I" will remain on the transcript until the campus coordinator receives grades from the affiliate program and follows the process of grade changes.

The campus coordinator correlates courses at the affiliate programs to the required courses (RDS) for radiologic technology. These correlations may not be a perfect match. There are times when course sequence at the affiliate changes and the Gwynedd student registered for a course that has been delayed to a different semester. For this reason in addition to the timing that grades are received by the campus coordinator, the grade of "I" remains (with no penalty) until the grade change is completed and received in the registrar's office. This is much different than how the grade of "I" is handled as a regular main campus University course.

TITLE: STUDENT POLICIES: University-wide Policies

TITLE: ACADEMIC INTEGRITY POLICY

POLICY: The FMMCON & HP adheres to the policies of the University. These policies can be found in the University Undergraduate Catalog and the Student Handbook.

TITLE: ACADEMIC RESPONSIBILITIES

POLICY: The FMMCON & HP adheres to the policies of the University. These policies can be found in the Student Handbook.

TITLE: COMPUTER USE POLICY

POLICY: The FMMCON & HP adheres to the policy of the University. This policy can be found in the Student Handbook.

TITLE: DRUG AND ALCOHOL USE

POLICY: The FMMCON & HP adheres to the policy of the University. This policy can be found in the Student Handbook.

TITLE: STUDENT LIFE POLICIES

POLICY: The FMMCON & HP adheres to the policies of the University. These policies can be found in the Student Handbook.

TITLE: GENERAL HEALTH SERVICES

POLICY: The University Undergraduate Catalog and Student Handbook has information related to student health services at the college.

TITLE: ID CARDS

POLICY: Every student, part-time and full-time, resident and commuter must carry a Gwynedd Mercy University Identification. This ID is necessary for security purposes, for entrance to the Griffin Complex and for library borrowing privileges. ID cards are obtained from Campbell Solution Center. Students should submit a photo for the GMercyU ID Card by emailing a "headshot" selfie from your GMercyU email address to idcardpicture@gmercyu.edu . The image should include just the student's face and neck; choose the highest resolution possible when emailing the image. Identification pictures (ID's) may also be taken at the Campbell Solution Center in Campbell Hall at the Gwynedd Valley campus. If a student loses their ID, a new one must be obtained from Campbell Solution Center.

TITLE: FINANCIAL AID

POLICY: Students in the Radiologic Technology Program are eligible for financial assistance identified in the Gwynedd Mercy University Undergraduate Catalog. (Also see Program FAQ's)

TITLE: Title IX Statement

Policy: Gwynedd Mercy University and its faculty are committed to assuring a safe and productive educational environment for all students and community members. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the 48 University requires all faculty members to report incidents of sexual misconduct shared by students or any community member to the University's Title IX Coordinator, Tia Brown 215-646-7300, ext. 21140 brown.t8@gmercyu.edu .

The University believes in creating a community free from interpersonal violence, including sexual harassment, sexual assault, partner violence, and stalking, in which all members of the university community feel safe and respected. Each student deserves a safe environment in which they are free to pursue an education.

Please know that all faculty on campus are mandatory reporters. This means that if you choose to disclose an experience of sexual misconduct to a faculty member outside of a classroom discussion, a writing assignment, or as part of a university approved research project, they must report the experience to the University's Title IX Coordinator. If you disclose sexual violence or any other abuse that occurred to you while you were a minor or someone else while they were a minor, they must report that as well. Filing a sexual misconduct report does not mean you will be part of a Title IX investigation or have to go to court.

Information regarding the sexual misconduct policy are available on the University's website under policies. You may also reach out to Tia Brown 215-646-7300, ext. 21140 brown.t8@gmercyu.edu .

Radiologic Technology at Gwynedd Mercy University – An Overview

Gwynedd Mercy University's program is called a 2 + 2 program. The student spends the freshman and sophomore years here at the University campus taking general education courses such as English, Anatomy & Physiology, Math and Philosophy.

At the beginning of the sophomore year, the student applies to affiliate JRCERT accredited certificate radiography programs. (www.jrcert.org) The student does this on his or her own with guidance from the Campus Coordinator. The Campus Coordinator meets with the freshmen class in late spring of the freshman year to explain how to find these programs. **The student MUST be accepted into a program in order to continue with the University's Radiologic Technology Program. The University offers NO guarantee of acceptance.** (Refer to the University Catalog)

Junior and senior years are spent at the radiography program taking the program's radiography courses, both classroom and clinical. The student also registers here at Gwynedd Mercy for courses that correspond to courses being taken at the radiography program. (Campus Coordinator informs the student which University courses to register for.)

As long as the program the student attends is an approved affiliate program, then the student can apply and continue to receive federal financial aid through Gwynedd Mercy University. (This financial piece is best explained by the financial aid office as rules and regulations always change.) University scholarships, grants, etc. will no longer be disbursed. Students also continue to have access to all university resources. Grades from the radiography program are forwarded to the Campus Coordinator (usually by the radiography program director) and are entered into the corresponding University courses for the official transcript.

Once the radiography program is successfully completed (and all University courses have been successfully completed), the student will be eligible to receive their diploma from Gwynedd Mercy University with the BS degree in Radiologic Technology at the next official graduation date. (It is usually August for Radiologic Technology students, but many students choose to walk in the May commencement program.)

Once ALL course requirements have been successfully completed (including both University and radiography program courses), the Campus Coordinator informs the radiography program director that all requirements for the B.S. degree have been met and the graduate is eligible to sit for the National ARRT Examination in Radiography. (American Registry of Radiologic Technologists – www.arrt.org)

Thomas Jefferson University Option

The student can also choose to apply to Jefferson where he or she can pursue the multi-competency program in imaging. In Jefferson's program, the student can take one year of radiography and one year of CT for example. Another example would be, one year of general Sonography and one year of vascular Sonography. The competition for acceptance into

Jefferson's program is stiff. Please visit Jefferson's website for Radiologic Sciences at: http://www.jefferson.edu/university/health-professions.html

Gwynedd Mercy University does have an articulation agreement with Jefferson so that we know exactly what courses you need to take that meet their pre-requisite requirements. Jefferson does require additional pre-requisite courses as well as the Gwynedd Mercy curriculum. It is important to make the Campus Coordinator aware of possible interest in Jefferson's program as soon as possible. It may take an additional year to incorporate the prerequisite courses needed. If the student is accepted at Jefferson, the student will transfer out of Gwynedd and into Jefferson. The B.S. degree will be granted from Jefferson.

I hope this document answers most questions. Please be sure to check out the on-line information available.

You can apply to Gwynedd Mercy University on-line free of charge - just click on the "apply now" button at www.gmercyu.edu.

B.S. Completion Program in Radiologic Technology

This course of study is designed for the imaging technologist who is already ARRT certified.

Please contact admissions at admissions@gmercyu.edu and/or the Campus Coordinator, Joy Fox (fox.j@gmercyu.edu) for information.

Applying to an Approved, Affiliate Radiologic Technology Program

It is the student's responsibility to make application to approved, JRCERT accredited affiliate Radiologic Technology Programs. There are two general options available to students wishing to pursue this career.

Gwynedd Mercy University Program Option

This option is the 2+2 Bachelor of Science Degree awarded by Gwynedd Mercy University. Students may apply to affiliate certificate programs accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and recognized as an approved affiliate program with GMercyU. Information regarding available programs is in this handbook Program specifics may be obtained at www.jrcert.org as well as on the program's website.

Students need to become familiar with these websites immediately following the successful completion of the freshman year. During the summer between the freshman and sophomore years, students are advised to begin selecting a minimum of 3 programs from which to make application.

Because each program has specific application requirements and deadlines, it is advisable to begin the process early. Keep in mind that most programs require official transcripts, recommendations and entrance testing prior to the interview. **Do NOT wait until the last minute to submit ALL application materials required.** There is no guarantee of acceptance into these programs. Beginning this process before the start of the sophomore year will make the process less stressful during the academic year.

Students in the Radiologic Technology program must maintain a minimum GPA of 2.8. Courses required on the Gwynedd Mercy University campus must be completed prior to entering the affiliate program.

Students begin the radiologic technology portion of study in the junior year. Students remain Gwynedd Mercy University students (dually enrolled) during their time off-campus as long as they attend an approved affiliate radiologic technology program and register at the University as instructed. Students are permitted and encouraged to continue to participate in campus activities and dorm life. Living on campus is not required. The campus coordinator remains the student's advisor whether the student is on or off campus. On-line course registration continues to take place at Gwynedd Mercy University and all grades are processed through the registrar's office. **It is essential that the student enrolls in courses as instructed by the campus coordinator.**

Once the student has successfully completed the course of study at the certificate program, a Bachelor of Science in Radiologic Technology is awarded from Gwynedd Mercy University at the next graduation date. Because the certificate programs differ in length, some being 21 months, others being 24 months, the actual date of graduation may vary. Most students will officially be August graduates and receive their diploma at that time since the affiliate programs are usually completed after the May commencement date. It is the student's responsibility to make arrangements for the grades to be submitted to Gwynedd Mercy University. This must be completed at the end of each affiliate semester. Prior to graduation from Gwynedd Mercy University, students will have a transcript review, completed by the registrar's office, to assure that all courses have been successfully completed. Questions regarding this procedure should be directed to the campus coordinator.

VA Tuition While at an affiliate radiography program:

Students who receive tuition assistance from the Veterans Administration (VA) should be aware that once they enter the affiliate program, the University will no longer be the liaison for processing VA tuition transactions. It is the student's responsibility to contact the affiliate program to find out if they are a VA participating program prior to applying. The certifying official at a VA participating affiliate will assume the role of processing VA benefits while enrolled in the affiliate program. The student should also contact the VA directly for additional information.

Applying for Graduation from Gwynedd Mercy University

Students must apply for graduation at Gwynedd Mercy University. Application for graduation is NOT a guarantee of graduation. All student records, transcripts and financial accounts must be cleared prior to graduation. It is the student's responsibility to assure that all records are complete and that all financial responsibilities have been met. Students may apply for graduation via instructions on Colleague self-service and must follow the deadlines for application noted in the Gwynedd Mercy University Catalog. Graduation takes place three times each year at Gwynedd Mercy University; May, August and December. December graduates are invited to walk in the following May's graduation ceremony. Students graduating in August who wish to walk in the preceding May ceremony need to complete the Petition to Walk form available from Academic Affairs and/or the campus coordinator asking for special permission. Generally speaking, if a student has 6 credits or less left to complete, permission is granted, though no diploma is issued at that time.

<u>Students may participate in only one commencement. Any honors received will be recognized at the following May's Honors Convocation Ceremony and Commencement.</u>

Students who begin the affiliate program in the summer or fall will most likely be August graduates due to the time frame the program is completed at the affiliate. Final transcripts will be available in mid-August with diplomas to follow. There is no commencement ceremony in August.

Students who begin the affiliate program (Crozer Chester Medical Center/Widener University) in January will be December graduates. Diplomas and final transcripts will be available in January. There is no commencement ceremony in December,

Jefferson University Option

The second option available to students is the Thomas Jefferson University (TJU) transfer option. With this option, students transfer from Gwynedd Mercy University to Thomas Jefferson University in their junior year. TJU is an attractive option for students who have maintained a minimum of a 3.0 GPA in all of their general education and science courses; and for those who are able to learn at a rigorous academic pace. TJU requires additional prerequisite courses in addition to those courses normally taken at Gwynedd Mercy University. Please refer to TJU's web site, this handbook, the campus coordinator or the Assistant Director of Admissions at TJU. TJU offers a multicompetency program in Diagnostic Imaging. Students choose 2 modalities from which to major and complete those modalities within 24 months. Detailed information about this program as well as application information can be found at http://www.jefferson.edu/health_professions.html . Some information has been included in this handbook. A student who chooses to attend TJU (provided they are accepted) transfers completely from Gwynedd Mercy University to TJU and graduates with a Bachelor of Science in Diagnostic Imaging. Students who choose this option must notify the registrar's office, the office of financial aid and the billing office that they are transferring schools. All financial responsibilities must be met by the student in order for transcripts to be released.

GWYNEDD MERCY UNIVERSITY MAKES NO GUARANTEE REGARDING ADMISSION TO ANY OTHER INSTITUTION.

Radiography Affiliate Programs & Directors

Crozer-Chester Medical Center School of Radiologic Technology / Widener University
(programs begin in July & January each year)
One Medical Center Blvd.
Alexander Silberman Center
3rd floor Radiology School
Upland, PA 19013
Judy Crampton , M.S., RT (R) (ARRT) judy.crampton@crozer.org
Program Director
610-447-2578

Contact Widener University: Sharmane Walker, Ed.D. 610-499-4394 sswalker@widener.edu
Applications all go through Widener University

Einstein Medical Center School of Radiologic Technology
5501 Old York Road
Phila., PA. 19141
Linda DeRenzis, M.S., Ed., BSAH, RT (R) (ARRT) linda.derenzi@jefferson.edu
215-456-6398

Capital Health School of Radiologic Technology
601 Hamilton Avenue
Trenton, NJ 08629
Teresa Levitsky, M.A. (ARRT) tlevitsky@Capitalhealth.org
Program Director
609-599-5234

The Philadelphia School of Radiologic Technology
At St. Christopher's Hospital for Children
160 East Erie Avenue
Philadelphia Pennsylvania 19134-1095
Cecile L. Williams, D.H.A., R.T.(R) (ARRT) cecile.williams@towerhealth.org
Program Director
215-427-6751

Shore Medical Center – School of Radiologic Technology
100 Medical Center Way
Somers Point, NJ 08244
Kerry Raymond, M.S., RT(R)(CT)(ARRT) kerry.raymond@shoremedicalcenter.org
Program Director
609-653-3294
Program Coordinator: Alexandria Frankel alexandria.frankel@shoremedicalcenter.org

York/Wellspan Health Medical Center –School of Radiologic Technology
37 Monument Road
York, PA 17403
Tracey Szczypinski, MS, RT(R)(CV) (ARRT) tszczypinski2@wellspan.org
Program Director
717-851-4438

The best way to find application and other information about these programs, is to go directly to the program website using an internet search engine.
Additional information about these programs can be found at the Joint Committee on Education in Radiologic Technology at www.jrcert.org

Below is additional information about Thomas Jefferson University.

Admissions
Phone: 215-951-2800
Email: enroll@jefferson.edu

Prerequisite Requirements (Jefferson)
All students must complete 50 specific prerequisite credits prior to matriculation; however, they do not need to have all prerequisite work completed at the time of application.
Academic courses from accredited institutions with a grade of 'C' or above and some CLEP scores are acceptable for transfer.

Radiologic Technology and other programs

A & P I & II with labs
College Chemistry with lab
College Physics I & II with labs
College Algebra
Pre-calculus or Calculus
Statistics
Medical Terminology
English Composition
English Elective (Literature)
4 other electives (humanities)

SEE CAMPUS COORDINATOR FOR SPECIFIC COURSES.

CONTACT JEFFERSON'S ADMISSIONS OFFICE FOR SPECIFIC DETAILS.

Preparing for Program Applications:

The following items/activities will help the student to prepare for making application to Radiography programs as well as for the Interview Process:

1. "Google" the affiliate program for application and other information.
2. Prepare an activities resume (example provided)
3. Visit the Career Development Center for assistance in preparing the activities resume, completing applications, writing essays, and for interviewing techniques.
4. Make a timeline and/or a list for submitting all materials before the program's deadline.
5. Prepare for and take the TEAS test if required.
6. Follow-up with the program to make sure all materials requested have been received.
    a. Remember to send updated transcripts
    b. Include a copy of your upcoming semester schedule
7. Research the program to which you are applying. Be familiar with their clinical affiliates as well. (Be prepared for the interview)
8. Review materials provided by the Campus Coordinator.
9. Practice answering possible interview questions.
10. Make sure to have appropriate interview attire in good repair. (See information provided.)

Name
Address
Phone
e-mail

Sample Activities Resume

Employment:

Name of Company Date started - present
Location (city & state)
Briefly state what you do

Name of Company Date started - present
Location (city & state)
Briefly state what you do

Volunteer Activities: (examples)

Gwynedd Mercy University
Best Buddies when - when
Organization that focuses on…..
Briefly state what you do
Volunteer hours equal approximately _____

Abington Memorial Hospital when - when
H.E.L.P. Program (Hospital Elderly Life Program)
Briefly state what you do
Volunteer hours equal approximately _____

Sports:

Gwynedd Mercy University when - when
LaCrosse Team

High School Activities (XYZ High School):

Student Government
Position held (treasurer, member, etc.) when - when
Briefly state what the club does

Drama Club when - when
Briefly state what the club does

ETC….

Hobbies & Interests:

Soccer Coach for Microsoccer

Skiing

Reading

Some affiliate programs require the TEAS test:

How to register

for the ATI TEAS:

1. Contact the school in which you are applying. Some schools handle administering the test at the school while others will go through a testing center like PSI.
2.Visit atitesting.com and create a user account.
3.Log-into atitesting.com using your ATI username and password and select either “Register for the TEAS” (through a school) or “Register for the TEAS with PSI” (a testing center). Once you register and pay the testing fees a confirmation email will be sent to you from ATI.
4.If you are registering for the TEAS exam through a PSI testing center, you will need the candidate ID# that is located on your confirmation email from ATI. Within 24 hours, you will be sent an email from PSI that will give you a link to schedule your ATI TEAS Exam. You can either register online via the link provided by PSI or call 1-800-733-9267.

Learn more at

READ MORE

atiteasprep.com/about-the-teas/

How to prepare

for the ATI TEAS Exam:

No matter your study style, ATI has the materials and study packages

to help you pass the TEAS in the way you learn best.

ATI TEAS SmartPrep™ Package

Our most comprehensive TEAS preparation package includes a self-directed tutorial,

two online practice exams, and a robust study guide. SmartPrep tests your knowledge

upfront so you're able to study what you need to know in a focused manner, saving time and

gaining traction in the areas you need the most attention and review. Each of the four study

modules (Science, Reading, Math, English & Language Usage) is customized to you, beginning

with a diagnostic test to assess what you know and what you don't. That way, you study only

the material you need to learn rather than concepts you've already mastered.

This package includes the ATI TEAS SmartPrep Tutorial,

ATI TEAS Online Practice Exams and the ATI TEAS Study Manual.

ATI TEAS ATI TEAS ATI TEAS Online

Basic Package Study Manual Practice Tests

The ATI TEAS Basic package includes The TEAS study manual addresses There are two different versions of our

both versions of the TEAS online each objective on the exam including practice test available. Each assessment

practice assessments and the TEAS Reading, Mathematics, Science and has 150 questions and is patterned

Study Manual at a discounted price. English and Language Usage. after the original TEAS exam.

MARKMAT 10148 | 1/17Learn more at

atiteasprep.com/about-the-teas/

Community libraries MAY carry the TEAS study guide.

Interview Dress Code

Male	Female
✓ Two piece suit in a dark, plain color **OR** solid dark color dress pants with a matching, dark color suit jacket or solid color blazer ✓ White or off-white long sleeve shirt with undershirt (white) ✓ Socks that match pants ✓ Dress shoes (black or brown) coordinated with your pants ✓ Belt should match shoes ✓ Conservative, matching tie ✓ Clean shaven and trim, neat hair **of a natural color** (closely trimmed and neat beard if absolutely necessary) ✓ Jewelry restricted to watch and/or ring ✓ **NO** earrings or visible body piercings ✓ Tattoos **MUST** be covered ✓ Minimal (if any) cologne	✓ Two piece skirt or pant suit or jacket/blazer with dress, skirt or dress pants in solid, dark color. Skirt should be approximately knee length. Blouse or modest shirt/sweater in either a matching solid color or a fine print. Do **NOT** wear bright, flashy colors or prints! ✓ Shoes should be plain dark pumps with a low heel that coordinate with skirt, dress or pants. **NO** open toe shoes, clogs, boots or sandals. ✓ Hosiery is a must with a skirt or dress and should be a neutral shade. Trouser socks can be worn with pants, also in a neutral or shade that matches shoes/pants. ✓ Short nails and if polished – a neutral shade. (**No** red, black, or bright colors for example) ✓ Simple, neatly styled hair **of a natural color**– no bangs hanging over face (eyes). Consider pulling hair up or back neatly if long. ✓ Natural looking make-up. **NO** heavy eye make-up. ✓ Earrings: no more than 2 per ear. **No** big, dangly styles – keep them simple. ✓ **NO** visible body piercings other than ears. ✓ **NO** visible tattoos ✓ Minimal perfume (if at all)

See Campus Coordinator or Career Services for any questions!!

<u>How you present yourself is extremely important!!!</u>
<u>Your appearance and behavior matter!!!!</u>

FAQ's in a Radiography Program Interview.

Why are you interested in radiography?

What do you know about the field of radiologic technology?

What does a radiographer (radiologic technologist) do?

Why are you interested in _____'s (insert program name) program?

What are your short and long term goals?

What accomplishments are you most proud of?

What is your greatest strength (asset).

What is your greatest weakness?

If you could go back and do one thing differently in school, what would that be?

When you have difficulty solving a problem, how do you usually handle it? (How do you decide what to do?)

What type of work or jobs have you performed?

How would your boss describe you as a worker or instructors describe you as a student?

What subjects do you do well in (in school)?

What subjects tend to give you difficulties (in school)?

If someone criticizes your work or school performance, how do you tend to handle it?

What type of volunteer experiences, if any, have you had?
How do you think these experiences will help you in Radiology?

Describe any experiences you've had with sick or injured people.

What are your interests/hobbies?

Do you consider yourself to be outgoing?

Describe a stressful situation and how you handled it.

Describe a situation where you had to work under pressure, how you felt at the time and how you prioritized.
Describe a situation where you were confronted by a very aggressive person. How did you handle it?

IF you are given a chance to observe in the department as part of your interview:

What interested you the most?
Was what you saw what you were expecting?
Did you learn anything about radiography that you didn't know about before?
Do you think you will be a good "fit" for this field? Why?

Make sure to do your homework so you sound intelligent when answering.

Prepare a few questions to ask the interviewers about the program.
Possible questions:

How do the clinical rotations work?

How many different sites do I go to? Are they assigned or I do I have choices?

For Programs that are not run out of a pediatric facility (such as St. Chris) - where will I get pediatric experience?

Do students usually pass the boards on the first attempt? What's the percentage?

Do I get to rotate through advanced modality areas such as CT & MRI? Which ones? How long are the rotations?

For classes - do instructors offer help (basically tutoring) after class time if I would need it?

If I am accepted, what can I do to help prepare myself for the beginning of the program?

Gwynedd Mercy University

Radiologic Technology Program

Grade Conversion from Affiliate Radiography Program to Gwynedd Mercy University:

Grades received from each Radiography Program will be entered into the corresponding Gwynedd course as follows:

Letter grades will be entered into corresponding RDS courses as received.

Numerical grades will be entered into corresponding RDS courses using the following grading scale:

Didactic & Clinical Courses:

A = 95 and above
A- = 92 – 94
B+ = 88 – 91
B = 85 – 87
B- = 82 - 84
C+ = 79 – 81
C = 75 – 78

Any grade less than a "C" is considered poor performance and a failing grade for core courses (radiography courses).
C- = 73 – 74
D+ = 71 – 72
D = 70
F = below 70

For the St. Christopher's affiliate program, the following MINIMUM scores are required as follows:

Didactic Courses: grades must be an 82 or above
Clinical Courses: grades must be an 85 or above
The Year 2 review course must be an 85 or above

For any grade earned below these benchmarks, the grade for the corresponding Gwynedd Mercy University RDS course grade will remain an I (incomplete). Once the course has been satisfactorily completed as above, the grade will then be changed appropriately.

There will be NO exceptions.

Students must earn satisfactory grades in all courses prior to graduation.

Course Registration and Posting of Grades:

Radiologic Technology students are responsible to register for Fall, Spring and Summer Gwynedd Mercy courses as required while dually enrolled. The campus coordinator advises the student via Gwynedd Mercy University e-mail of the courses to register for according to each program's course sequence. Grades not received in time for Gwynedd Mercy University's grade close out will be entered as an Incomplete (I).The grade will be changed upon receipt of the affiliate transcript and proper submission of the Change of Grade form by the campus coordinator.

Change of Major Due to Affiliate Program Dismissal

A student who is dismissed from a certificate affiliate Radiography program due to poor academic or clinical performance will be dismissed from the Gwynedd Mercy University Radiologic Technology Program. A student dismissed for other reasons (such as academic dishonesty or substance abuse) will be evaluated on a case by case basis for continuing their education at the University in any other major.

If the student has maintained a GPA of 2.0 or above, the student may remain a Gwynedd Mercy University student. (Except in certain situations as mentioned above.)The student will need to change to another major at the University for which they meet requirements and have permission from that program to change to. The student will need to meet with the Campus Coordinator in order to gain assistance in changing majors. The career development center located on the main campus should also be utilized in this process.

Gwynedd Mercy University

Bachelor of Science Degree in Radiologic Technology Program

It is time to begin applying to affiliate Radiologic Technology programs. Below is critical information that will assist you as you proceed to gather information and make application to **affiliate** Schools of Radiologic Technology. Outlined below are questions and answers students and parents have asked in previous years.

FAQ's

How many affiliate Radiologic Technology Programs should I apply to?

Gwynedd Mercy University HIGHLY recommends students apply to a MINIMUM of 3 affiliate certificate-based JRCERT accredited affiliate Radiologic Technology programs. (AKA-Radiography Programs) of the student's choosing. There is no maximum.

What is a JRCERT accredited program? Why does that matter?

The JRCERT is THE Joint Review Committee on Education in Radiologic Technology. They are the only accrediting agency recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance imaging and medical dosimetry educational programs. Because they are the gold standard of educational accreditation, only programs which are accredited by this agency are acceptable for students to apply to for radiologic technology education. All affiliate programs maintain JRCERT accreditation. The accredited programs hold the accreditation for this program allowing, after successful completion, the student to sit for the National Examination in Radiography offered by the American registry of Radiologic Technologists (ARRT). Passing the registry is the key to gaining most employment in the field. For more information about the JRCERT please go to www.JRCERT.org. For more information about the ARRT, please go to www.ARRT.org.

Why ONLY affiliate programs?

Gwynedd Mercy University holds contractual agreements with the affiliate programs. These programs may be attended with tuition assistance from federal financial aid filed through the University. (Most radiography programs do not offer any kind of financial aid.) The student can attend these programs while still a full time student at the University. This allows the student all the benefits that other full time students are granted including living on campus if so desired. VA students may also attend some of these programs while still receiving tuition assistance. The interested VA student should contact the affiliate programs of interest for more information.

When should I start this process?

It is highly recommended that students begin researching schools to which they want to apply in the summer between freshmen and sophomore year. Making application to a minimum of 3 schools can become tedious. Beginning this process early can alleviate stress during the academic year. Collecting transcripts and recommendations, writing essays and taking the TEAS test can all be part of the process. Even a shadow experience may be required. Students who can accomplish some of this process over the summer months will have less to complete in the fall. When students return to the University for the sophomore year, students who have taken the time in the summer to begin the application process, are less stressed and more prepared to concentrate on school work. The Radiologic Technology programs are selective and competitive. Students are encouraged to apply as early as possible. It is important to pay close attention to dates that each program sets forth as their deadline and/or application window. Each program is different in that respect.

Why are the affiliate programs all certificate-based programs?

Gwynedd Mercy University will be granting the Bachelor of Science degree in Radiologic Technology. The program is a 2+2 structured program. The first 2 years of education are spent on the University campus completing general education and science courses. The second 2 years are completed at an institution which is not offering a degree. Gwynedd Mercy requires that the certificate-based radiologic technology program be JRCERT accredited. Gwynedd Mercy will be awarding credit for the 2 years spent in the affiliate, certificate program**. Students must be enrolled at both the University and the certificate program in order to graduate from Gwynedd Mercy University.**

Please note that the affiliate program MAY also maintain a partnership with another college or university. In that case, the student may be required to take all or some of the courses required by that particular partnership and offered by the partner institution.

Can I apply to certificate programs such as MRI, Ultrasound or Nuclear Medicine if they are accredited by the JRCERT?

NO! Gwynedd Mercy University's Bachelor of Science Program is ONLY for Radiologic Technology (Radiography). We do not have any affiliate programs approved for other imaging modalities even if JRCERT accredited.

The Thomas Jefferson University partnership may offer the student a pathway to other imaging modalities. The student interested in pursuing transfer to TJU must complete extra pre-requisite courses in order to apply to their programs. These programs are extremely competitive as well as fast-paced (teaching the entire 2 year radiography program in 1 year, for example). There is no guarantee of acceptance to TJU. Interested students need to meet with the campus coordinator for more information.

How do I find out about where the affiliate programs are located? Tuition? How many students they accept or what clinical sites they use?

Information can be found in 2 places. The first place is the JRCERT website located at www.JRCERT.org. Every program accredited by the JRCERT must have certain information made public on the JRCERT's website.

The second place to look is each program's specific website. The best way to find that site is to use google. Information that is required to be made public will be found there. The application and application process is there along with current tuition, contact information and many other items. This is the better site to use for much of the published information as it is more up to date. This is the way to go for getting started on applications!

Does the Campus Coordinator at Gwynedd assist the students with applications?

The Campus Coordinator will assist students insofar as directing students where to find application materials and which programs are affiliates. The Campus Coordinator (CC) is also a source for letters of recommendation. The CC serves as an academic advisor to the Gwynedd Mercy University students in the program. The CC maintains communication with the affiliate program directors where students are enrolled. The main purpose is to tell students in the programs which courses to register for each semester in order to maintain University enrollment and to collect grades to enter into the Gwynedd Mercy system to build the transcript.

It is the responsibility of the student to make application to the programs in a timely manner and to meet all requirements as stated by the program regarding application. The CC will also answer questions as possible regarding this process. The CC is a good resource.

What happens if I do not get accepted to an affiliate Radiologic Technology program?

One reason for applying to 3 programs is to decrease the chance of this happening. However, this situation does infrequently occur. Students in the past have chosen to do the following:

1. Students stay at the University and continue as a Radiologic Technology major,
2. Choose a minor, and for a 3rd year, study a minor such as psychology. During that time, the student would reapply to 3 affiliate programs once again.
3. Students may opt to repeat courses during that year to improve the grade and the overall GPA.
4. Students might investigate the program that also has a January start date to begin in the same academic year.
5. Students can stay at the University and change majors.

What about the Thomas Jefferson University (TJU) option? How does that fit in?

The TJU option can be one of the 3 radiologic technology programs to which a student applies. It is highly recommended that students are aware or the rigor and fast paced nature of the TJU programs. Generally speaking, traditional radiography programs are about 24 months in length. At TJU, the programs are 12 months in length. The student will be able to take 2 types of imaging programs. Additional courses are required as per TJU pre-requisites. Students wishing to pursue this option need to meet with the CC prior to applying to assure that all pre-req work is scheduled. If a student attends TJU, the student transfers from Gwynedd Mercy University to Thomas Jefferson University and is no longer a Gwynedd Mercy University student.

How do I register for classes when I am at the affiliate program?

The CC will email the student when registration time is approaching for the next semester. The CC will tell you which courses and sections to register for while at the program in which you are enrolled. **It is very important to check your gmercyu email at minimum once each week while at the affiliate.** The CC checks to see what courses and in what order the courses run and when. Keep in mind that students may take courses in a different order that other students enrolled in the same year at a different.

While you are at the affiliate program of radiography, you remain a full time Gwynedd Mercy University student. As such, you are required to keep your email account active and your Colleague self-service account active. You are also able to live on campus, participate in activities and sports and have full access to all events like you did when taking courses on campus.

If a student does not register for classes through the University, there is no way for the University to record grades for the Radiologic Technology course work!

There is also no way to process federal financial aid!

Therefore, it is imperative that students understand that it is their responsibility to check their gmercyu email on a regular basis to communicate with the campus coordinator regarding registration and other important details!

Grades for these courses (RDS) come from the radiography program grades that the student attends. In many cases the radiography program director sends the grades directly to the CC. In some cases, the student may be required to submit a request from the program be forwarded to the CC. It is the responsibility of the student to make sure that the CC receives all radiography program grades in order for them to be posted to the transcript at the University.

If I go to Thomas Jefferson University do the same rules apply?

No. If a student attends TJU. The student transfers from Gwynedd Mercy University to Thomas Jefferson University and is no longer a Gwynedd mercy University student.

When I am at the affiliate certificate-based radiography program do I pay tuition to Gwynedd Mercy University?

No. During the period of time that the student attends the affiliate radiography program tuition is paid directly to that program; a FEE is paid to the University each year (see the University Catalog). This fee covers the cost of email, registration, self-service, grading, etc. Because students do not pay tuition at the University, they are normally not permitted to take courses at the University. Students who wish to take courses at the University would pay the per-credit rate for each course. As such, the Radiologic Technology program requires that students complete all general education and science course work prior to beginning the professional curricula (at the affiliate radiography program).

What happens if I complete all of my pre-requisites for the affiliate radiography program but am still missing a course for the University? Can I still go?

There are times when this might occur. If a student has had to repeat a course, or was delayed taking courses for some other reason and did not finish all required Gwynedd Mercy University general education courses, the student **MAY** be able to start the Radiologic Technology Affiliate program. This will be determined by the campus coordinator. The student may take summer courses, prior to starting the affiliate program, or possibly take courses while attending the affiliate program. However, the student will be required to pay per credit tuition at that time. It is the student's responsibility to make sure all required courses are successfully completed prior to graduation. The student WILL NOT graduate from Gwynedd Mercy University until all required courses are successfully completed. It is highly recommended that students complete all general education courses prior to beginning the affiliate program.

What about my financial aid, grant and scholarship monies that I receive each year?

You will be able to continue filing FASFA through the University however due to the difference in tuition, there will be changes to the amount you are eligible to receive.

All financial aid questions about scholarships, grants, loans, etc. need to be directed to the financial aid office. The sooner the students addresses this directly with those administrators, the better. They are experts in that area and can answer those questions for you. They will assist you in your financial aid needs for the Radiologic Technology Program to which you will be attending. The processing of financial aid is complicated and the laws change, so please, go directly to Campbell Hall to the Financial Aid Office or dial 21570. You can also send questions via email. It is best however, to speak one on one with a financial aid advisor.

What about my Veterans Assistance funds that I receive each year?

VA students first need to find out if the affiliate programs they are interested in can receive VA benefit monies. Once the student is at the affiliate program, the University can no longer process those funds for you. Therefore, the VA student needs to apply to and attend (if accepted) an affiliate program that works with the VA. The certifying official at a VA

participating affiliate will assume the role of processing VA benefits while enrolled in the affiliate program. Students will work directly with the VA to continue to receive those funds. (Please also review the statement located elsewhere in the handbook.)

After my freshman and sophomore years, will I receive an Associate of Science degree?

No, this is a 4-year degree program in Radiologic Technology. There is no Associate Degree awarded for completion of the general education courses. This is strictly a Bachelor of Science Degree in Radiologic Technology. We do not offer an Associate Degree in this field at the University.

Will I graduate in May of my senior year with my Bachelor of Science Degree in Radiologic Technology?

At this time, students do **NOT** usually graduate in May. The degree will be granted at the next graduation date after the student completes the Radiologic Technology affiliate program as well as all general education courses. The affiliate programs that begin in late summer/early fall are usually officially over after our May graduation date. Most students officially graduate in August and can receive their diploma at that time. Some students may graduate in December if they begin an affiliate program that starts in January instead of late summer/early fall. At this time, there is only one affiliate that begins two times each year.

Does this mean that I cannot participate in the May graduation ceremonies?

Gwynedd Mercy University cannot guarantee whether a student can participate in the graduation ceremonies in May if they have not officially completed their course work. Students will have the opportunity to ask permission to “walk” in the ceremony. Students who are granted this permission will **not** be recognized for any program or Latin honors at this time. Special permission to “walk “in graduation may be granted by the office of the Vice President of Academic Affairs, Students who officially graduate in August or December are invited to participate in the May graduation ceremonies following their completion of the Radiologic Technology Program courses. At that time students will be recognized for all honors and awards they many have achieved. Students may only participate in **one** graduation ceremony.

Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics and serves as a guide by which Registered Technologists may evaluate their professional conduct as it relates to patients, employers, colleagues, and other members of the healthcare team. The Code of Ethics is aspirational. See the entire document for ethics rules.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®

Technical Standards:

Climbing	Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching.
Stooping	Bending body downward and forward by bending leg and spine.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Reaching	Extending hand(s) and arm(s) in any direction.
Standing	Particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
Pulling	Using upper extremities to exert force in moving objects in a sustained motion.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
Grasping	Applying pressure to an object with the fingers or palm.
Talking	Expressing or exchanging ideas by means of spoken word to other workers accurately, loudly or quickly.
Hearing	Ability to receive detailed information through oral communication and to make fine discriminations in sound when applicable.
Visual Acuity	This is a minimum standard for use with those whose work deals largely with
	preparing and analyzing data and figures, accounting, transcription, computer terminal, monitors, extensive reading, visual inspection, using measurement devices, assembly or fabrication of parts at distances close to eyes.
Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The student will need to complete the following 2 forms and return them to the campus coordinator once a decision has been made about which affiliate program to attend. (Acceptance required)

Gwynedd Mercy University
Radiologic Technology Program

STUDENT NAME:

STUDENT PERSONAL EMAIL (NOT GMERCYU's):

NAME OF PROGRAM ATTENDING:

FULL MAILING ADDRESS OF PROGRAM:

TELEPHONE NUMBER (Radiography Program):

PROGRAM DIRECTOR NAME:

PROGRAM DIRECTOR E-MAIL AND PHONE NUMBER:

HOW MANY MONTHS LONG IS THE PROGRAM:

PROGRAM START DATE:

TOTAL Tuition COST OF THE PROGRAM (2 years):

COST OF SUPPLIES (Indicate TOTAL or PER YEAR amount):

ADDIONAL INFO (If needed):

Copy to: Financial Aid, Student Billing, Student File

Gwynedd Mercy University

Radiologic Technology Program

Notice of Affiliate Radiography Program Acceptance & Intent to Attend
Please complete, sign and return to Campus Coordinator

Student: _____ GMercyU ID#:_____

Radiography Program: _____

Term/Year of Start Date: __Summer/Fall/January (circle one)_____

Major course curriculum should reflect the GMercyU Radiologic Technology program start date. (Year you started at GMercyU) _____

_____

Student Signature Date

_____

Advisor Signature Date

Copy to Registrar's Office

Student Billing Office

Student file

Gwynedd Mercy University – Radiologic Technology Program

Preparing to Attend an Affiliate Radiography Program

1. Complete and return the 2 forms sent by the Campus Coordinator as soon as you know which affiliate. (They are also in the program handbook)
2. Meet with advisor for last meeting prior to attending an affiliate. (Usually in the spring) Your advisor remains your advisor at Gwynedd during the affiliate program and is available to contact or meet with.
3. Meet with financial aid to discuss your new aid package.
    a. ALL financial aid goes through Gwynedd.
    b. VA students should contact their VA representative for further information. Gwynedd cannot process VA funds while you attend the affiliate program. (Make sure the affiliate you attend works with the VA)
4. Read the information provided by the student billing office that is included in your handbook. (May also be sent with the 2 forms)
    a. Be sure you understand what to do.
    b. Questions? Ask your advisor and/or the student billing office.
5. Once you receive the course list for registration, make sure to choose the correct section and courses for your affiliate program. Follow the regular registration process.
    a. This allows for financial aid to be processed.
    b. Registration throughout the 2 years builds your transcript toward graduation.
    c. Your grades will come from the affiliate program and will be entered on your transcript once received by the campus coordinator.
    d. You remain a full-time Gwynedd student while at the affiliate and can continue with any activity/service we provide.
    e. All classes and clinical goes through the affiliate.

PLEASE REFER TO THE CURRICULUM SHEET FOR THE YEAR YOU BEGAN AT GMERCYU.

Gwynedd Mercy University
Radiologic Technology Program
Student Information Check List

TOPIC	**INFORMATION**
Program Overview	Available on the web site or from the campus coordinator
Math & English Placement Tests	Taken before beginning classes at GMercyU if required. Failure to score at the acceptable level requires taking developmental courses. These are offered in Summer II and Fall (possibly Spring). Math module IV is completed with the math specialist in the Student Success Center. (Transfer students may or may NOT need placement tests)
Student Success Center – support system	Many resources are available to support the student. Tutoring, test taking skills, time management and many other supports are in place to assist students
General Education Curriculum	All gen ed courses must be completed prior to attending the affiliate program (All non-RDS courses listed on curriculum sheet are required)
Transfer credits	Are determined by the University's registrar. Only grades of "C" or above are acceptable.
36 credit minimum For transfer students	Transfer students are required to take a minimum of 36 credits at the University prior to attending an affiliate radiography program. Courses not required in the curriculum may need to be taken to complete this requirement. Consider adding a minor course of study (ex.- Psychology minor)
Typical number of credits per semester	Most students spend 2 years at the University taking 15-18 credits each semester (fall and spring)
Minimum GPA	Student must maintain a 2.8 GPA to remain in the program
Passing grades & repeats	Major Courses (Radiologic Technology) and Core III – Natural Science & Math grades must be a "C" or higher. A grade lower than "C" is not acceptable and may be repeated ONE time. ONE course in these areas may be repeated ONE time ONLY to remain in the program. Grades in other curriculum areas resulting in a grade of "F" must be repeated. A maximum of <u>2 total</u> courses can be repeated ONE time to remain in the program. Refer to the Undergraduate Catalog for additional information.

Seminar Courses	Are specific to Gwynedd Mercy University and cannot be transferred in from any other institution. 2 Seminar courses are required for ALL students. Only 1 seminar course can be taken in a semester.
Off-campus courses	Once a student begins course work at the University, off-campus courses can ONLY be taken with permission of the University's administration. Courses offered at the University may NOT be taken elsewhere. Seminar courses MUST be taken at the University – no exceptions. Additional information can be found on the Off-Campus Request Form and from the campus coordinator.
Affiliate Radiography Programs	The last 2 years of the Radiologic Technology are spent at an affiliate radiography program. Current Affiliate list in this handbook. These programs are approximately 2 years in length and go through 1 or 2 summers. They are typically 40 hour per week programs. Additional information can be found on each program's website. The student must apply and be accepted to an affiliate program to continue in the Gwynedd program. ***There is no guarantee of acceptance.*** **Students MAY be required to be vaccinated against COVID19. For possible exemption, the student must contact the affiliate program for details. Exemption at the University does not extend to the affiliate programs.** Details regarding application are discussed with the Campus Coordinator. Details are also available in this program handbook. Student begins the application process during the summer between the freshmen and sophomore year of the program. Student is required to apply to a minimum of 3 affiliates. (May apply to all) Some affiliate programs use the TEAS test as part of the application process. Specific details of application are available on each program's web site or by contacting the program.
TJU Option	Gwynedd Mercy partners with Thomas Jefferson University for the student wishing to pursue TJU's multi-competency imaging science program. Additional pre-requisites are required to apply to that program. All pre-reqs are offered at Gwynedd Mercy. Additional information is available to any student interested through the campus coordinator. Student who is accepted and decides to attend TJU will transfer there and receive their degree from TJU.
Financial Aid	The student attending the affiliate program is still eligible to file the FASFA form and receive federal financial aid through Gwynedd Mercy. University scholarships and grants are no longer applicable

	once attending the affiliate. The student pays the affiliate tuition and a fee to Gwynedd Mercy as stated in the Undergraduate Catalog. Details should be discussed with financial aid staff.
Technical Standards	Can be found in the Undergraduate Catalog and in this handbook. Each affiliate program also has their own technical standards which will be reviewed by that program.
Professional Licensure Disclosure Report	This report may be found using the following link (or website) https://www.gmercyu.edu/academics/programs/licensure-requirements Click on Radiologic Technology. The Undergraduate Catalog also contains an embedded link to this site.
Typical affiliate policies	Include history and physical, criminal background check, child abuse clearance and drug testing. These are all administered via the affiliate program as part of the final application process.
Policies, procedures. standards, rules & procedures at the affiliate program.	Students are required to follow ALL policies, procedures, standards, rules & procedures of the affiliate program. Violations MAY result in program dismissal and/or liability.
Uniforms	Each affiliate program has specific uniforms the student is required to wear while in that program.
Course registration while at affiliate and grades	The student will register for courses at Gwynedd Mercy via self-service as directed by the campus coordinator for each semester. (Fall – Spring - Summer) At the end of the Gwynedd Mercy semester – a grade of Incomplete (I) is usually entered until grades are received from the affiliate program. At the end of each affiliate program's semester, the campus coordinator will collect grades and enter them into the Gwynedd Mercy system. Courses at affiliate programs are matched as closely as possible to courses (RDS) listed in the Undergraduate Catalog.
Dismissal from affiliate program	MAY result in dismissal from the Radiologic Technology Program at Gwynedd Mercy. See dismissal policy.

Additional details are available through either the campus coordinator or the affiliate program.

Professional Licensure Requirements by State

The Gwynedd Mercy University programs listed below were designed to meet the licensure requirements of the Commonwealth of Pennsylvania. If you reside in a different state, please choose your program below to determine if our program meets your state's licensure requirements prior to enrolling.

https://www.gmercyu.edu/academics/programs/licensure-requirements

Gwynedd Mercy University

Radiologic Technology Program

Contract between the Student and Program

I have received the following information and understand my responsibilities as they pertain to the program and applying to certificate-based affiliate Radiography Programs and/or applying for transfer to Thomas Jefferson University:

Radiologic Technology Handbook

I understand that it is my responsibility to apply to and gain admission to an affiliate JRCERT accredited Radiography Program in order to remain in the Gwynedd Mercy University's Radiologic Technology Program.

I also understand my responsibilities once I have been accepted to and am enrolled in an affiliate Radiography Program.

Student Signature: _____ Date: _____

Printed Name: _____

PLEASE RETURN THIS SIGNED AND DATED CONTRACT TO THE CAMPUS COORDINATOR BY EMAIL fox.j@gmercyu.edu .