TABLE OF CONTENTS

Program Overview .................................................................................................................. 4
  Mission and Goals ............................................................................................................... 4
  Graduate Profile ................................................................................................................. 5
Program Faculty .................................................................................................................... 6
Purpose of this Handbook ..................................................................................................... 7
Organizational Charts ........................................................................................................... 8
  Ponce Campus ..................................................................................................................... 8
  Dean of Academic Affairs ................................................................................................. 9
  Health Sciences Department .............................................................................................. 10
Accreditation .......................................................................................................................... 11
Professional Organizations .................................................................................................. 12
  The Joint Review Committee on Education In Radiologic Technology (JRCERT) .......... 12
  The American Society of Radiologic Technologist (ASRT) .............................................. 12
  Federation of Radiological Technologists Licensed in Images of Diagnosis and Treatment of Puerto Rico (FRTLIDTPR) .............................................................................. 13
Program Policies and Norms ............................................................................................... 15
  Requirements for the Associate of Applied Science Degree in Radiological Technology .... 15
  Satisfactory Academic Progress Requirements ............................................................... 16
  Internal and External Transfer Requirements ..................................................................... 16
  Student Records .................................................................................................................. 16
  Student Academic and Personal Files ................................................................................. 17
Change of Address ................................................................................................................ 17
Class Attendance ................................................................................................................... 17
Official Total Withdrawal from the University .................................................................... 18
Student Course Load ............................................................................................................. 19
Repeating Courses ................................................................................................................ 19
Grading System ..................................................................................................................... 20
  Change of Grades Request ................................................................................................. 21
Administrative Action Symbols ........................................................................................... 21
Academic Recognitions ....................................................................................................... 22
  Dean of Academic Affairs’ List .......................................................................................... 22
  Chancellor’s List ................................................................................................................ 23
Program Overview

MISSION AND GOALS

This Program was created to prepare radiological technologists that make up the health professionals responsible for performing radiographic procedures through the use of radiological diagnostic equipment.

The mission of the Associate Degree in Applied Sciences in Radiological Technology has its roots in the mission of Inter American University of Puerto Rico.

The mission of the program responds to the following Institutional Goals (IG):

IG 1. To establish an academic program that responds to student needs and those of the society the Program serves.

IG 2. To develop a curriculum in harmony with the practice standards; established by the regulating agencies of the discipline.

IG 3. To provide students with the knowledge and necessary educational experiences that will permit them to pass the licensing examination.

IG 4. To prepare professionals to be members of an interdisciplinary health team that will carry out its functions in a safe, effective and competent manner.

IG 5. To promote learning as a continuous process so that these professionals keep up-to-date in their specialty field once they enter the workforce.

In addition to the IG, the Program states the following Assessment Goals in order to comply with JRCERT standards. A correlation of the Institutional goals and Assessment goals is available in the Assessment plan.

Goal 1: Students will be clinically competent.

Student Learning Outcomes
- Student will apply positioning skills.
- Student will select appropriate technical factors.
- Students will practice radiation protection

Goal 2: Students will communicate effectively.

Student Learning Outcomes
- Students will use effective oral communication skills in clinical environment.
- Students will practice written communication skills

Goal 3: Students will use critical thinking and problem solving skills

Student Learning Outcomes
- Student will manipulate technical factors for non-routine examinations.
- Students will adapt positioning for trauma patients.

Goal 4: Students will value the importance of professional growth and development.

Student Learning Outcomes
- Students will determine the importance of continued professional development.
• Students will understand appropriate ethical decisions.

Program Effectiveness Measures (Indirect Measures)

Student Learning Outcomes
• Students will pass the ARRT national certification or the local board examination on the 1st attempt.
• Students will be employed as radiographers.
• Students who enroll will complete the program.
• Students will be satisfied with their education.
• Employers will be satisfied with the graduate’s performance.

The students should demonstrate proficiency in other areas related to the radiographic field. The graduates should demonstrate their competencies in the areas that relate to (a) knowledge, (b) skills, and (c) attitudes in order to be successful in the labor setting and our Society.

GRADUATE PROFILE
A graduate from the program will be able to develop the following competencies in the areas of knowledge, skills and attitudes:

Knowledge:
• Correctly evaluate the Radiographic quality.
• Apply safety and protection measures while executing radiographic procedures.
• Utilize correct medical technology when communicating patient information.
• Apply clinic knowledge when interpreting medical orders and during patient interventions.
• Possess the minimum knowledge and skills necessary to pass the license exam offered by the Examining Council.

Skills:
• Incorporate critical thinking and solution to problems during their professional practice.
• Demonstrate effective communication skills (written and oral) with patients, family, colleagues and other members of the health team.
• Demonstrate effective abilities during patient care and management during their intervention.
• Execute radiographic procedures according to the practice standards established by the profession.
• Effective use of the emerging technology in their place of work.

Attitudes:
• Maintain cordial and professional relationships with members of the health team.
• Demonstrate professional conduct, empathy and ethical behavior with patients, radiology personnel, other health professionals and public.
• Assume responsibility for their professional and personal growth through continuing education by becoming a member of professional organizations and reading professional literature in their field.
Program Faculty

Prof. Mary J. Miranda Chamorro, L.T. M.Ed.
Program Coordinator
Health Sciences Department
Office 205-A
787-284-1912 ext. 3302
mmiranda@ponce.inter.edu

Ángel G. Torres Maldonado, L.T. Ed.D.
Clinical Practice Coordinator
Health Sciences Department
Office F-202
787-284-1912 ext. 3311
agtorres@ponce.inter.edu

Prof. Ricardo J. Adames Soto, L.T. M.Ed
Faculty
Health Sciences Department
Office F-204
787-284-1912 ext. 3312
radames@ponce.inter.edu

Prof. María L. Vélez Maldonado, L.T. M. Ed.
Faculty
Health Sciences Department
Office A-202
787-284-1912 ext. 3304
maldon@ponce.inter.edu
Purpose of this Handbook

The purpose of the Associate in Applied Sciences in Radiological Technology Handbook is to provide the student with the norms, policies, processes and other relevant information that will guide the student through the program. Students are required to read all parts of the Handbook to ensure compliance with Program norms. Questions regarding the content of the Handbook can be directed to the Program Coordinator, Prof. Mary J. Miranda Chamorro, located at Health Sciences Department building, Office 205-A or by email at mmiranda@ponce.inter.edu.
Organizational Charts

PONCE CAMPUS

Chancellor

Executive Assistant of the Chancellor

Administrative Assistant

Secretary of the Academic Senate
Dean of Academic Affairs
Dean of Administrative Affairs
Dean of Student Affairs
Manager of Enrollment Services
Director of Information and Telecommunications
Director of Development and External Resources
Director of Religious Life
Director of Marketing and Recruitment
HEALTH SCIENCES DEPARTMENT

Health Sciences Department Director

Administrative Assistant

Educational Program Coordinator

Physical Therapist Assistant Program Coordinator

Occupational Therapist Assistant Program Coordinator

Speech and Language Therapy Program Coordinator

Nursing Program Coordinator

Optical Sciences Program Coordinator

Radiological Technology Program Coordinator

Radiologic Sciences (CT/MRI) Program Coordinator

Sonography Program Coordinator

Administrative Assistant

Educational Program Coordinator

Physical Therapist Assistant Program Coordinator

Occupational Therapist Assistant Program Coordinator

Speech and Language Therapy Program Coordinator

Nursing Program Coordinator

Optical Sciences Program Coordinator

Radiological Technology Program Coordinator

Radiologic Sciences (CT/MRI) Program Coordinator

Sonography Program Coordinator
Accreditation

Our program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org

To contact JRCERT please visit: http://www.jrcert.org/

To review JRCERT’s accreditation standards, please visit: http://www.jrcert.org/programs-faculty/jrcert-standards/

To review the Academic Curriculum standards, as required by the American Society of Radiologic Technologists, please visit: http://asrt.org

To review the examination center with the American Registry of Radiologic Technologists, please visit: http://www.arrt.org
Professional Organizations

The Joint Review Committee on Education In Radiologic Technology (JRCERT)

Mission
The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Vision
Assuring programs achieve excellence in education through programmatic accreditation.

Core Values
• Believes educational quality and integrity should not be compromised.
• Respects and protects the rights of students.
• Promotes the welfare of patients.
• Encourages educational innovation.
• Collaborates with other organizations to advance the profession.
• Exemplifies the highest ethical principles in its actions and decisions.
• Responds in a proactive and dynamic manner to the environment in which we operate.

History
Originally established in 1969, the Joint Review Committee on Education in Radiologic Technology (JRCERT) is the only organization recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. For over 40 years, the JRCERT has proven to be the “gold standard” of accreditation for educational programs in the radiologic sciences and currently accredits approximately 750 educational programs.
For information, visit: www.jrcert.org

The American Society of Radiologic Technologist (ASRT)

Mission
The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care.

Vision
The American Society of Radiologic Technologists will be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, research and innovation.
Core Values

- **Commitment.**
  We share a common purpose and give our personal best to transform ASRT’s vision into reality.

- **Leadership.**
  We guide and inspire internal and external stakeholders to achieve ASRT’s mission and vision.

- **Integrity.**
  We practice transparency by telling the truth, obeying the law, acting ethically, fulfilling expectations and keeping promises we make.

- **Creativity.**
  We are adaptable and flexible to new possibilities and discoveries, and we provide an environment that encourages creative solutions.

- **Accountability.**
  Each of us stands responsible for achieving targeted outcomes, cost effectiveness and improved performance in all that we do.

History

The American Society of Radiologic Technologists is the world's largest and oldest membership association for medical imaging technologists and radiation therapists. Founded in 1920, the ASRT now has more than 153,000 members. Its business office is located in Albuquerque, N.M.

For additional information, visit: [www.asrt.org](http://www.asrt.org)

Federation of Radiological Technologists Licensed in Images of Diagnosis and Treatment of Puerto Rico (FRTLIDTPR)

Mission

The Federation of Radiological Technologists Licensed in Images of Diagnosis and Treatment of Puerto Rico (FRTLIDTPR) is an organization incorporated into the Department of State of Puerto Rico as a non-profit professional organization. Its mission is to ensure compliance with Law 76 of April 12, 2006 that regulates our profession. To give recognition to our professional class, to watch over the labor and social rights of our class, to offer continuous and up-to-date continuing education according to Laws of the Department of Health of Puerto Rico and to advance the fight for the association.

Vision

To create a stable and permanent organization that brings together all professionals of the sciences in diagnostic and treatment images in order to promote our professional, economic and social progress; Encourage and encourage the professional to provide a health service of efficiency and quality for the people of Puerto Rico; Promote mutual respect, professionalism and camaraderie among all our professional class.
Objectives of the Federation

- To promote the quality of work through service, dissemination and assistance in the teaching of Images of Diagnosis and Treatment in all its aspects, for the benefit of the patient and the people of Puerto Rico.
- Guide and watch over the academic and professional prestige of Radiological Technologists Licensed in Images of Diagnosis and Treatment.
- Ensure that the profession is carried out by Radiological Technologists Licensed in Images of Diagnosis and Treatment, according to law 76 of April 12, 2006.
- Unify Radiological Technologists licensed in Diagnostic and Treatment Imaging and related professionals in Puerto Rico, pursuing the goal of creating the College of Licensed Radiological Technologists in Imaging Diagnosis and Treatment under the Laws of Puerto Rico.
- Observe the professional practice of its members, in order to advise them so that it is carried out within a legal and moral level.
- Management, before the Board of Examiners of Radiological Technologists in Images of Diagnosis and Treatment of Puerto Rico, the certification of academic and professional quality to those who demonstrate that they have carried out the corresponding professional studies, possessing the knowledge, skills, skills and attitudes necessary for the Ethical and responsible exercise of Radiology and Image, based on the professional profile that should show the graduates of this specialty.
- Provide the widest collaboration for the public and legislative powers as a consultative body on Images of Diagnosis and Treatment in Puerto Rico.
- Support and defend its members before the respective authorities and Labor.
- Foster a culture of union, relationship and strength of members.

For more information, please visit: http://www.fedtecradpr.com/index.html
Program Policies and Norms

Requirements for the Associate of Applied Science Degree in Radiological Technology

<table>
<thead>
<tr>
<th>Educational Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Major Requirements</td>
<td>57</td>
</tr>
<tr>
<td>Related Course Requirements</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>84</strong></td>
</tr>
</tbody>
</table>

**General Education Requirements (24 credits)**
- GESP Spanish: 6 credits
- GEEN English: 6 credits
- GECF 1010 Introduction to the Christian Faith: 3 credits
- GEHS 2010 Historical Process of Puerto Rico: 3 credits
- GEIC 1010 Information and Computer Literacy: 3 credits
- GEMA 1200 Fundamentals of Algebra: 3 credits

**Major Requirements - 57 credits**
- RATE 1100 Radiologic Protection: 1 credit
- RATE 1101 Biology and Radiographic Anatomy I: 4 credits
- RATE 1102 Biology and Radiographic Anatomy II: 4 credits
- RATE 1110 Patient Care: 2 credits
- RATE 1125 Introduction to Radiological Technology: 2 credits
- RATE 1221 Radiographic Procedure and Evaluation I: 2 credits
- RATE 1230 Principles of Radiographic Exposure and Processing: 3 credits
- RATE 2080 Contrast Media: 1 credit
- RATE 2210 Critique and Radiographic Quality Control: 3 credits
- RATE 2222 Radiographic Procedures and Evaluations II: 2 credits
- RATE 2223 Radiographic Procedures and Evaluations III: 2 credits
- RATE 2231 Radiological Physics I: 3 credits
- RATE 2232 Radiological Physics II: 3 credits
- RATE 2240 Radiographic Pathology and Medical Terminology: 3 credits
- RATE 2250 Sectional Anatomy: 2 credits
- RATE 2260 Radiobiology: 2 credits
- RATE 2270 Diagnostic Image Modalities and Equipment: 2 credits
- RATE 2911 Clinical Practice I: 2 credits
- RATE 2912 Clinical Practice II: 3 credits
- RATE 2913 Clinical Practice III: 3 credits
- RATE 2917 Clinical Practice IV: 4 credits
- RATE 2918 Clinical Practice V: 4 credits

**RELATED COURSE REQUIREMENTS - 3 CREDITS**
- GEHS 3030 Human Formation in the Contemporary Society: 3 credits
Satisfactory Academic Progress Requirements

1. Meet the academic progress norms established in Inter American University’s General Catalog.
2. Approve all General Education Program courses and major courses with a minimum grade of C. Major courses RATE 2911, 2912, 2913, 2917 and 2918 must be approved with a minimum grade of B.
3. All students who do not satisfactorily approve the same major course after two attempts will be placed on a probationary period in the Radiological Technology Associate Degree Program. If a student fails the same course during the probationary period, he will be dropped from the Program.
4. The student will attend the clinical affiliation as programmed by the Program Office.
5. The student who is suspended for academic deficiency and/or punishable conduct may not be re-admitted to the Program.
6. To remain in the program, the student must maintain a minimum average of 2.25

Three (3) or more days of absence during the semester in a course of clinical practice, without a reasonable justification, will result in the student being dropped from the course.

Internal and External Transfer Requirements

1. Comply with all admission norms for transfer students established in the General Catalog and in that of the corresponding Campus.
2. The Director of the Program or the Director’s authorized representative will evaluate the file and determine the equivalences.
3. Students, who fail, obtain UW in major courses or withdraw from the Program before completing the degree, have a maximum of two academic semesters to register in the current study program, in harmony with its capacity to receive more students. Those students, who do not take major courses during this period, must apply again for admission to the Program.
4. Direct internal or external transfers to courses RATE are not permitted. For this, an application for space or admission to the program must be made. Major courses will not be authorized in combined registration.

Student Records

Students requiring information concerning records or issuance of transcripts should contact the Office of the Registrar in the unit where they were registered.

At the end of each academic term, the Registrars will mail grade reports to their respective students. Students who believe there are errors in these reports should notify the appropriate Registrar, in writing. The deadline to submit these claims is the date established for the removal of grades of “Incomplete” in the following academic term of the same type. A student who does not receive a grade report should contact the corresponding Office of the Registrar.

Upon completion of the degree, the academic transcript will indicate the degree, the major, the submajors, the minor concentrations with their respective and relevant course requirements.
Student Academic and Personal Files

Student academic and personal files are confidential and the release or handling of information contained in them is limited to certain faculty and administrative personnel who, in the regular performance of their functions, have to work with these files. Once the documents required by the University are received, they become the exclusive property of the Institution. Students have the right to examine their academic or personnel file at any moment in the presence of an official of the Office of the Registrar. They may not make copies of the documents contained in their files, except in the cases explained below.

The information contained in the academic files may be released to parents of dependent students. Parents must present evidence of their condition as father or mother, as well as the dependency of the student through the presentation of relevant documentation. The information contained in the academic or personal files may not be released to students’ parents in any other cases.

The release of information contained in the academic or personal files of students to third parties, to any type of institution, to government or judicial agencies will only be made with written authorization from the student or in compliance with an order to this effect issued by the competent authority.

Transcripts, study certification and certification of degrees are available to students who may obtain them in the Office of the Registrar. The cost of each transcript is $3.00. Transcripts requested for transfer to another educational institution, for continuing graduates studies, completing the requirements of certifying agencies or for the purpose of employment are sent directly to the address provided by the student in the request. In no case will transcripts requested for these purposes be delivered to the student. The request for transcripts by students whose files are active will be processed within a reasonable time that under normal circumstances should not exceed ten days from the date on which the request was received in the Office of the Registrar. The requests for transcription of students whose files are inactive require a longer time to be processed.

Change of Address

At the moment of registration, it is required that students submit their mailing address to the Office of the registrar. If a change of address is required, students must visit this office or they will make the change by using the self-service of BANNER (Inter Web). If they do not maintain this address updated, the University will not be responsible for the notifications sent to the students. Any notice, official or otherwise, mailed to a student’s address as it appears on the records shall be deemed sufficient notice.

Class Attendance

Regular class attendance and meeting the requirements established for courses offered by non-traditional modalities are considered by the University as essential elements of the educational
process. For this reason, class attendance is required of every student registered in courses requiring their presence and in online learning courses.

Class attendance is defined as the presence of the student by means of an official communication with the professor, as has been determined, to carry out an academic activity related with the course. In the same manner, the fulfillment of requirements is compulsory for all courses offered by non-traditional modalities. Student participation in institutional activities will be considered a valid excuse for not attending class. Students are responsible for completing course requirements as stipulated in the course syllabus.

Students, who during the period established in the academic calendar, have never attended a course, will be dropped administratively. This includes courses offered by nontraditional modalities. The professor will identify in final grade in the electronic registry, the students who have never attended or participated in an activity academically related to the course. The annotation AW will be used to identify these students. For administrative purposes, these administrative drops will be considered the same as withdrawals requested by the student, as established in the Adjustments and the Reimbursements section. Inter American University requires its faculty to report the last day of attendance, or of any other course-related activity of students who stop attending class in each academic term. For this, the faculty must keep a record of class attendance of the students, or of their participation in the other activities of the course. The faculty will access the list of students in their courses in Inter Web and will assign UW to every student that has stopped attending class and will write the date of the student’s last day of attendance or his last academic activity of the course, without having withdrawn officially, see the section of Administrative Action Symbols, UW.

The last date of class attendance will be used to determine the applicable refund for students who stop attending class without officially withdrawing. This arrangement is established in harmony with University regulations.

**Official Total Withdrawal from the University**

Students who decide to totally withdrew from the University must report to a professional advisor, who will orient them on the process. The student will have to fill out the Form of Official Total Withdrawal and sign it on the date in which they wish to initiate the process. Then, they must secure the endorsements of the financial aid officer and the bursar and, finally, submit the Form to the Office of the Registrar so that the official total withdrawal is processed in the system. The date of effectiveness of the total withdrawal will be the date on which the student initiated the process.

Online students will have to communicate with the professional advisor, by means of e-mail, to inform their decision to totally withdraw from the University. They will have to indicate their student number, their complete name and the academic term from which they wish to withdraw.
The professional advisor will fill out the form with the information provided by the student and will submit it, along with the copy of the received e-mail, to the Management of Registration Services. The date of effectiveness of the total withdrawal will be the date on which the student sent the e-mail.

**Student Course Load**

A regular or full-time course load is 12-18 credit hours per term, whether these are semester, trimester or bimester. Students may not take more than 18 credit hours per term, unless their overall grade point index is 3.00 or higher. In order to take more than the number of credits permitted, students must have the written consent of their advisor and of the dean of academic affairs of their campus. Students on academic probation because of an unsatisfactory grade point index are limited to a program of 12 credit hours per term.

During each of the four-week summer sessions, students may enroll for a maximum of two courses provided that the number of credit hours does not exceed 7 per session. Students who register without written authorization for credits in excess of the maximum stated above in any academic term shall receive credit only for authorized credits and shall forfeit payment made for unauthorized credits. In such cases students shall choose the courses for which they wish to receive credit. Students are classified as full-time or part-time according to the number of credits they are enrolled in. Under the semester and trimester calendars these classifications are as follows:

- **Full-time** - twelve or more credits.
- **Three-fourth-time** - from nine to eleven credits.
- **Half time** - from six to eight credits.
- **Less than half time** - five or less credits.

**Repeating Courses**

Students will have the right to repeat courses when not satisfied with their grades. Student will pay the repetition of courses with their own money unless the federal and institutional regulations allow the granting of financial aid. In case a course is no longer offered at the University, it will be substituted with the new course created in the curricular revision or with an equivalent course approved by the Vice-President for Academic and Student Affairs and Systemic Planning. The highest grade and its corresponding credits will remain on the student’s transcript and lower grades will be changed to an R (repeated) course. When students repeat a course and obtain the same grade as in the previous term, the grade of the most recent term will appear on the transcript. The administration action symbol R and its corresponding credits will not be considered in determining if a student has satisfied the graduation requirements. Courses repeated after graduation are not considered in the computation of the graduation grade point index.
Grading System
In harmony with the score obtained by students in each course they take, Inter American University of Puerto Rico normally uses the following scale to award their grades:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 90</td>
<td>A</td>
</tr>
<tr>
<td>89 – 80</td>
<td>B</td>
</tr>
<tr>
<td>79 – 70</td>
<td>C</td>
</tr>
<tr>
<td>69 – 60</td>
<td>D</td>
</tr>
<tr>
<td>59 – 0</td>
<td>F</td>
</tr>
</tbody>
</table>

There are other grading scales for certain academic programs and for certain courses. Course grades indicate the degree of student achievement in any given course. The University has established a quality point system to be used in accumulating and summarizing these grades. This quality point system is used to determine the minimum degree of general competence for graduation and for continuing the program at any level and to assign special honors to students who excel. Grades are reported in accordance with the following grading system:

A- Superior academic achievement; 4 honor points per credit hour.
B- Above average academic achievement; 3 honor points per credit hour.
C- Average academic achievement; 2 honor points per credit hour.
D- Deficiency in academic achievement; 1 honor point per credit hour.
F- Failure in academic achievement; no honor point per credit hour.

P- Passing; this grade is assigned to students satisfying the requirements in courses taken by proficiency examinations and for courses in which such grade is required. This grade is not included in the computation of the grade point index.

NP- Not passing; this grade is assigned to students who fail in the courses indicated under the grade P. This grade is not included in the computation of the grade point index.

Courses completed at the University and taken in other higher education institutions having previous authorization from the corresponding authorities at Inter American University will be included in the computation of the grade point index. The grade point index is determined by dividing the total number of honor quality points by the total number of credits completed with the grades of A, B, C, D, or F.

All courses that grant academic credit require tests or other grading tools. This includes a final examination or its equivalent. Faculty members will indicate on their class register how the final grade was determined.
Change of Grades Request
Students who believe that their final grade in a course is erroneous must notify this, in writing, to the course instructor, with a copy to the proper department chairman. This faculty member will be responsible for discussing the evaluations with the student and if necessary will submit an amendment to the student’s final grade according to the process established by the Institution.

If students are not satisfied with the attention given to grade change request, they may resort to the procedure established in Article 2, Part A, number 8, of the General Student Regulations. The deadline for requesting a change of grade will be the deadline for withdrawal with a grade of W of the academic term following the term of the same type in which the grade was given.

ADMINISTRATIVE ACTION SYMBOLS
The following symbols are used to indicate administrative action taken in regard to student status in courses for which they registered.

W- Course Withdrawal: Assigned when the student withdraws from a course after the end of the period for class changes, but no later than the last day of class. This symbol appears in the academic file.

DC- Course Withdrawal: Assigned when the student withdraws from a course before the end of the period for class changes. This symbol does not appear on the student transcript.

AD- Administrative Drop: Assigned when the University drops the student for reasons such as death, suspension or other situations warranting a drop. This symbol appears in the academic file.

AW- Assigned in the electronic register when the professor informs, no later than the dates established in the academic-administrative calendar, that the registered student never attended the course or any related academic activity. The courses to which the annotation AW is assigned will not form part of the academic record of the student.

MW- Symbol used to indicate total withdrawal for military reasons.

I- Incomplete: When students have not completed a course requirement and the professor determines that there are valid reasons for it, the symbol “I” (Incomplete) may be assigned. Together with the symbol “I”, the professor will include a provisional grade, after assigning zero for the unfinished work. When faculty members assign an “I”, they shall report to their immediate supervisor the grade that the student has earned up to that time, the evaluation criteria and a description of the unfinished work if applicable. A student who receives an “I” must remove it by the date specified on the Academic Calendar. The professor will have five workdays after the date for the removal of incompletes, as established in the academic-administrative calendar of the corresponding term, to inform the student’s grade to the director of the department.
The responsibility for removing the “Incomplete” rests on the student. If the “Incomplete” is not removed within the time specified, the student will receive the informed provisional grade. This norm will apply whether or not the student enrolls the following semester. The School of Law and School of Optometry will adjust this norm to their respective needs.

**UW** - Assigned in the electronic registry on the date to inform the grades, as established in the academic administrative calendar, when the student:

1. Has stopped attending classes for at least three consecutive weeks in a semester or its equivalent in other academic terms, without presenting a justification to the professor or dean of students, with the exception of those students with veterans’ benefits, who will be assigned the action symbol immediately when they stop attending class for two weeks or more, or the equivalent of this in other academic terms.
2. Has not participated in any academic activity related to the course (including the final examination) after the time period established in number one above.
3. Does not qualify for the grade of incomplete or (F).

When the annotation UW is given, the professor will inform the last date of attendance or participation in an academic activity related to the course. This annotation will form part of the academic record of the student.

**AU** - Symbol used to indicate on student transcripts that the course was audited. No honor points or University credits are awarded.

**R** - Symbol used to indicate the course was repeated. This symbol appears in the academic file.

**T** - Symbol used to indicate the course was transferred from another institution. This symbol appears in the academic file.

**ACADEMIC RECOGNITIONS**

**DEAN OF ACADEMIC AFFAIRS’ LIST**

Announcement is made at the beginning of the academic year by the dean of academic affairs of those students who have a cumulative grade point index of at least 3.25 and who have in the previous year achieved an academic index between 3.25 and 3.84.

To consider students to be included in the Dean of Academic Affairs’ List:

1. The academic year will be defined as the period from June to December of each calendar year and from January to May of the next calendar year.
2. Students must have passed at least twenty-four (24) credits during the previous academic year.
3. The Registrar will submit the list to the Dean of Academic Affairs who will then notify the students that have attained the distinction of appearing on the Dean of Academic Affairs’ List.

The student transcript will reflect the academic years in which the student was on the Dean of Academic Affairs’ List.

CHANCELLOR’S LIST
At the beginning of the academic year the Chancellor will announce the names of students who have a cumulative grade point index of at least 3.85 and who have in the previous year achieved an academic index of at least 3.85.
1. To consider students to be included in the Chancellor’s List:
2. The academic year will be defined as the period from June to December of each calendar year and from January to May of the next calendar year.
3. Students must have passed at least twenty-four (24) credits during the previous academic year.
4. The Registrar will submit the list to the Chancellor who will then notify the students that have attained the distinction of appearing on the Chancellor’s List.

The student transcript will reflect the academic years in which the student was on the Chancellor’s List.

ACADEMIC EXCELLENCE IN MAJORS AWARD
In the activity for Recognition of Student Achievement recognition of academic excellence will be given to the student or the students with the highest grade point average in their major. They must meet the following criteria:
1. Have a general academic index of 3.50 or more.
2. Have taken at least 30 percent their major credits at Inter-American University with a grade point index of 3.50 or above.

STUDENT LEADERSHIP AWARD
In the activity for Recognition of Student Achievement recognition of student leadership will be given to the student or students, who meet the academic progress norms, are recommended by the faculty and/or the administration and who meet any of the following requirements:
1. Outstanding participation in student organizations.
2. Distinction in the external community.
3. Contribution in improvement of university community conditions.

GRADUATION REQUIREMENTS
Students will graduate in agreement with the requirements of their program of studies and the regulations established in the General Catalog of the University under which they were admitted or in any single subsequent catalog but no combination thereof. In the event that a required course of the selected catalog is no longer offered by the University, substitutions may
be made with the approval of the Department Chairperson. Courses required in more than one program may be credited as such in each program. Courses taken after graduation will not alter the graduation grade point index. In the case of readmitted students, refer to the section Readmission to the University.

Graduates must meet the current laws and regulations of their profession.

Note: Students who opt for a second major may not use financial aid from Title 1V to pay for the costs related to it.

GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREES
To complete requirements for graduation with an Associate Degree from Inter American University, students must:
1. Approve the General Education academic requirements and those specified in the program for the Associate Degree for which they are candidates.
2. Achieve a minimum overall grade point index of 2.00 or that required by the study program.
3. Complete satisfactorily no less than one-third of all the credits required for the degree at Inter American University.
4. Complete satisfactorily at Inter American University no less than one-third of all course credits required in the major.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCES IN RADIOLOGIC TECHNOLOGY
1. Meet all the graduation norms and requirements for the Associate in Applied Science Degree established in the General Catalog.
2. To obtain the Associate of Applied Sciences Degree in Radiological Technology, the student must complete the degree with a minimum academic grade point index of 2.25 and the major with a minimum academic grade point index of 2.40.

APPLICATION FOR GRADUATION
Candidates for an Associate or Bachelor’s Degree who have completed three-fourths of the required credits should apply for graduation no later than one academic term before the term in which they expect to graduate. Students must graduate from a campus authorized to offer the major and degree to be conferred. If the students are not studying at such a Campus at the moment of applying for graduation, they must apply at a campus in which they took residency courses. Applications may be obtained at the Office of the Registrar and should be returned to that Office after they have been filled out and stamped by the Business Office showing that the non-refundable fee of $100.00 has been paid for the doctor, master, bachelor and associate degrees. Failure to comply with this procedure may result in the postponement of the granting of the diploma.
Any student who considers that there is an error in the evaluation of his application for graduation should report this to the appropriate Registrar within a week after the receipt of the evaluation.

The payment of graduation fees of any kind, the listing of the student as a candidate for graduation in any document and/or invitation either to the graduation ceremonies or to any other activity related to graduation exercises shall not be interpreted as an offer to graduate until the Registrar’s office certifies that the student has completed all requirements for the degree.

Only the completion of all requirements listed in this catalog or in any other official University directive entitles a student to graduation irrespective of any representation of any kind made by any official of this University.

Candidacy for graduation will be attained by the student after the faculty has determined that the requirements for graduation have been fulfilled. Subsequently, the faculty will present the degree candidates to the President of the University and to the Board of Trustees. Students that have completed the graduate requirements and paid the graduation fee, but interrupt their studies, have the right that their payment be considered effective for four regular semesters or two academic years from the date of the last term in which they studied.

**Graduation with Honor**
The distinctions of Cum Laude, Magna Cum Laude, and Summa Cum Laude are awarded to students who have achieved academic excellence in the Associate and Bachelor degrees. To be eligible for these honors, the student must have earned an overall average of:

- 3.25 for Cum Laude (with honors)
- 3.50 for Magna Cum Laude (with high honors)
- 3.85 for Summa Cum Laude (with the highest honors)

These distinctions are awarded only to students who have completed satisfactorily at least 30 percent of the credits required for the degree at this University. This same grade point index will be used in granting all other academic honors.

**PROCESS TO ADDRESS ACADEMIC AND CLINICAL PRACTICE COMPLAINTS**
The Associate in Applied Sciences in Radiologic Technology will use the following process to handle any academic or clinical practice complaints:

1. The student should discuss with the instructor or professor any academic or clinical practice concerns regarding his or her course or clinical practice. The instructor or professor should address the student’s concerns within one week from receiving the complaint. In case the concern is regarding the instructor or the professor or if the complaint is not addressed within the allotted time, the student should contact the Program Coordinator.
2. The Program Coordinator will address the student's concerns within a week. If the Program Coordinator is not able to resolve the issue, the complaint will be referred to the Health Sciences Department Director.

3. Once the Health Sciences Department Director receives the complaint, it should be addressed within one week. If the Director is not able to resolve the issue, the complaint will be referred to the Dean of Academic Affairs.

4. Upon receiving notification of the student complaint, the Dean of Academic Affairs should address the student's concern following the institution’s timeline.

5. In the eventuality the issue is not resolved by the Dean or if the student is not satisfied with the outcome, the complaint will be referred to the campus chancellor, who will have the final decision on the matter.

Note: Complaints will be addressed and resolved within the semester on which they occur.

Please refer to Appendix A for the complaint resolutions process flow chart.

SPECIAL REQUIREMENTS OF PRACTICE AND INTERNSHIP CENTERS
Some academic programs of the University require students to complete a practice or internship in a real work scenario as part of the degree requirements. These external centers may be state and federal agencies, hospitals, and nongovernmental organizations, among others.

It is students’ responsibility to comply with the external center’s requirements in order to complete their practice or internship. Depending on the practice center, these requirements may be doping tests, HIV tests, an immunization certificate against hepatitis, a health certificate, a negative criminal record, or any other requirement that the institution or practice center may stipulate. If students refuse or are not able to meet any of the requirements, they will be unable to complete their practice or internship and, therefore, will not pass the practice or internship course or meet the graduation requirements of their academic program.

COMPLIANCE WITH REQUIREMENTS OF REGULATED PROFESSIONS AND EMPLOYMENT
Some professions have licensing, certification, or professional association requirements or a combination of these in order for a person to practice the profession. Therefore, students and graduates who hope to practice a regulated profession must meet the current requirements of the organization that confers the license, certification, professional association or combination of these before initiating the corresponding proceedings with the agency or organization that applies to their profession. The licensing, certification, professional association requirements or a combination of these may vary from one jurisdiction to another. Therefore, compliance with the requirements in one area does not imply that the student also complies with the requirements of another region. Students are forewarned that the agencies that regulate the professions may change the requirements to practice these at any time.

Some employers of the private sector or government agencies have revalidation, examination or test requirements in order to choose a job. It is for this reason that, in these cases, students
or graduates applying for work must meet the additional requirements beyond the studies or
diplomas that Inter American University of Puerto Rico offers and confers.

**Professional Conduct**
When choosing a profession, an individual must be willing to assume the professional behavior
inherent to that profession. This begins in the classroom and continues in the clinic.
Professional behavior includes, but is not limited to:

- Using behavior and language that demonstrates respect for all persons, including
  other students, patients, families, and co-workers.
- Treating all persons equally without regard to religion, race, sex, sexual preference, 
  marital status, age, beliefs, disability, or cultural differences.
- Being prompt and ready for all learning experiences.
- Keeping all patients, clinical facility, and other student information confidential.
- Dressing appropriately.
- Taking care of school and facility property.
- Following all instructions, policies and procedures.
- Refraining from disorderly conduct and sexual harassment.
- Not engaging in any illegal or unethical acts.

**Ethical Conduct**
Students are expected to exhibit professional, legal and ethical behavior at all times, including
during class, laboratory and clinical experiences. Additionally, students are expected to abide 
by ethical guidelines set forth in the American Registry of Radiology Technologists (www.arrt.org).

**Confidentiality**
Students are expected to maintain strict confidentiality with respect to other students, all
clinical practicum affairs, records, and patient information. Content regarding confidentiality
guidelines and other appropriate state and federal regulations are presented in several RATE
courses.

Students must not discuss any patient related issue in public, including in hospital elevators, 
cafeterias, and hallways. When patients are referred to in the classroom setting, do not identify
the patient by name.

**Academic Honesty**
All students enrolled in Inter American University are expected to conform to the college's 
Academic Honesty Code, which requires that all students act with integrity in the
performance of their academic work.
The lack of honesty, fraud, and plagiarism by students, constitute a major infraction as stated in the University’s Student General Regulations in force, and can result in sanctions that may vary from a written reprimand to a suspension or an expulsion from the University.

Use of Electronic Devices
All electronic devices, including cellular phones, that can potentially interrupt the teaching and learning process, or alter the atmosphere resulting in academic excellence, shall be deactivated. Urgent matters shall be dealt with as required. Electronic devices that allow access, storage, or transfer of data during evaluations or exams are prohibited.

Use of Learning Resources
Students have access to all learning resources in the lab. Learning resources are there to enhance the educational experience.

1. Lab doors will be locked. Students must coordinate with a faculty member to gain access to the material.
2. If a class is in progress, the student may ask the faculty member for permission to enter and utilize material without disrupting the class.
3. All material is to be used in the lab. Removal of material from the lab will result in loss of lab privileges.

Clinical Setting

Selection of a Clinical Site
Clinical Practice courses in our program start during the second semester of the first year. The academic faculty, primarily the Clinical Coordinator is responsible for selecting, establishing, developing and evaluating appropriate clinical sites. The primary consideration is the desire of the clinical facility to be involved in the education of future Radiologic Technologist.

Sites are selected based on the following criteria:

- The clinical facility’s philosophy and objectives for patient care and education are compatible with those of the Inter American University, Ponce Campus’ Associate in Applied Sciences in Radiological Technology Program.
- Clinical staff members meet the legal requirements to practice in their setting and maintain ethical standards of practice.
- The clinical instructor, in collaboration with faculty, evaluates and reports on the performance as well as provides consistent and constructive feedback to the student throughout the clinical experience.
- The clinical facility has a variety of learning experiences available.
- The clinical facility has an open, stimulating, learning environment that is appropriate for the learning needs of the student.
• The clinical facility is willing to sign a legal agreement with the Inter American University, Ponce Campus.

Students and the Clinical Coordinator will evaluate all clinical sites on a regular basis. Please refer to Appendix C for evaluation criteria.

**Criteria for Selecting Clinical Instructors**

- Highly qualified and licensed Radiological Technologists.
- Clinical experience
- Provide the following credentials:
  - Active license and registry of Puerto Rico
  - Curriculum Vitae
  - Evidence of diploma in Radiological Technology

**Clinical Practice Required Documents**

Students must provide the following documentation* to be able to participate in clinical practice:

- Two (2) photos 2 x 2
- A health certificate
- Evidence of vaccination against Hepatitis B
- A certificate of no criminal record
- Up-to-date evidence of CPR.
  - It must be presented prior to the beginning of the second semester of the first year of the program.
  - This evidence must have a 6 months effective period at the beginning of every semester. This applies, also, to the students who already have the evidence of CPR.
- The student is responsible for complying with any other requirement of the agency. These are: Law HIPAA, negative doping test, influenza vaccination or AH1N1, and the exhaled particles test, among others.
- Meet the essential, nonacademic requirements, related to the skills compatible to the profession, as stipulated in the current Program Manual.

*Additional documentation may be required, depending on the clinical site requirements.
# Clinical Site Directory

<table>
<thead>
<tr>
<th>CLINICAL SITE</th>
<th>ADDRESS</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Metropolitano</td>
<td>2435 Ave. las Américas</td>
<td>787-848-5600</td>
</tr>
<tr>
<td>Dr. Pila de Ponce</td>
<td>Ponce, PR</td>
<td>Ext. 3433</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ext. JP 3172</td>
</tr>
<tr>
<td>Hospital Episcopal San Lucas Ponce</td>
<td>917 Ave. Tito Castro</td>
<td>787-844-2080</td>
</tr>
<tr>
<td></td>
<td>Ponce, PR</td>
<td>Radiology: Ext. 1730</td>
</tr>
<tr>
<td>Hospital Damas Ponce</td>
<td>2213 Ponce By Pass</td>
<td>787-840-8686</td>
</tr>
<tr>
<td></td>
<td>Ponce, PR 00717-1318</td>
<td>Radiology: Ext. 2618</td>
</tr>
<tr>
<td>San Cristóbal Hospital</td>
<td>Carr. PR 506, Km. 1.0</td>
<td>787-848-2100</td>
</tr>
<tr>
<td>(Quality Health Services)</td>
<td>Coto Laurel, PR</td>
<td>Radiology: Ext. 3057</td>
</tr>
<tr>
<td>Hospital Pavia Yauco</td>
<td>P O Box 5643</td>
<td>787-856-1000</td>
</tr>
<tr>
<td></td>
<td>Yauco, PR 00698</td>
<td>Radiology: Ext. 2618</td>
</tr>
<tr>
<td>Hospital Episcopal San Lucas Guayama</td>
<td>P O Box 10011</td>
<td>787-864-4300</td>
</tr>
<tr>
<td></td>
<td>Guayama, PR 00785-0011</td>
<td>Radiology: Ext. 2243</td>
</tr>
<tr>
<td>Modern Radiology PSC</td>
<td>Calle Marina #38</td>
<td>787-840-6344</td>
</tr>
<tr>
<td>Dr. Gamalier Bermúdez (Radiologist)</td>
<td>Ponce, Puerto Rico 00731</td>
<td></td>
</tr>
<tr>
<td>Modern Radiology PSC</td>
<td>58 Mattei Lluberas Yauco</td>
<td>787-856-1002</td>
</tr>
<tr>
<td>Dr. Gamalier Bermúdez (Radiólogo)</td>
<td>Puerto Rico 00698</td>
<td></td>
</tr>
<tr>
<td>Modern Radiology PSC</td>
<td>Primer Nivel #101 KM 75 Carr</td>
<td>787-840-6322</td>
</tr>
<tr>
<td>Dr. Gamalier Bermúdez (Radiologist)</td>
<td>Carr. 506 Calle M</td>
<td>Radiology: Ext. 6189</td>
</tr>
<tr>
<td></td>
<td>Legacy Office Park</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coto Laurel, Puerto Rico 00780</td>
<td></td>
</tr>
<tr>
<td>Modern Radiology PSC</td>
<td>Policlínicas Bernice Guerra</td>
<td>787-873-1755</td>
</tr>
<tr>
<td>Dr. Gamalier Bermúdez (Radiologist)</td>
<td>Carr. 102 km. 39.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sabana Grande, PR 00637</td>
<td></td>
</tr>
<tr>
<td>Concordia Imaging Center</td>
<td>Calle Concordia #8159</td>
<td>787-842-2358</td>
</tr>
<tr>
<td>Dr. Germán Chaves (Radiologist)</td>
<td>Ponce, PR 00717-1551</td>
<td></td>
</tr>
<tr>
<td>Diagnostic Imaging &amp; Radiology</td>
<td>Carr. 5516, Km. 0, Ext. 1</td>
<td>787-829-1626</td>
</tr>
<tr>
<td>Services, PSC</td>
<td>Adjuntas, PR</td>
<td></td>
</tr>
<tr>
<td>Dr. Alberto Colón (Radiologist)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coamo Imaging Center</td>
<td>Carr. 14 Km. 32.5</td>
<td>787-825-2121</td>
</tr>
<tr>
<td>Dr. Pedro Farinacci (Radiologist)</td>
<td>Coamo, PR 00769</td>
<td></td>
</tr>
</tbody>
</table>
Safety Policy for the Radiology Program

Introduction

Radiological protection is an essential part of accident control measures to be followed in a Radiology Department during the performance procedures and studies specialized with ionizing radiation. The Radiologic Technology Program from InterAmerican University, Ponce Campus, is committed to maintain radiation exposure levels as low as reasonably achievable (ALARA) while still allowing each student to obtain all required clinical and didactic competencies. This document establishes safety rules and procedures to be followed by the students of the Program in the different clinical stages where they handle the ionizing radiation.

I. Cardinal Points of Protection
As general knowledge base a student to the Program must know the protection Cardinal Points of Protection (Distance, Time and Shielding). These are discussed in the course RATE 1100 Radiological Protection and RATE 2911 Clinical Practice I.

II. Protection of the Student
The students of the Program must continue the following rules when they handle the ionizing radiation.

a. Maintain the most distance from the beam of radiation.
b. Use the appropriate shields when the X-ray room.
c. Expose from behind the wall reinforced in the exposition room.
d. Always use dosimeter and keep the limit of exposure as the recommendations from NRC (1. Rem x year) for the general public and (5 Rem x year) for any person who works with radiation. If the student exceeds the limits he/she will be removed for a period of time (as determined by the case).
e. Dosimeters are to be worn at the collar level (outside of a lead apron if you are wearing one) at all times while on duty.
f. Dosimeters will be changed every three month. Dosimeters will need to be dropped off at the Clinical Coordinator office. Students at that time will pick up their new dosimeters.
g. The Clinical Coordinator has the available dosimeter reports. Students are advice to meet with the Clinical Coordinator in case they would like to see the dosimetry reports.
h. Students will not hold patients for radiographic exams.
i. Students will report any accidental exposure to primary radiation to the clinical instructor, and clinical coordinator immediately.
j. Students will take the extra time to assure they are properly protected under all circumstances (portable, fluoroscope, etc.)
k. Recognized barriers of primary and secondary protection.
III. Patient Protection

The protection of the patient must be observed at all times following the shielding, immobilization and repetition of radiographies; not only for the patient but also for the accompanying person. The student must give specific instructions as they complete the radiological procedure and select the techniques using the caliper, where available, or assistance of a licensed radiological technologist and follow the technical factors of exposure.

IV. Analysis of Radiographies and Policies for Repetition

a. Every radiography completed by a student must be supervised by licensed Technologist or by the clinical instructor. This will guarantee that the procedure is completed following the quality standards established by the clinical facility and by ALARA. Watching at all times the use of the low radiology doses to the patient.

b. In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only under the direct supervision of a qualified technologist.

Voluntary Declaration of Pregnancy Policy

The decision to declare pregnancy is at the discretion of the student. In order to protect the unborn child, the student may discuss any suspected pregnancy with the Program Coordinator. Whether or not the student decides to declare pregnancy, the student is advised to consult her physician.

A pregnant student may decide on one of the following actions:

1. Declare pregnancy: If the student decides to declare her pregnancy, she must complete the Voluntary Declaration of Pregnancy and Responsibility Release Form (see Appendix B) and request a modification to her clinical practice. The pregnant student must meet with the Program Coordinator.

The student will receive orientation regarding methods to reduce exposure from ionizing radiation. Immediate efforts will be taken to keep the student’s radiation exposure below 0.05 rem per month and below 0.5 rem during the gestation period (The declared pregnant woman’s occupational dose and the dose to an embryo/fetus are specified in 10 CFR 20.1208 - NRCP). A second (fetal) dosimeter badge will be provided and it should be worn on the abdomen. It is recommended that the student wears a wrap-around apron during fluoroscopic procedures. Under no circumstances will the pregnant student hold or assist in holding patients or image receptors while radiographic exposures are made.

2. Take a leave of absence from the program: The pregnant student may voluntarily decide to take a leave of absence from the program while pregnant. When the student decides to re-join the program, the student must meet with the Program Coordinator to discuss the Program completion plan. Placement into the program will be determined by their
past performance, level of competency and rotations missed. Program completion and graduation date will be based on the course load left in the program upon return.

3. Continue in the program without any modifications: The student may elect not to request any modifications to her clinical practice.

If the student decides NOT to declare her pregnancy or revoke a previously declared pregnancy in writing:

   a. The student will be asked to confirm that she reviewed the declared pregnant woman’s occupational dose and the dose to an embryo/fetus as specified in 10 CFR 20.1208 – NRCP and that she accepts full responsibility for any increased risks associated with exposure to her unborn child.
   b. She will continue on her assigned clinical practice without any modifications.
   c. The faculty of the program will recommend the student use the basic principles of protections (distance, shielding and time).

Pregnant students are expected to meet all objectives and clinical competencies of each Radiologic Technology course.

**MRI Safety Policy**

As part of the Radiologic Technology Program safety screening protocol, all students receive a MRI Safety orientation in the course RATE 1125. The student must also complete a MRI Safety Screening Sheet (Appendix D) to assure they are appropriately screened for magnetic waves or radiofrequency hazards.
Grievances must be resolved within the same semester on which it occurs.

Revised: August 2017
APPENDIX B

VOLUNTARY DECLARATION OF PREGNANCY AND RESPONSIBILITY RELEASE FORM

I, _________________________________, certify that I am a student of the Radiologic Technology Program, enrolled at the Inter American University of Puerto Rico – Ponce Campus and currently assigned to ______________________________ (clinical practice center). I am voluntarily declaring that I am pregnant and I believe I became pregnant on ______________________________, 20____.

I certify that I have read the Voluntary Declaration of Pregnancy Policy for the Radiologic Technology Program. I understand the implications of my continued presence in the Radiology Department as part of my clinical education. I will not hold Inter American University of Puerto Rico – Ponce Campus or the clinical practice center(s) responsible and/or liable in case of abnormalities that may be caused by exposure to radiation during pregnancy.

I would like to request (select one):

□ Modifications to my clinical practice according to the Voluntary Declaration of Pregnancy Policy
□ Continue in the program with NO modifications to my clinical practice
□ Leave the program for the duration of my pregnancy.

I understand that if I selected to request modifications to my clinical practice, those will be in effect until I:

• Give birth
• Inform the Radiology Program Faculty member or Program Coordinator I am no longer pregnant
• Revoke, in-writing, my voluntary declaration of pregnancy

Student’s Name: _________________________________ Student ID No. _______________
Student’s Signature: ______________________________ Date: _______________________
Program Coordinator’s Name: __________________________________________________
Program Coordinator’s Signature: ___________________ Date: _______________________

Note: The original copy of this document will be placed in the student’s file.
APPENDIX C

Inter American University of Puerto Rico
Ponce Campus
Health Sciences Department
Radiological Technology Program

EVALUATION OF CLINICAL COURSES BY STUDENTS

Course: __________  Section___________  Days____________

Professor: ____________________________________________________

Date of Evaluation: _________________________

   August-December ______  January-May _______  Summer_______

Introduction:

This instrument is designed to evaluate the educational resources and strategies of clinical courses, measure student satisfaction with the course taking into consideration the learning level acquired. The results of the evaluation will be used to strengthen and improve the course.

Instructions:
On the column to the right indicate the number that better applies to each one of the statement according to this scale:

4 = Excellent
(90-100%)
Contributed to my learning in a distinguished and excellent manner

3 = Superior
(80-89%)
Contributed to my learning in an above average manner

2 = Satisfactory
(70-79%)
Contributed to my learning in an average/acceptable manner

1 = Deficient
(24-69%)
The contribution to my learning was minimal/limited

N/A = Not applicable

N/O = Not observed
## STUDENT’S EVALUATION OF CLINICAL COURSES

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
<th>N/O</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The clinical content contributed to reaching the objectives of the course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The objectives motivated my learning in the clinical practice.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The clinical skills were clearly and confidently discussed by the professor.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Procedure demonstration helped me develop the psychomotor skills with confidence and effectiveness.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The opportunity to visit and practice at the clinical center stimulated my interest in the profession of radiologic technology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. The opportunity to visit and practice at the clinical center contributed to my learning.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. The practice and clinical work contribute to the application of the following concepts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. values and attitudes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. investigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. adaptation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. health/illness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. How do you consider the learning obtained in the course?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. How satisfied are you with the course?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Indicate the events that contributed to your advancement in the course.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

37
2. Indicate the events that limited your advancement in the course.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. Recommendations and suggestions to improve the course and the advancement of the student.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
This instrument was created with the purpose of evaluating the agencies used for clinical practice. Your evaluation together with your comments or suggestions will be used to improve and strengthen the selection of agencies that offer clinical practice.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A general orientation was offered at the beginning of the clinical practice. The orientation was clear and complete.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. A tour of the facilities was offered.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The equipment and/or materials are available and accessible to the student.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The practice scenario provides safety measure for the student.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The agency’s personnel was available and interested in offering the student assistance when necessary.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. The personnel offers feedback related to the student’s performance, during practice and for professional growth.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. The agency has facilities of cafeteria, parking, telephones and others that apply accessible to students.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. The location of the agency is within the geographical limits of the Campus.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. The agency possesses the necessary elements to reach the clinical course objectives.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. I recommend this agency for future clinical experiences.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Inter American University of Puerto Rico  
Ponce Campus  
Health Sciences Department  
Radiological Technology Program

**CLINICAL INSTRUCTOR EVALUATION BY THE STUDENT**

Name of Clinical Instructor: ________________________________

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>YES</th>
<th>NO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Observes and pursues complying with the objectives of the Clinical Practice.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Offers the student enough time to complete the assigned tasks.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Gives the opportunity to analyze case studies related to the clinical scenario.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Clearly explains the radiographic procedures performed in the clinical scenario.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Was available to clarify doubts.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Signs the assistance and register for the clinical practice.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Evaluates the student in the time stipulated by the activities calendar.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
MAGNETIC RESONANCE (MR) ENVIRONMENT SCREENING FORM

The MR system have a strong magnetic field that can be dangerous for people entering into the examination room, if they have any object / metal, electrical or magnetic device. Therefore, it is required that each student who is in the immediacy of the magnetic field fill this form before entering into the examination room, because the magnetic field is always on.

Date: _____________________
Student’s name: ________________________           Student’s ID: ______________
Clinical Site: ____________________________

1. Have you had prior surgery or an operation (eg, arthroscopy, endoscopy, etc.) of any kind?
   Yes ____       No ____
   If yes, please indicate the date and type of surgery:
   Date ____ / ____ / ____      Surgery type ______________

2. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?
   Yes ____       No ____
   If yes, please describe: _______________________________________________

3. Are you pregnant or suspect that you are pregnant?
   Yes ____       No ____

WARNING: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device, or object.

Please indicate if you have any of the following:
Yes ___   No ___  Aneurysm clip(s)
Yes ___   No ___  Cardiac pacemaker
Yes ___   No ___  Electronic implant or device
Yes ___   No ___  Magnetically-activated implant or device
Yes ___   No ___  Neurostimulation system
Yes ___   No ___  Spinal cord stimulator
Yes ___   No ___  Cochlear implant or implanted hearing aid
Yes ___   No ___  Insulin or infusion pump

Important Instructions
Remove all metallic objects before entering the MR environment or MR system room including hearing aids, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, steel-toed
Yes ___  No ___  Any type of prosthesis or implant
Yes ___  No ___  Any metallic fragment or foreign body
Yes ___  No ___  Any external metallic object
Yes ___  No ___  Hearing aid (Remove before entering the MR system room)
Yes ___  No ___  Other implant _____________________

I attest that the above information is correct. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form.

Student Signature: ____________________________

Clinical Instructor Signature: _________________________