



East Arkansas Community College

**Associate of Applied Science
Radiologic Technology Program**

Information Packet

2018

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East Arkansas Community College
Allied Health Science Department
1700 Newcastle Road
Forrest City, AR 72335
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ASSOCIATE OF APPLIED SCIENCE RADIOLOGIC TECHNOLOGY PROGRAM

The Associate of Applied Science Degree in Radiologic Technology is a 63 credit hour program designed to produce competent, entry-level radiographers for the practice of diagnostic imaging. Students will be required to participate in both classroom and clinical settings. The program is designed to be completed in a 24-month period, which includes full-time course and clinical work.

Upon graduation, students will be eligible for the national credentialing examination offered through the American Registry of Radiologic Technologists.

ATTENTION

The East Arkansas Community College's Associate of Applied Science Radiologic Technology Program *Student Handbook* presents the program and requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This Handbook is not intended to state contractual terms and does not constitute a contract between the student and the school. Students are expected to become familiar with the rules and policies of East Arkansas Community College's Associate of Applied Science Radiologic Technology Program and enter with the understanding that they will abide by these regulations.

East Arkansas Community College's Associate of Applied Science Radiologic Technology Program reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students to be effective whenever determined by the School. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

East Arkansas Community College Tobacco –Free Campus Initiative Position Statement

The American College Health Association (ACHA) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard.

In its efforts to provide a healthy working and learning environment for students, faculty, and staff, and in accordance with the Arkansas Clean Air on Campus Act of 2009 (Act 734), East Arkansas Community College is a tobacco-free campus effective July 1, 2010.

Criminal Background Checks for Clinical

Clinical sites are now requiring criminal background checks and drug screens before students are allowed to come for the clinical rotation. Therefore, students will be required to obtain these and present the results to the facility. The student will be responsible for the cost. The clinical facility will be responsible for accepting or declining students based on the results of the criminal background checks and drug screens.

If the clinical facility refuses a student based on criminal background checks and/or drug screening results, the College will seek, if possible, to find another facility for the student's clinical experience. The corresponding clinical component for each class is mandatory. If the student is unable to fulfill the clinical requirement, the student will be dropped from the program.

The Criminal Background and Drug Screen for clinical will be approximately \$150.00 annually in August.

Prospective students seeking admission to the Associate of Applied Science Radiologic Technology Program at East Arkansas Community College should be aware that the American Registry of Radiologic Technologists (ARRT) Board shall have the right to reject the application of any individual for certification if the Board determines, in its sole and absolute discretion, that the individual does not meet the qualifications for the certification. All candidates must comply with the Rules of Ethics contained in the ARRT Standards of Ethics. One issue addressed by the Rules of Ethics is conviction of a crime – which includes a felony, gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. For further details, prospective students may access the website for the American Registry of Radiologic Technologists (ARRT) at www.arrt.org.

DESCRIPTION OF PROGRAM

East Arkansas Community College's Radiologic Technology Program offers an Associate of Applied Science in Radiologic Technology. Once accepted, the program is 2 years in length based on full time enrollment, exclusive of vacation time.

ACCREDITATION

East Arkansas Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 1-800-621-7440. The Radiologic Technology Program has been approved by the Arkansas Department of Higher Education.

NONDISCRIMINATION POLICY

East Arkansas Community College's Associate of Applied Science Radiologic Technology Program does not discriminate against any applicant/student and adheres to the College's Equal Opportunity, Affirmative Action, Non-Discrimination policy. East Arkansas Community College is committed to providing equal opportunity through its employment practices, educational programs, admissions policies, scholarship and loan programs and services it offers to the community. The College will make personnel decisions and offer programs that will foster educational opportunities without regard to race, color, national origin, age, sex or disability of qualified handicapped persons.

STUDENTS WITH DISABILITIES

Students with disabilities who wish accommodations should contact the American Disabilities Act Coordinator, Hodges Student Services Complex, 633-4480, ext. 304. The admissions procedures for the Office for Students with Disabilities are as follows:

1. Student must provide the ADA contact with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application for disabled student services.
4. The ADA contact will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Students with Disabilities Coordinator will inform instructors, Student Support Services, or other College personnel as appropriate for necessary accommodations.

RADIOLOGIC TECHNOLOGY PROGRAM

MISSION STATEMENT

The Radiologic Technology Program is an integral part of East Arkansas Community College and functions within the framework of the College. The program's mission statement and goals guide the faculty in providing quality educational opportunities.

The mission of the Radiologic Technology Program at East Arkansas Community College is to provide a highly comprehensive academic and clinical educational environment that culminates in the production of qualified entry-level radiographers who can function effectively as a member of the healthcare team. The program strives to provide the community with graduates who exhibit competent, professional, ethical, technical, communication, and critical thinking skills when rendering care. The faculty believes that the graduates will value and integrate learning and professional development as a lifelong process.

GOALS

Upon completion of the program, the graduate will be able to:

1. Apply technical knowledge and clinical skills toward the practice of radiologic technology.
2. Utilize critical thinking and problem-solving skills in the practice of radiologic technology.
3. Communicate effectively in both oral and written form with patients, families, and all members of the healthcare team.
4. Perform all radiologic procedures and produce images of diagnostic value while providing quality patient care.
5. Conduct himself/herself in a professional manner according to the ARRT Code of Ethics.
6. Continue professional growth and development by engaging in life-long learning activities.

ADMISSION REQUIREMENTS

To be eligible for admission, the applicant must:

1. Be 18 years of age before any clinical component.
2. Be admitted to East Arkansas Community College (see current East Arkansas Community College Catalog for application and admission procedure.)
3. Complete any required College developmental courses.
4. Have a 2.5 grade point average (GPA) by the May 31st deadline.
5. Credit for college math and science courses must be no older than 5 years.
6. Take the Pre-Entrance Exam: Critical Thinking Entrance Exam (Cost \$40.00).

The Pre-Entrance Exam is provided by Assessment Technologies, Inc. and **may be taken only once per academic year**. The exam is a timed computerized test. A description of the pre-entrance exam is below.

- a. Critical Thinking Entrance Assessment exam is given to assess the student's ability to use the phases of the critical thinking process.

The exams are administered to applicants by computer on the campus of EACC. All exams are proctored. The applicant may register for this exam in the Allied Health Science Department and pay the fee at the cashier's office. The fee must be paid in advance of registering for the exam. Fees are non-refundable.

APPLICATION PROCESS

All applicants must:

1. Submit a Radiologic Technology Program Application. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
2. Request official transcript(s) to be mailed to both the Registrar's Office and the Radiologic Technology program.

A. Registrar's Office
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335

B. Department of Allied Health Science
Radiologic Technology Program
1700 Newcastle Road
Forrest City, AR 72335

Transcripts must be sent from any college, university, vocational/technical and/or any other school(s) attended beyond high school or completion of a GED. **Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts/information must be received by the application deadline.**

3. Complete an Observational Experience and submit the completed Observational Form.

OBSERVATIONAL EXPERIENCE

Prospective students are required to complete four (4) hours of observation in a designated radiology department to observe the various areas of radiology. The prospective student must complete the Clinical Observation Form and have the Director or a supervisor of the radiology department complete the evaluation portion of the form. This form is to be submitted to the Allied Health Science Department as part of the application process. If this portion is not completed, the prospective student's file will be incomplete and will not be considered for the program.

The prospective student would benefit greatly from at least three (3) hours of observation in the general radiography area. The remainder of the time could be used observing other specialty areas such as MR, CT, mammography or angiography.

When observing in the hospital setting, the following dress items should not be worn: Flip-flops or any open-toed shoes, t-shirts, shorts, warm-up suits, or jeans. NO piercings or tattoos should be visible. All clothing must be clean and pressed.

Any question as to appropriate attire or whether a clinical observation setting is acceptable should be directed to the Program Director at East Arkansas Community College BEFORE the observation takes place.

APPLICATION DEADLINE

Students are admitted to East Arkansas Community College's Associate of Applied Science Radiologic Technology Program once a year for Fall Admission.

DEADLINE FOR RADIOLOGIC TECHNOLOGY APPLICANTS

May 31 for Fall Admission

All information must be received by May 31

If qualified applicant pool is not met by application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

APPLICATION REVIEW/NOTIFICATION

Applicants whose files are completed by the May 31st deadline will be considered by the Restricted Enrollment Committee for admission to the Radiologic Technology Program. Notification of the committee's action will be made by letter during the month of June. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College's Associate of Applied Science Radiologic Technology Program does not maintain a waiting list for students who meet the minimum requirements but who are not offered admission.

ACCEPTANCE

Once an applicant has been accepted to East Arkansas Community College's Associate of Applied Science Radiologic Technology Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification **must be** by an American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must be valid for the entire program of study.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
 - e. Flu shot or must sign a waiver.
 - f. Varicella shot (chicken pox) or must sign a waiver.
4. Submit proof of health insurance.
5. Drug screen and criminal background check.

CREDIT BY PRIOR LEARNING ASSESSMENT

Students who possess knowledge for certain courses offered by the College may petition for credit by examination or experience. A maximum of 12 semester hours of college credit can be awarded through examination, experience or a combination of the two.

There are two types of CLEP exams, General and Subject. EACC awards credit for two of the five General Exams and fourteen of the Subject Exams. Credit is awarded for the humanities and natural sciences on the General Exams.

Credit may be earned by passing a comprehensive test prepared by either a commercial testing service (i.e., CLEP) or the Department of the College in which the credit is to be awarded. Credit for courses offered by EACC may also be granted upon related work experience.

Questions regarding the specifications of the CLEP test should be directed to Educational Guidance Services located in the Hodges Student Services Complex. Students who believe they qualify for credit by examination or previous work experience should contact the appropriate associate vice president.

TRANSFER STUDENT POLICY

Students withdrawing from (“W”) or failing (“D” or “F”) the same radiologic technology course twice or two separate radiologic technology courses may be ineligible for transfer into the Associate of Applied Science Radiologic Technology Program, even if the student has already repeated one of the courses and received a grade of “C” or better.

To transfer into the Radiologic Technology program, the student must:

1. Meet all current admission and transfer requirements for East Arkansas Community College (see current College Catalog for requirements). Students on academic suspension from another institution will be eligible for admission only after having remained out of school for one semester (not including a summer term) or being eligible to return to the previous institution.
2. Submit official transcript(s) showing all college work. Request official transcript(s) to be sent to both the registrar’s office and the Radiologic Technology Program.
3. Submit a letter of reference from the Dean/Director of the previous radiologic technology program, which includes a statement of eligibility to return.
4. Have an overall GPA of 2.5 and a grade of “C” or better in all required courses.
5. Submit an application to the Radiologic Technology program.
6. Take entrance exam and submit scores to the Department of Allied Health Sciences by the transfer application deadline.
7. Successfully complete a radiologic skills competency check-off with 90% accuracy. Skills list will be provided. Student will have one opportunity to successfully complete skills competencies.

Transfer Student Application Deadlines

Deadline to apply for the Fall Semester is May 31st.

Deadline to apply for the Spring Semester is October 1st.

Transfer Student Application Review/Selection/Notification

The transfer student whose file is completed by the deadline will be considered by the Restricted Enrollment Committee for admission into the Radiologic Technology Program. Notification of the Committee’s action will be made by letter one month after the application deadline. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College’s Radiologic Technology Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission. Admission is contingent on space availability.

Transfer Student Residency

Transfer students must complete at least 18 radiologic technology credit hours in East Arkansas Community College’s Associate of Applied Science Radiologic Technology Program.

Radiologic Technology Program Curriculum Plan

Radiologic Technology Curriculum First Year

Term I (Fall)			Semester Hours
BIO	2114	Anatomy and Physiology I	4
MTH	1113	College Algebra	3
PHY	2013	Survey of Physics for Radiologic Technology	3
RAD	1106	Introduction to Radiologic Technology	6
RAD	1110	Clinical Practice I	0
Total			16

Term II (Spring)			Semester Hours
HSC	1003	Medical Terminology	3
RAD	1202	Radiologic Imaging	2
RAD	1216	Radiographic Procedures II	6
RAD	1210	Clinical Practice II	0
RAD	1222	Radiologic Science	2
Total			13

Term III

Summer (10 weeks)			Semester Hours
BUS	1603	Computer Fundamentals	3
RAD	1315	Radiographic Procedures III	5
RAD	1310	Clinical Practice III	0
SOC	2043	Cultural Anthropology	3
Total			11

Radiologic Technology Curriculum Second Year

Term IV (Fall)			Semester Hours
ENG	1023	English Composition I	3
RAD	2112	Radiographic Pathology	2
RAD	2102	Radiation Protection	2
RAD	2115	Special Imaging Procedures	5
RAD	2110	Clinical Practice IV	0
Total			12

Term V (Spring)			Semester Hours
ENG	1023	English Composition II	3
RAD	2212	Seminar in Radiologic Technology	2
RAD	2220	Clinical Practice V	0
RAD	2226	Radiographic Medical Image Evaluation	6
Total			11

Total Credit Hours - Radiologic Technology	38
Total Credit Hours - General Education	25
Total Program Hours	63

Radiologic Technology Program Course Descriptions

RAD 1106 Introduction to Radiologic Technology (4-6-6)

This course is an introduction to the basic aspects and principles of radiologic technology and the health care system including but not limited to radiation protection, patient care including human diversity, healthcare agency structure and function, radiology ethics and legal issues. Emphasis will be placed on effective patient and peer communication. Students will also learn positioning for radiographic demonstration of anatomic parts, including sectional anatomy of the chest and abdomen. **Prerequisites:** **Admittance to the Radiologic Technology Program. Pre or Corequisites:** **BIO 2114, MTH 1113, PHY 2013, and RAD 1110. Assessment Fee: \$50, Dosimetry Badge Fee: \$100, Malpractice Fee: \$50, Marker Fee: \$15**

RAD 1110 Clinical Practice I (0-6-0)

Supervised clinical experience emphasizing radiologic procedures of the chest and abdomen. **Prerequisites:** **Admittance to the Radiologic Technology Program. Corequisites:** **RAD 1106**

RAD 1202 Radiologic Imaging (2-0-2)

This course will provide the basics of radiologic image acquisition, equipment, and quality control. Students will learn to evaluate the image quality standards and the individual factors that influence that image. Some topics include circuitry, the x-ray tube, image intensifiers, digital radiography, PACS, and image receptors. Critical thinking and communication skills will be emphasized. **Prerequisites:** **All required courses from Term I. Pre or Corequisites:** **HSC 1003, RAD 1210, RAD 1216, RAD 1222**

RAD 1210 Clinical Practice II (0-9-0)

Supervised clinical experience emphasizing radiographic procedures of the extremities and vertebral column. **Prerequisites:** **All required courses from Term I. Corequisites:** **RAD 1216**

RAD 1216 Radiographic Procedures II (3-9-6)

This course provides an investigation of procedures used in patient positioning and radiation safety instruction for radiographic demonstration of anatomic parts and sectional anatomy of the upper and lower extremity and spine. **Prerequisites:** **All required courses from Term I. Pre or Corequisites:** **HSC 1003, RAD 1202, RAD 1210, RAD 1222**

RAD 1222 Radiologic Science (2-0-2)

This course includes the theoretical basis for understanding the nature, production, characteristics and interaction of radiation with matter. Emphasis will be on the principles associated with radiation production and the clinical significance of these interactions in radiography. Critical thinking skills will be emphasized. **Prerequisites:** **All required courses from Term I. Pre or Corequisites:** **HSC 1003, RAD 1202, RAD 1210, RAD 1216**

RAD 1310 Clinical Practice III (0-9-0)

Supervised clinical experience emphasizing radiographic procedures of the cranium, gastrointestinal system, and genitourinary system, and refinement of radiographic skills in orthopedic, chest, and abdomen. **Prerequisites:** **All required courses from Terms I and II. Corequisite:** **RAD 1315**

RAD 1315 Radiographic Procedures III**(2-9-5)**

This course provides an investigation of procedures used in patient positioning, sectional anatomy, and radiation safety instruction for cranium, bony thorax, gastrointestinal system and urinary system. **Prerequisites:** All required courses from Terms I and II. **Pre or Corequisites:** BUS 1603, RAD 1310, SOC 2043

RAD 2102 Radiation Protection**(2-0-2)**

This course is a study of the principles and practices of safe application of radiation, in regards to personnel, patients, and the public. Emphasis will also be placed on the responses of biological systems to radiation and their acute and chronic affects. **Prerequisites:** All required courses from Terms I, II, and III. **Pre or Corequisites:** ENG1013, RAD 2112, RAD 2110, RAD 2115

Dosimetry Badge Fee: \$100, Marker Fee: \$15

RAD 2110 Clinical Practice IV**(0-10-0)**

Supervised clinical experience emphasizing pediatric, geriatric, trauma, and advanced skeletal, cardiovascular, genitourinary, gastrointestinal radiographic procedures; and an introduction to various imaging modalities; and the refinement of orthopedic, gastrointestinal, and genitourinary procedures. **Prerequisites:** All required courses from Terms I, II, and III. **Pre or Corequisites:** ENG1013, RAD 2102, RAD 2112, RAD 2115

RAD 2112 Radiographic Pathology**(2-0-2)**

This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems will be presented. **Prerequisites:** All required courses from Terms I, II, and III. **Pre or Corequisites:** ENG1013, RAD 2102, RAD 2110, RAD 2115, Assessment Fee: \$50

RAD 2115 Special Imaging Procedures**(2-10-5)**

This course will provide an overview of the production of images including, but not limited to CT, mammography, MRI, sonography, radiation oncology, and nuclear medicine. An emphasis is placed on the ever-changing dynamics of computers and their impact on the radiological sciences. This includes computer applications related to image acquisition, presentation, and storage. Critical thinking and communication skills will also be emphasized. **Prerequisites:** All required courses from Terms I, II, and III. **Pre or Corequisites:** ENG1013, RAD 2102, RAD 2110, RAD 2112, Malpractice Fee: \$50

RAD 2212 Seminar in Radiologic Technology**(2-0-2)**

This course will prepare the radiologic technology student to sit for the American Registry of Radiologic Technology examination and effectively search for a job in radiography. **Prerequisites:** All required courses from Terms I, II, III, and IV. **Pre or Corequisites:** ENG 1023, RAD 2220, RAD 2226

RAD 2220 Clinical Practice**(0-12-0)**

Elective clinical rotations and the demonstration of terminal clinical skills. **Prerequisites:** All required courses from Terms I, II, III, and IV. **Corequisites:** RAD 2226,

RAD 2226 Radiographic Medical Image Evaluation**(2-12-6)**

This course is designed to place advanced emphasis on the application of knowledge, critical thinking skills, and communication skills when comprehensively analyzing diagnostic radiographic images. Also, emphasis will be on recognizing, evaluating, and correcting image problems. **Prerequisites:** All required courses from Terms I, II, III, and IV. **Pre or Corequisites:** ENG 1023, RAD 2212, RAD 2220

COSTS OTHER THAN TUITION

(APPROXIMATE COSTS)

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

The following are approximate costs other than tuition for the Radiologic Technology Program by Term. These costs are approximate and may change.

Expense	Term I	Term II	Term III	Term IV	Term V
Textbooks	~\$450	~\$350	~\$100	~\$200	~\$200
Assessment Fee	\$50	X	X	X	\$50
Malpractice Insurance	\$50	X	X	\$50	X
Criminal Background & Drug Screen For Clinicals	~\$150	x	x	~\$150	x
Clinical Uniforms	~\$200	X	X	X	X
Radiation Dosimetry Badge	\$100	X	X	\$100	X
Identification Markers	\$15	X	X	\$15	X
Health Insurance	varies	varies	varies	varies	varies
Travel/Parking Fees for Clinical	~\$350	~\$350	~\$350	~\$350	~\$350
CPR Certification	\$45	X	X	X	X
Immunization Requirements	~\$350	X	X	X	X
Graduation Pictures	X	X	X	X	~\$20
ARRT Certification Exam	X	X	X	X	\$200
College Matriculation Fee	\$50	X	X	X	X

Costs are approximate and may change.

X = No cost during that Term

~ = Approximate

The Criminal Background and Drug Screen for clinical will be approximately \$150.00 annually in August

FINANCIAL AID PROGRAMS

The Financial Aid Office at East Arkansas Community College seeks to provide financial assistance to any student who, without such support, could not attend the College. A comprehensive program of financial aid in the form of scholarships, loans, grants, and jobs is provided to qualifying students. (See current East Arkansas Community College Catalog for more information or the Financial Aid Office in the Hodges Student Services Complex.)

GRADING POLICY

The grading policy for all Radiologic Technology (RAD) courses is as follows:

1. The grading scale of all Radiologic Technology (RAD) courses is:
 - A** 92-100
 - B** 84-91
 - C** 78-83
 - D** 71-77
 - F** 70 and below
2. The minimum score to pass any Radiologic Technology (RAD) course is 78. Fractional parts of numerical grades will be rounded off to the nearest whole number according to mathematical principles (i.e. 77.5 will become 78).
3. Both a minimum average of 78 in theory and a satisfactory in clinical/campus lab required activity and assignment are required in order to pass any Radiologic Technology course.
4. Failure of either the theory or clinical component of a Radiologic Technology (RAD) course results in the student repeating both the theory and clinical components.
5. Students will be given a computerized average of their grade after each exam so that there will be no question as to their academic standing.

REFUND POLICY

No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws through the Office of Admissions and Registration. Full refunds are given only if a student officially drops or withdraws before the first day of the semester. If a refund is due to a student receiving financial aid from any Federal Financial Aid program, a portion of the refund shall be returned to the Financial Aid program in accordance with federal regulations. **Students who fail to follow the proper withdrawal procedures will be responsible for tuition once classes begin. Failure to attend classes does not constitute an official drop/withdrawal.**

No refunds are given for drops, withdrawals or non-attendance after the 11th day of a spring/fall semester or after the 11th day equivalent of a summer term.

Refund Schedule:

Credit Courses- Spring & Fall Semester

Prior to First Day of Semester 100%

First Day of Classes Through 11th Class Day 80%

After the 11th Class Day NONE

Credit Courses- Summer

Prior to First Day of Semester 100%

First Day of Classes Through 4th Class Day 50%

After 4th Class Day NONE

RETENTION AND PROGRESSION POLICY

A student withdrawing from (“W”) or failing (“D” or “F”) the same radiologic technology course twice or two separate radiologic technology courses will be dismissed from the Radiologic Technology Program and may be ineligible for readmission, even if the student has already repeated one of the courses and received a grade of “C” or better.

To be allowed to remain or progress in the Associate of Applied Science Radiologic Technology (AASRT) Program, the student must:

1. Adhere to EACC and ARRT policies.
2. Earn a grade of “C” or better in all required general education courses (both prerequisite courses and those taken within the Radiologic Technology Program of study) to progress to the next term.
3. Earn a grade of “C” or better in all Radiologic Technology theory courses to progress to the next term. A student earning a “D”, “F” or “W” in one Radiologic Technology Course will be allowed to repeat that failed course once at the next available offering.
4. Receive satisfactory performance rating in all Radiologic Technology clinical courses. Any student who is denied clinical entrance to an institution may not continue in the Radiologic Technology Program.
5. Adhere to the attendance and punctuality policies of East Arkansas Community College and the Radiologic Technology Program (classroom, clinical, and lab).
6. Maintain current American Heart Association for Healthcare Providers Certification for the entire program of study.
7. Maintain personal health insurance while in the Radiologic Technology Program. Proof of health insurance must be submitted at beginning of fall semester or upon readmission.
8. Complete the AASRT program within a period of four (4) years from time of entry into the first RAD course.

READMISSION POLICY

1. The student seeking readmission must reapply to East Arkansas Community College’s Associate of Applied Science Radiologic Technology (AASRT) Program.
2. The student seeking readmission must meet all current criteria for admission, retention, and progression in the Radiologic Technology Program as outlined in the East Arkansas Community College Catalog.
3. Readmission is based upon space availability.
4. Any student who is denied clinical access for justifiable causes by the clinical facility will not be eligible for readmission into East Arkansas Community College’s Associate of Applied Science Radiologic Technology Program.

TRANSPORATION

Students are responsible for their own transportation to class, clinical settings, and any other function connected with the Radiologic Technology Program.

BOOKSTORE

Students may purchase radiologic technology (RAD) course textbooks from the bookstore at East Arkansas Community College. Phone Number (870) 633-4480 ext. 307.

WITHDRAWAL POLICY

Students who no longer wish to be enrolled in the Radiologic Technology Program must follow the Withdrawal Policies set forth in the current East Arkansas Community College Catalog.

GRADUATION POLICY

The Radiologic Technology Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information).

DISMISSAL POLICY

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the Radiologic Technology Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog. Procedures for disciplinary action and/or dismissal from the Radiologic Technology Program and appeal procedures are listed in the Radiologic Technology Student Handbook.

Violation of the specific policies listed below may result in dismissal from the program:

1. Any student failing (grade D or F) or Withdrawing from the same course twice or two separate radiologic technology courses may be dismissed from the Radiologic Technology Program and may be ineligible for readmission even if the student has already repeated one of the courses and received a grade of "C" or better.
2. Students dismissed from the Radiologic Technology Program for disciplinary reasons, as outlined in the Radiologic Technology Student Handbook, will be ineligible for readmission into the College's Radiologic Technology Program.
3. Students must maintain current certification in CPR (American Heart Association Healthcare Provider), health insurance for the entire program of study. Failure to do so will result in dismissal.

ACADEMIC GRIEVANCE PROCEDURE

The Radiologic Technology Program subscribes to East Arkansas Community College's academic grievance procedure. Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an academic grievance procedure.

The procedure serves the purpose of:

1. Providing the student with redress and due process.
2. Protecting faculty rights in freedom of instruction.
3. Providing a mechanism for problem solving.
4. Achieving an equitable resolution of the grievance as quickly as possible.

The following steps are to be followed regarding student academic grievance:

1. The student meets with the faculty member regarding any problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the student and faculty member, the appropriate Associate Vice President for Applied Sciences is contacted by the student. The student, faculty member, and the Associate Vice President for Applied Sciences are to meet together to thoroughly discuss the problem and attempt to attain a solution.
3. If a solution is not reached, the student may formalize the grievance by putting it in writing, including conditions giving rise to the grievance, names of parties involved, and the remedy requested. The written grievance is submitted to the Vice President for Academic Affairs. The Vice President first determines if previous steps in the process have been followed by the student and explains to the student the remaining steps in the process. The Vice President notifies the faculty member and the respective Associate Vice President for Applied Sciences that a grievance has been filed and supplies a copy of the written grievance to the faculty member and the respective Associate Vice President for Applied Sciences. The issues of the grievance are thoroughly discussed in an attempt to reach an understanding and agreement. Within 48 hours (excluding holidays/weekends) after receiving the student's written grievance the Vice President for Academic Affairs will render a decision.
4. If an agreement is not reached, the student may contact the chairperson of the Academic Grievance Committee. The Academic Grievance Committee will be composed of one Associate Vice President for Applied Sciences, two faculty members and two student affairs staff members, the Associate Vice President for Applied Sciences, instructors who are parties in the grievance may not serve as members of the Committee. The Committee is a standing committee, members of which shall be appointed by the College president at the beginning of each academic year. The President shall also appoint a corresponding set of alternate members. The Committee will meet to review all relevant information regarding the grievance. Witnesses may be called as needed. Only the student and faculty member involved are to be present during the committee hearing; however, if witnesses are to be called by the parties the Committee chairperson must be notified 24 hours prior to the hearing. The Committee renders a written decision, including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends).
5. The student or instructor may request a procedural review by the College President. The original grievance and final report of the Academic Grievance Committee are submitted to the College President who reviews the information submitted. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to College and Committee policy and procedure based on the written information submitted.
6. The President has the option to remand the Committee's findings to the Committee for further consideration.
7. The Grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).

East Arkansas Community College

Radiologic Technology

Observation Form

Prospective students are required to complete four (4) hours of observation in a designated radiology department to observe the various areas of radiology. The prospective student must complete the Clinical Observation Form and have the Director or a supervisor of the radiology department complete the evaluation portion of the form. This form is to be submitted to the Allied Health Science Department as part of the application process. If this portion is not completed, the prospective student's file will be incomplete and will not be considered for the program.

The prospective student would benefit greatly from at least three (3) hours of observation in the general radiography area. The remainder of the time could be used observing other specialty areas such as MR, CT, mammography or angiography.

When observing in the hospital setting, the following dress items should not be worn: Flip-flops or any open-toed shoes, t-shirts, shorts, warm-up suits, or jeans. NO piercings or tattoos should be visible. All clothing must be clean and pressed.

Any question as to appropriate attire or whether a clinical observation setting is acceptable should be directed to the Program Director at East Arkansas Community College BEFORE the observation takes place.

Student Name: _____ Student ID: _____

Date of Observation: _____ Times of Observation: _____

Director/Supervisor/Technician Signature: _____

Title: _____ Phone number: _____

Facility Name: _____

Areas of observation and comments: _____

Date Received: _____
By: _____

**APPLICATION FOR ADMISSION
Radiologic Technology Program
East Arkansas Community College
(870) 633-4480, Ext. 270
(870) 633-7222 (FAX)**

Name: _____
Last First Middle Maiden

Address: _____
Street/P.O. Box City State Zip Code

Phone: () () ()
Home Work Cell

Student ID #: _____ Email: _____

Please indicate type of admission sought:

_____ **Initial Application** _____ **Readmission**

List all colleges/universities/technical schools attended. It is the student's responsibility to contact all of the institutions previously attended and request your OFFICIAL transcript be sent to **BOTH the Office of the Registrar and Department of Allied Health Science – Radiologic Technology Program.** Please use back of form, if more space is needed.

Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts/information must be received by the application deadline.

College _____ Dates attended _____

College _____ Dates attended _____

College _____ Dates attended _____

____ I certify that the above information is accurate. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.

SIGNATURE: _____ **DATE:** _____

**East Arkansas Community College
Allied Health Science Department
Entrance Exam Form**

Applicant's Name: _____
(Please Print)

Student ID Number: _____

Instructions:

1. Complete this form and submit to EACC Cashier (located in the EACC Student Center) along with the appropriate payment for Entrance Exams.
2. Return this form, along with a copy of receipt, to the Department of Allied Health Science to schedule exam date(s). **Applicants will not be allowed to schedule or take Entrance Exams prior to providing proof of payment for Entrance Exam(s).**
3. **Exam Fees are not refundable.**
4. **Please mark the program in which you wish to take the entrance test(s). If you are applying for more than one program, you do not need to pay for the ATI Critical Thinking Entrance Exam twice.**

_____ Nursing Program (Traditional) (Total \$50)

A. PSB Entrance Exam

_____ Nursing Program (LPN Accelerated Track) (Total \$50)

A. PSB Entrance Exam

_____ Radiologic Technology Program (Total \$35)

A. ATI Critical Thinking Entrance Exam

_____ **If taking both ATI & PSB Entrance Exams** (Total \$60)

Location: Computer Technology Building – Room 1

Dates:

Day	Date	Exam Times	
Friday	Feb 16	8:00 am	
Friday	Mar 9	8:00 am	
Friday	Mar 30	8:00 am	Deadline for LPN Track applicants 3/31
Friday	Apr 13	8:00 am	
Friday	Apr 27	8:00 am	
Wednesday	May 2	9:00 am	
Thursday	May 31	12:30 pm	Deadline for Traditional Track applicants

Photo Identification (driver's license or school I.D.) required for admission to test.

Fees and Registration details:

PSB fee - \$50.00

Nursing applicants **only**, test may take up to 3 hours

The PSB exam fee payment can be made in person at the cashier's office or by telephone to the cashier at ext. 202. The fee must be paid in advance. After paying the fee, contact Keuna Adams at ext. 270 or come to office building 5 to register for an exam date.

ATI Critical Thinking exam fee - \$40.00

Radiological Technology applicants only, test may take up to 1 hour.

Applicants taking the **Critical Thinking** exam will need a **credit/debit card** with them at time of testing for **online payment**. Call Keuna Adams at ext. 270 or come to Office Building 5 to register for the Critical Thinking exam.

Note: Exams fees are not refunded and the exam can be taken only once per year.

For Nursing Applicants only: Test Information/Practice tests

RNSAE - Registered Nursing School Aptitude Examination go to www.PSBtests.com

àResources for test taking à RNSAE sample questions

www.eacc.edu →library →online databases → learning express→ Career Center à Prepare for occupation exams→ prepare for nursing school entrance tests → nursing school practice tests/eBooks.

www.eacc.edu →library →online databases →learning express →College Center; here you will find review help on areas such as Math, Reading, Grammar, and Science skills.

**For additional information call Keuna, Allied Health Science Department
870-633-4480 ext. 270**