2019-2021

Radiography Program:
Student Handbook
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Welcome to the Radiography Program

Our faculty and staff at Portland Community College are pleased to welcome you to the Radiography Program. We realize the hard work and effort it took for you to get to this point and trust that your experiences in the program will be both educational and enjoyable.

This handbook is designed to serve as your guide to general information about the academic and clinical pieces of the Radiography Program as well as a resource for both our department and for the general college. If you have further questions you want to discuss over the next two years, I invite you to discuss them with me at any time. My door is always open to you.

Patricia M. Winters, MA, RT(R)
Director, Medical Imaging Programs

Mission Statement

It is the mission of the Portland Community College Radiography Program to deliver quality education that provides the means for each student to gain and apply the knowledge and skill necessary to be successful in the field of radiography and to become a productive individual in society.

Values

We believe that certain fundamental values characterize the department and programs in which we work and guide us in the accomplishments of our mission and goals. As the Medical Imaging Department, we value the following for the Radiography Program:

- Respect and courtesy for all
- Placing students first
- Team communication
- Effective teaching
- Sharing of ideas, materials, accomplishments and disappointments

This handbook cannot and does not attempt to address every possible situation or question about the Portland Community College Radiography Program. Nor does it constitute a contract between you as a student and Portland Community College. Everything in this handbook is subject to revision, change, or deletion at the college’s discretion. Thus, nothing in this or any other college handbook may be viewed as a contract. Portland Community College reserves the right to revise and interpret the language of this handbook and all other handbooks and policies from time-to-time when deemed appropriate.
Accreditation and Certification

The PCC Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is recognized by the American Registry of Radiologic Technologists (ARRT) and the Oregon Board of Medical Imaging (OBMI). At the end of the nine terms and the successful completion of all program requirements, you will receive an Associate of Applied Science Degree in Radiologic Technology from Portland Community College and be prepared to take the national certifying examination offered by ARRT. Employment in the State of Oregon requires licensure through the OBMI.

Outcomes, Standards & Competencies

Radiography Associates of Applied Science Degree Outcomes

Following all state/federal laws and regulations, graduates of the PCC Radiography Program will:

• Communicate with patients, peers, the public and other healthcare professionals using verbal, non-verbal and written language with clarity, coherence and purpose.

• Provide appropriate care that ensures the safety, comfort and ongoing assessment/response to the patient’s condition.

• Enhance knowledge and practice self-assessment as a life-long learner by seeking peer support in professional associations, fulfilling continuing education and exploring career and professional growth.

• Practice the ethics and responsibilities of the profession by maintaining current knowledge of all radiography procedures as defined within the scope of the state practice act.

• Promote, refer, collaborate and exhibit professional behaviors expected in a healthcare team.

• Recognize different cultural beliefs and effectively communicate with, advocate for, educate and treat members of diverse populations.

• Maintain HIPAA/patient confidentiality.

The Program models its curriculum after the American Society of Radiologic Technologist’s (ASRT) professional curriculum for radiography. The curriculum prepares students to be entry-level radiographers, meeting the educational standards of the national organization. Upon completion of the program students will:

• Provide care that ensures the safety, comfort and ongoing assessment/response to the patient’s condition

• Effectively communicate orally and in writing in educational and clinical settings

• Apply an understanding of cultural and ethnic differences to reduce barriers and misunderstandings that may impact the provision of competent patient care

• Apply problem-solving skills in the clinical setting

• Adhere to professional ethics and standards

• Adhere to radiation protection standards and maintain safe practices in the clinical setting
Radiography Program Goals and Outcomes

Program Goal 1: To graduate clinically competent students

Student Learning Outcomes- The student/graduate will:
- Competently perform routine radiographic procedures
- Provide proper patient care & management
- Demonstrate safe radiation protection practices

Program Goal 2: The student/graduate will develop effective communication skills

Student Learning Outcomes- The student/graduate will:
- Demonstrate effective oral communication skills
- Demonstrate effective written communication skills

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

Student Learning Outcomes- The student/graduate will:
- Demonstrate competence in non-routine examinations
- Demonstrate critical thinking as it relates to image analysis and critique

Program Goal 4: Students will model professional behaviors

Student Learning Outcomes- The student/graduate will:
- Participate in professional organizations/meetings
- Demonstrate professionalism in the clinical setting/area

Professional Standards

The Radiography Standards-of-Ethics are the professional standards for all radiographers. Students can review the Standards at: https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf
If circumstances should arise where a radiographer’s behaviors or practices are being questioned, they will be compared to the Standards-of-Ethics for the profession.
Technical Standards

For successful completion of the PCC Radiology Program, students must meet the following technical standards:

COMMUNICATION ABILITY
- The ability to communicate both orally and in writing as it relates to:
  - Obtaining and recording patient history
  - Explaining or discussing procedures
  - Discussing patient consent forms
  - Providing clear verbal instructions to patients either face-face or from the control area

VISUAL ACUITY
- The ability to see fine lines and distinguish gradual changes in blacks, grays and whites is necessary to evaluate:
  - Radiographic images in dimmed light
  - The direction of the central ray to the anatomical part being imaged
  - Department protocols for imaging procedures, examination requests, monitors and any written directions or orders

HEARING ABILITY
- The ability to hear sounds is necessary in order to:
  - Respond to patient questions, concerns and needs
  - Hear faint or muffled sounds when the use of surgical masks are required
  - Hear faint or muffled sounds since operator control areas are separated from the x-ray table and patient
  - Monitor equipment operation or dysfunction which may be indicated by low sounding buzzers or bells

MOTOR FUNCTIONS ABILITY
- Good manual dexterity, motor skills and eye-hand coordination are necessary in order to:
  - Manipulate machine locks and controls
  - Don surgical gloves, fill syringes and handle sterile trays and equipment
  - Operate both mobile and stationary medical imaging equipment
  - Move and operate equipment, patient carts and wheelchairs
  - Stand unassisted for long periods of time
  - Transfer and position patients without placing patient at risk
  - Reach overhead to manipulate the x-ray tube that hangs from the ceiling

If you need reasonable accommodations, please contact PCC’s Disability Services for assistance: www.pcc.edu/resources/disability

If your functional abilities change following acceptance into the Program, please meet with the Radiography Program Director for assistance.
Clinical Objectives

Students must demonstrate the ability to perform the following tasks under direct or indirect supervision of registered radiologic technologists or physicians:

General Clinical Objectives

- Provide proper patient care and communicate effectively
- Protect patient, personnel and self from unnecessary exposure to ionizing radiation
- Correctly process radiographic images for diagnostic purposes
- Properly position patient for purpose of performing authorized diagnostic examinations
- Assist in the maintaining of appropriate files of radiology records
- Assist in maintenance and troubleshooting of radiological equipment and maintain supplies, cleanliness and order in radiographic rooms
- Manipulate and operate equipment properly in the radiology department, surgical suite, emergency room, and at bedside.
- Critique images for the purpose of evaluating techniques, positioning and other pertinent technical qualities
- Provide care and comfort for the patient, demonstrate aseptic technique and assist the radiologist or other physicians with procedures requiring the use of ionizing radiation contrast media or sterile techniques.
- Select exposure factors to achieve optimum radiographic technique with minimal radiation to the patient, personnel and self.
- Become familiar with the various types of radiographic and fluoroscopic machines, mobile units, injectors, contrast agents, emergency protocols and equipment.
- Produce images of any given anatomical region with optimum diagnostic quality
- Perform necessary diagnostic procedure with a minimum discomfort to the patient and utilize the best possible radiation protection measures which are appropriate for the examination
- Apply the academic material in the clinical setting under the direction and guidance of an ARRT certified radiographer
- Identify and explain the following items that may be unique to individual hospitals:
  - Radiographic examination routine
  - Radiographic room preparation
  - Contrast media preparation
  - Patient instruction for specific radiological exams
  - Interpretation of radiologic examination request form
- Make and maintain a positioning/technique pocket manual
- Develop proper professional standards, attitudes and ethical conduct
General Program Information

Faculty & Staff Support

<table>
<thead>
<tr>
<th>ADMINISTRATIVE LEADERS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Karen Sanders, PhD</td>
<td>Dean of Nursing, Dental, Medical Imaging, Exercise Science, PE &amp; Health Admissions</td>
</tr>
<tr>
<td>971-722-4224</td>
<td></td>
</tr>
<tr>
<td>Patricia Winters, MA, RT(R)</td>
<td>Director of Medical Imaging Department</td>
</tr>
<tr>
<td>971-722-4907</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FULL-TIME INSTRUCTORS</th>
<th>COURSES TAUGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbie Berman</td>
<td>RAD 106, 107, 122, 132, 209, 211, 215, 216</td>
</tr>
<tr>
<td>971-722-4033</td>
<td></td>
</tr>
<tr>
<td>Dawn Coakes, BS RT(R)</td>
<td>Clinic courses (RAD110, 120, 130, 210, 220, 230, 240), Applied Radiography Topics (RAD203), and Survey of Medical Imaging of Disease (RAD206).</td>
</tr>
<tr>
<td>971-722-4230</td>
<td></td>
</tr>
<tr>
<td>Gayle Wright, BS (RT)(CT)(MR)</td>
<td>RAD 100, 101, 102, 103, 105, 205</td>
</tr>
<tr>
<td>971-722-4032</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART-TIME ADJUNCT INSTRUCTORS</th>
<th>COURSES TAUGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Roney</td>
<td>Positioning Labs: RAD 101, 102, 103, 205 Patient Care Labs: RAD 105</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Erica Tuff</td>
<td>Positioning Labs: RAD 101, 102, 103, 205</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPORT STAFF</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emilie Young</td>
<td>Program Administrative Assistant</td>
</tr>
<tr>
<td>971-722-4217</td>
<td></td>
</tr>
<tr>
<td>Ben Kouba</td>
<td>Instructional Support Tech</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Schedule

This is a 27-month continuous program utilizing the summer quarters. Students can refer to the PCC Academic calendar for the important dates each term.

At the beginning of the first summer term, students are required to attend the Radiography New Student Orientation, including a lecture on Blood Borne Pathogens and must show proof of CPR at that time. The week prior to the first fall term, students are required to attend the three-day Clinical Orientation at the designated (assigned) affiliated hospital.
The program schedule is as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic classes as scheduled</th>
<th>Clinic Schedule</th>
<th>Clinic Hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Academic classes Mon/Tues/Wed</td>
<td>Clinic H/F</td>
<td>(16 clinic hours/week)</td>
</tr>
<tr>
<td>Term 2</td>
<td>Academic classes Mon/Tues/Wed</td>
<td>Clinic H/F</td>
<td>(16 clinic hours/week)</td>
</tr>
<tr>
<td>Term 3</td>
<td>Academic classes Mon/Tues/Wed</td>
<td>Clinic H/F</td>
<td>(16 clinic hours/week)</td>
</tr>
<tr>
<td>Term 4</td>
<td>Academic classes Mon/Tues/Wed</td>
<td>Clinic H/F</td>
<td>(16 clinic hours/week)</td>
</tr>
<tr>
<td>Term 5</td>
<td>Academic classes – none</td>
<td>Clinic MTWHF</td>
<td>(36 clinic hours/week)</td>
</tr>
<tr>
<td>Term 6</td>
<td>Academic classes Thurs/Fri</td>
<td>Clinic MTW</td>
<td>(24 clinic hours/week)</td>
</tr>
<tr>
<td>Term 7</td>
<td>Academic classes Thurs/Fri</td>
<td>Clinic MTW</td>
<td>(24 clinic hours/week)</td>
</tr>
<tr>
<td>Term 8</td>
<td>Academic classes Thurs</td>
<td>Clinic MTWF</td>
<td>(32 clinic hours/week)</td>
</tr>
<tr>
<td>Term 9</td>
<td>Academic classes Friday</td>
<td>Clinic MTWH</td>
<td>(32 clinic hours/week)</td>
</tr>
</tbody>
</table>

While in the clinical setting, students may be scheduled for days, evenings and/or weekend shifts. The affiliated hospital will provide specific details and assignments.

**Required General Education Courses**

The Associate of Applied Science (AAS) Degree is designed for those students who successfully complete an approved program in an Applied Science Field (e.g. Radiography) plus a minimum of 16-quarter hours of general education. Please check college catalog for specifics, listed under comprehensive degree requirements - Associate of Applied Science degree.

**Required Program Courses**

- RAD 100 Introduction to Radiology
- RAD 105 Patient Care
- RAD 106, 107 Radiographic Equipment
- RAD 101, 102, 103, 205 Radiographic Positioning I, II, III, V
- RAD 115, 215 Principles of Exposure I and II
- RAD 132 Image Production
- RAD 122 Radiation Biology – Protection
- RAD 203 Applied Radiography Topics
- RAD 206 Survey of Medical Imaging Diseases
- RAD 209 Advanced Radiography Procedures
- RAD 211 Advanced Imaging Modalities
- RAD 216 Registry Review

Also required are RAD 110, 120, 130, 140, 210, 220, 230, 240 – Radiographic Clinic I-VIII

Students must take courses in the sequence offered and satisfactorily complete each course with a “C” grade or above. There is no option for a ‘pass/no pass’ grade with required Radiography courses except for the Registry Review course during the 9th term of the program.

The course Content and Outcome Guides (CCOGs) detail for each course the particular course outcomes and content. Each course has a published syllabus which describes the assessment components of the course.
Registration & Payment

Students are required to have registered prior to attending class or clinical. The Program’s Administrative Assistant can provide students with registration information. The College policy for registration can be found on the PCC website and at the Registration office on campus. The PCC tuition payment process is also explained on the College website. Students must have tuition paid or a payment plan in place two Mondays prior to the beginning of the term. Failure to register or pay tuition in a timely manner will result in the student’s inability to attend class or clinical, and the student not being covered by the College’s Workman’s Compensation coverage.

Program Cost

2018-2019 figures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$111.00 per credit hour</td>
</tr>
<tr>
<td>College service fee</td>
<td>$15.00 per term</td>
</tr>
<tr>
<td>College Technology Fee</td>
<td>$4.50 per credit hour</td>
</tr>
<tr>
<td>College transportation fee</td>
<td>$8 per term</td>
</tr>
<tr>
<td>College parking permit</td>
<td>$45 per term</td>
</tr>
<tr>
<td>Radiography Lab Fee</td>
<td>$13.00 per course</td>
</tr>
<tr>
<td>Clinical fee</td>
<td>$95 per year</td>
</tr>
<tr>
<td>Uniforms / Duty Shoes</td>
<td>$300 per year (min. 2 uniforms per year)</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$1000 (total for both years)</td>
</tr>
</tbody>
</table>

Immunizations, school supplies, food, housing, transportation, membership in professional societies and personal health insurance etc., will be in addition to the above costs.

Textbooks

Specific textbooks are required. Students are responsible for assigned reading materials from textbooks, reference books and/or professional journals and periodicals.
Lecture course grading

In the Radiography Program, students may earn the following letter grades for all courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91.5 – 100%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>83.5 – 91%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>74.5 – 83%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>66.0 – 74%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Less than 65%</td>
<td></td>
</tr>
</tbody>
</table>

This is the lowest acceptable grade for progression in the Program. ‘F’ grades may not be applied toward the degree requirement and therefore must be repeated.

The student must earn a ‘C’ or higher before being able to progress in the program.

Incomplete = I

Due to the sequential nature of the program, the “I” must be made up according to individual agreement with the instructor before continuing in the Program. See the PCC Grading Policy for additional information.

Students, who, during the first year, do not receive a minimum final grade of “C” in any required course, may be dismissed from the Program. The Program Director may make an exception on an individual basis for senior students who fail to achieve a “C” in a 200 level course. See the Dismissal Policy for further information.

Clinical competency grading and evaluation

<table>
<thead>
<tr>
<th>Term</th>
<th>Number of Required Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>8</td>
<td>20</td>
</tr>
<tr>
<td>9</td>
<td>10 - plus any remaining required competencies</td>
</tr>
</tbody>
</table>

The Program provides all students and CIICs with a current copy of the competency log and guidelines.

All competences for the term must be completed by the last clinical week or the instructor may lower the final grade (CIIC and Clinical Coordinator will determine).
Clinical competencies cannot have more than two errors. If there are more than two errors or a repeat is required due to a student error, the competency will be rejected and another attempt will be necessary. A clinical competency form must be completed by the student for each attempt. Incomplete forms will not be accepted by the CIIC.

Students must demonstrate continued competency in all required procedures to remain in the Program and earned competencies can be rescinded if continued competency is not evident. Failure to demonstrate continued competency may result in daily/weekly performance evaluations and implementation of a formal “performance improvement” plan.

Evaluation – General criteria

Instructors and CIICs will use the following criteria when evaluating radiographic quality and student performance:

- Accurate positioning of the patient
- Selection of proper size of CR/DR imaging receptors
- Proper immobilization
- Proper collimation and radiation protection
- Proper patient care, identification and communication
- Correct selection of technical exposure factors
- Correct identification and placement of radiographic markers
- Assess and evaluate finished images, e.g. density contrast, detail, position, anatomy, markers, name and date
- A licensed radiographer must checked/approved all radiographic images prior to dismissal of the patient.
Program Policies

Professional Conduct

Radiography students represent the Medical Imaging Program, Portland Community College, and the profession of radiography. Students are expected to exhibit proper conduct in the academic and work environments and to demonstrate professionalism and ethical practice. Unprofessional or unethical conduct may be cause for dismissal from the program.

Professional Appearance

Students are expected to maintain a professional image while working in the hospitals, clinics, office, positioning labs, and while attending training, conferences or meetings on campus or offsite. The Program has established a Professional Image Standard, which outlines dress and grooming guidelines to promote a consistent, professional image. Any student requesting exceptions to the policy should contact the Program Director.

<table>
<thead>
<tr>
<th>Clothing</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Conditions</td>
<td>Clean, pressed or ironed.</td>
<td>Dirty, faded, wrinkled, distressed, tight, torn, odor-ridden, or stained. Tight, clingy, over-sized, or excessively baggy.</td>
</tr>
<tr>
<td>Scrub Pants</td>
<td>Solid colored.</td>
<td>Prints or denim or any color.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Fit:</strong> Waistline below the hips or exposed underwear or skin when standing, lifting or bending over. Tight around the bottom, leg or abdomen areas. Pockets and pleats should lay flat and not pull open.</td>
</tr>
<tr>
<td>Scrub Tops</td>
<td>Solid colored; prints must coordinate with scrub pants.</td>
<td>Revealing the abdomen or skin when standing, lifting or bending over; exposed cleavage, bra, back, shoulder, lower back or under garments.</td>
</tr>
<tr>
<td>Lab Coats</td>
<td>Solid colored scrub materials.</td>
<td>Sweatshirts, hoodies, fleece jackets.</td>
</tr>
<tr>
<td>Undershirts</td>
<td>White or solid colored coordinated with scrub top; not visible.</td>
<td>Printed or non-coordinating colors; visible tank tops, camisoles, lace, etc.</td>
</tr>
<tr>
<td>Socks/Hosiery</td>
<td>Neutral, conservative solid colors that cover skin.</td>
<td>Busy or distracting print styles, leggings worn as pants; insufficient length that exposes skin.</td>
</tr>
<tr>
<td>Shoes</td>
<td>Solid colored, soft soled, close-toed. Good, clean condition.</td>
<td>Fabric, mesh, open-toed, open-backed, open on top of foot; worn for other activities.</td>
</tr>
<tr>
<td>Grooming</td>
<td>Acceptable</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Body</strong></td>
<td>Clean, odor free. Daily bathing and use of effective deodorant.</td>
<td>Offensive body odors. Strong soap, perfume, cologne, after-shave, lotion, and/or fragrance.</td>
</tr>
<tr>
<td><strong>Fingernails</strong></td>
<td>Clean, trimmed, and filed; gels; polish should be conservative in color</td>
<td>Artificial, enhanced, or extremely long; dark or distracting nail polish colors; chipped polish.</td>
</tr>
<tr>
<td><strong>Hair</strong></td>
<td>Clean, shoulder length or tied back from face; natural colored.</td>
<td>Dirty, oily, smoke odor; hangs in face or longer than shoulder length. Dreadlocks, Mohawks, non-natural colors, etc.</td>
</tr>
<tr>
<td><strong>Facial hair</strong></td>
<td>Mustache, beard, neck, nose, and ear hair neat and trimmed.</td>
<td>Mustache hair hangs below lip; beard hangs below chin (mask must cover hair); braided beard or trends, etc.</td>
</tr>
<tr>
<td><strong>Make-Up</strong></td>
<td>Professional, conservative in style and colors.</td>
<td>Bright or excessive eye shadow; excessively thick eyeliner and/or mascara.</td>
</tr>
<tr>
<td><strong>Styles/Fashions</strong></td>
<td><strong>Acceptable</strong></td>
<td><strong>Unacceptable</strong></td>
</tr>
<tr>
<td><strong>Head Gear</strong></td>
<td>Surgical caps, scrub caps, headbands</td>
<td>Hats, head coverings (except for religious or medical purposes), headphones, sunglasses.</td>
</tr>
<tr>
<td><strong>Ears</strong></td>
<td>2 earrings per lobe, ½ inch in length; hoops ½ inch in diameter. Ear gages plugged closed.</td>
<td>3 or more earrings per lobe, more than ½ inch in length; hoops more than ½ in diameter. Earrings worn on upper ear. Open ear gages.</td>
</tr>
<tr>
<td><strong>Necklaces</strong></td>
<td>Single chain necklace.</td>
<td>Chunky beads or chokers.</td>
</tr>
<tr>
<td><strong>Bracelets</strong></td>
<td>Small wristwatch, conservative style/color.</td>
<td>Bracelets, bangles, noisy.</td>
</tr>
<tr>
<td><strong>Rings</strong></td>
<td>2 rings per hand, conservative style/color.</td>
<td>Large, chunky, loud, beaded, gaudy.</td>
</tr>
<tr>
<td><strong>Facial/Body/Oral Piercings</strong></td>
<td>Nostril</td>
<td>Facial: Nasal septum, eyebrow, or other Body piercings: Should not be visible. Oral piercings of any kind are NOT allowed (tongue, cheek, lip, etc).</td>
</tr>
<tr>
<td><strong>Tattoos</strong></td>
<td>All attempts should be made to cover ink.</td>
<td>Visible on the body such as chest, neck, arm, etc. Each situation will be managed by Lead Instructor.</td>
</tr>
</tbody>
</table>
**Academic Integrity**

Students are expected to be honest and ethical in their academic work. Cheating, plagiarism, falsifying, and working with others to cheat are all forms of academic dishonesty and may be cause for dismissal from the program. Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports and projects, unless otherwise directed by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, evaluations.
- Students are responsible for adhering to course requirements as specified by the course syllabus.

**Confidentiality**

Confidentiality is a critical legal and ethical element of Medical Radiography. Students are expected to maintain confidentiality and as such are not allowed to discuss any patient, condition, or treatment outside the line of duty. A student who violates this policy may be subject to dismissal from the program. Students are required to attend their clinical site’s HIPPA training to become educated on confidentiality policies and procedures.

**Radiographic Images and HIPAA**

Students are expected to adhere to all HIPAA (The Health Insurance Portability and Accountability Act) policies while in the clinical or didactic setting. Images that are used for image critiques, case study or lab sessions must have all patient and hospital identification removed. Students attending critique sessions away from their home sites may bring images on approved devices that follow HIPPA requirements. **No images taken with cell phones are allowed.**

**Radiation Safety – General Guidelines**

Students are expected to learn, regularly practice and become proficient with the use of radiation protection procedures in the lab and clinical settings. As such, **students will:**

- Apply gonadal shielding to all patients of child-bearing age for all exams other than those that require visibility of the gonadal area on the image
- Collimate to include only the required anatomy of interest and to achieve images of optimal diagnostic quality
- Observe from the control booth (protected area) or from behind a lead protective screen or if the student must remain in the radiographic room he/she will wear a lead apron at all times with a radiation badge worn outside the apron at collar level
- Educate patients and others regarding radiation safety procedures as appropriate
When working in surgical areas, fluoroscopic or portable procedures in rooms occupied by patients, students will:

- Wear proper attire
- Wear a lead apron with radiation badge at collar level outside lead apron
- Stand as far from patient and x-ray tube as is practical
- Observe all regulations which apply to the particular area
- Protect hospital personnel and other patients whenever possible from direct or indirect radiation exposure.

During an exposure procedure, (radiographic/fluoroscopic) students will not:

- Be in the direct visual line of the radiographic tube or patient
- Be in the direct line of the x-ray beam even when wearing a lead apron
- Hold or support a patient or image receptor during the exposure
- Under any circumstances allow himself/herself, fellow students or any other human being to be exposed for tests or experimentation

Pregnancy Policy

It is the intent of the Program to reduce the occupational radiation exposure to the pregnant student and fetus throughout the gestation period. This policy conforms to the National Council on Radiation Protection Reports Nos. 91 and 116. (Note: The choice whether to declare a pregnancy is completely voluntary (10CFR part 20)). During the entire gestation period, the dose limit to the fetus from occupational exposure of the expectant mother (student) shall not exceed 0.05 rem/month. If the student chooses not to declare a pregnancy, both the student and fetus will continue to be subject to the same radiation dose limits that apply to other occupational workers, 5 rem/year.

If a student chooses to declare a pregnancy, he/she must do so in writing with and provide the following information:

- Written confirmation of the pregnancy (the student is not declared pregnant until this is received)
- The approximate conception date and expected delivery date
- Written statement from the student’s physician concerning the allowable conditions of physical involvement.

A declared pregnant student will:

- Meet with the Director to learn all potential risks of x-radiation to the fetus during her pregnancy.
- Develop an individualized plan in consultation with the Program Director and CIIC as to how the clinical education portion of the Program will be completed in a manner which both limits the fetal dose and allows for the least disruption of the student’s schedule
• Wear two radiation-monitoring devices. One is to be worn at waist level and the other at collar level. The radiation badge at waist level is worn under the lead apron. This method serves to better monitor the fetal dose and provide a backup reading in the event of an erroneously high or increased reading on a badge. The collar badge is to be worn outside the lead apron.

• Fill out a **PCC Radiography Program Declaration of Pregnancy Form** (available from Program Director.) If at any time the student wishes to **withdraw** her declaration of pregnancy, she may do so by meeting with the Director and **(in writing)** sign the document stating her wish to withdraw the initial declaration.

All clinical objectives and competencies, including the ARRT required competencies, missed due to pregnancy, must be made up prior to the completion of the Program.

**Radiation Monitoring**

Students are expected to wear a radiation badge whenever in an energized area, academic or clinical. The College and the hospital will supply badges (for energized labs and for clinical experiences respectively). It is the student’s responsibility to remove and return badges to the lab office before leaving the lab area at PCC and to turn in the badge each month or quarter for interpretation. Students must wear the radiation badge at all times during the clinical education portions of the program. The badge must be worn at collar level. If a lead apron is worn, the badge must be worn at collar level outside of the lead apron so that any radiation reaching the body will be recorded. **All badges should remain in either the radiology department or the Program’s lab when students are not in clinical or lab sessions.**

Students are expected to record their cumulated deep dose in their clinical syllabus at the end of each term. The deep dose badge reading for a student should not exceed 42 mrem in one month or 84 mrem in one quarter (occupational exposure dose limit based on NCRP #116). This is based on the occupational exposure dose limit as recommended by the HPNW. If the deep dose exceeds 10% of these amounts in any period, the student will report to the CIIC to discuss the possible cause and will initial the report after this discussion. The CIIC will then inform the radiation safety officer of the possible causes of a higher than normal reading. The Program Director will also receive a copy of the report and will discuss this with the student. The College badge reports will be filed in the Program office and any reading exceeding the limits, stated above, will be discussed between the student and lab supervisor. The Program is responsible for maintaining the radiation exposure from both the college and clinical affiliates.

**MRI Safety**

During the first term, the Program will provide students with information on MRI safety protocols as they pertain to the student/clinical employee. Students are expected /required to complete a MRI safety questionnaire that specifies the possible risk to an individual if they should enter an MRI environment. The completed questionnaire will be placed in the student’s file and will also be shared with the CIIC at the student’s assigned clinical site. In addition, each student completes an MRI Safety Check-off form during orientation at the clinical affiliate. This information is kept on file at the hospital.
Blood Borne Pathogens

Students are expected to attend and be instructed in blood borne pathogens protocols during the program orientation prior to the start of fall term. Documentation of attendance will be in each student’s file. The Program and all clinical affiliates endorse this federally mandated requirement. In the clinical setting, it is possible that students will be exposed to blood borne pathogens when providing patient care. If this occurs, the student will follow the hospital procedure for such exposure and complete an incident form provided by the College. Failure to follow blood borne pathogens procedure may result in disciplinary action.

Immunizations

Before starting clinical, students are expected to meet the following requirements:

- Show evidence of immunity to measles, other childhood diseases and a negative P.P.D. test or negative chest x-ray for TB. The P.P.D. test must be done during the summer term prior to beginning the program in the fall.
- Show evidence of having begun or completed the Hepatitis B vaccination injections. If a titer is done to determine immunity, provide documentation of the immunity to the Radiography Program Director.

Oregon state law requires that all persons working in health care facilities be screened for tuberculosis (TB) and those students born after 1956 must provide proof of current immunization for measles. Regulations from the Oregon Occupational Safety and Health Administration require students in health care occupations to also be immunized for Hepatitis B. In addition, clinical facilities require proof of immunization against tetanus, rubella, measles, varicella and hepatitis.

Drug Screening

Students are expected to successfully pass a drug screening procedure at the beginning of the program. For the duration of the two-year program, the following will apply:

- If a student exhibits behaviors that cause a faculty or CIIC concern regarding possible abuse of drugs or alcohol, the student will be required to undergo immediate counseling through the PCC Counseling department. The faculty and/or Counselor may ask the student to undergo drug or alcohol screening.
- Positive drug screen test results may result in disciplinary action up to and including dismissal from the program. The clinical affiliate may also refuse to allow the student to continue at their site.
- Refusal to undergo test and subsequent treatment, if indicated, will result in disciplinary action. Contact the Program Director with any questions.

Criminal History Check

Students are required to submit to and pass a criminal history check upon acceptance to the Program. This is due to an administrative rule adopted by the Oregon Legislature. PCC utilizes Castlebranch for these services.

Students who have a criminal history are strongly encouraged to go to https://www.arrt.org/earn-arrrt-credentials/requirements/ethics-requirements/ethics-review-preapplication to learn more about which offences would negate their eligibility to take the ARRT National Registry Exam.
CPR
Students are required to obtain and maintain current certification in CPR for Healthcare Providers by the American Heart Association.

Communicable Diseases
Students are expected to follow the infection control policies of the assigned clinical site. Students, who have developed signs or symptoms of communicable diseases that pose a hazard to patients or other clinical personnel, are expected to report this status to the CIIC and Clinical Coordinator at the earliest possible time.

Illegal Substances
Students are expected to perform clinical activities safely, responsibly and free from the influence of alcohol or drugs. Being under the influence of alcohol or other drugs, abuse of prescribed medication, illegal use, possession, distribution, manufacture or sale of alcohol and other drugs are all strictly prohibited on College-owned and College-controlled property or while representing the College in any capacity, including clinical practicum. Students have a legal and ethical responsibility to report peers who they suspect are substance abusers. Students can contact (anonymously if desired) the instructors or Program Director. Clinical sites reserve the right to exclude students who exhibit unsafe or irresponsible behavior.

Cell Phones
Students are expected to follow all policies regarding cell phone usage/texting as prescribed by faculty and clinical affiliates. Each instructor will provide this information in their course syllabus and may discuss this during course orientations. The CIIC from each clinical site will discuss their hospital policy concerning cell phone use. Use of cell phones for recording or taking images in the clinical setting is prohibited as it is a HIPAA violation. Permission from fellow students and faculty and staff is required prior to any pictures taken on campus.

Social Media
Students are expected to adhere to the following guidelines in order to maintain the professional and ethical standards of the Program and the clinical affiliates:

- Do not share through social media any activities that occur during clinical rotations or that have to do with patients as these are considered private information
- Refrain from making derogatory or defaming comments about the affiliate, program, fellow students and faculty or staff
- Do not ask to connect with instructors on social networks in order to maintain an appropriate professional relationship. Upon graduation the instructors and student may be connected
- Do not post anything that would violate FERPA (student privacy) and HIPAA (patient privacy) regulations
- Use good judgement before posting personal pictures. Be aware that information you post online may be available to anyone, and could be misconstrued.
Transportation

Students are expected to cover their own transportation costs, including parking. Students are assigned to clinical facilities and other sites off the Sylvania Campus. The College does not provide transportation for these activities.

Parking permits must be obtained in order to park on any campus at Portland Community College. The permits must be displayed in every car while parking in the PCC lots. Students can order these permits through MyPCC or purchase them at the campus’s Business Office just prior to Fall term.

A Portland Community College Shuttle is provided for students and a copy of the shuttle schedule can be obtained through the Business Office or at http://www.pcc.edu/resources/parking/.

Assignments

Students are expected to submit all laboratory exercises or lecture assignments to the instructor on the due date. Students are required to follow the course syllabus for each course.

Attendance

For All Didactic Radiography Courses

- On-time attendance is required.
- For every 3 occurrences in lecture &/or lab, your grade for that class will be lowered by 1 full letter grade.

An “occurrence” is:
- Unexcused absence from class or lab
- Incomplete class or lab: 15 minutes late or leaving 15 minutes early.

Excused absences may include but are not exclusive of:
- A written Doctor’s excuse for the day(s) missed
- Military Active obligations (ex. reserves)
- Determined on a case by case basis at the discretion of the Instructor &/or Program Director.
**Attendance For all Clinical Courses**

Students **must contact** both the CIIC & Clinical Coordinator prior to start time on the day of the absence.

<table>
<thead>
<tr>
<th>Term</th>
<th>Clinic days</th>
<th>Hrs/days per wk</th>
<th>Wks in term (including finals week)</th>
<th>Days in clinic per term</th>
<th>Maximum make-up days allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Th/F</td>
<td>16/2</td>
<td>12</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Th/F</td>
<td>16/2</td>
<td>11</td>
<td>20</td>
<td>2</td>
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<tr>
<td>4</td>
<td>Th/F</td>
<td>16/2</td>
<td>11</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>M-F</td>
<td>36 /4.5</td>
<td>11</td>
<td>44</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>MTW</td>
<td>24/3</td>
<td>12</td>
<td>31</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>MTW</td>
<td>24/3</td>
<td>11</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>MTW</td>
<td>24/3</td>
<td>11</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>M-Th</td>
<td>32/4</td>
<td>8</td>
<td>32</td>
<td>3</td>
</tr>
</tbody>
</table>

Students are allowed 1 optional personal day per term that **does not** need to be made up & is **not** included in the “make-up days allowed”.

**Excused absences** (see above) **from clinic must** be made up, but will not affect the final grade.

All make up days **must be** completed by the last day of finals week each term and approved by the CIIC.

EACH UNEXCUSED DAY MISSED WHICH EXCEEDS THE MAXIMUM MAKE-UP DAYS IN THE TERM, THE FINAL GRADE WILL BE LOWERED BY ONE FULL LETTER GRADE.

**Example 1**: Joe misses 4 days in term 6. One of those days was excused with a Dr’s note. Since 1 optional personal day does not have to be made up, Joe is required to make up 3 of those days **prior** to the end of finals week Term 6.

**Example 2**: Joe misses 5 days in term 6. None of the days were excused, so Joe must make up 4 days prior to the end of the term. Joe had a “B” in the clinical course. He has exceeded the maximum days missed in that term by one day, so he will get a “C” for the term.

Vacation time should be scheduled **between terms** (during non-school time.)

**Outside Employment**

Outside employment during enrollment in the Program is discouraged because of the rigor of the program requirements. If a student is employed, the program schedules (academic or clinic) will not be altered to meet outside employment schedule. Students working under temporary licenses cannot use paid time as counting towards clinical time nor can students complete competencies during paid time.
Clinical Policies

Clinical Assignment

Students are assigned to their primary clinical site during the acceptance process and sign an acceptance agreement. Each clinical affiliate identifies a Clinical Instructor in Charge (CIIC) to supervise and evaluate students according to clinical objectives and clinical grading policies. The CIIC will provide specific details and assignments based on the program guide for each clinical education course. Student assignments will be limited to 8-hour shifts and no more than 40 hours per week. Any additional time spent in clinical must be agreed upon by the CIIC, the student and the Clinical Coordinator. If agreed upon, students may complete up to but not to exceed 10 hours per shift. While in the clinical setting, students may be scheduled for days, evenings and/or weekend shifts.

Clinical Records

The Program recommends that students give written permission for PCC to release the following information to the clinical affiliate: Copy of student’s immunization record, CPR certification, prior occupational radiation record, social security number and birth date. This information is confidential and will become part of the student’s record while enrolled in the Program.

Clinical Appearance

Students are required to wear designated clinical ‘scrubs’ and shoes according to clinical site policy. Sweaters are not allowed, however students may wear a white lab coat or long sleeved scrub jacket over their uniform. Students must adhere to hospital policy concerning hair, piercings, other jewelry and tattoos. For general guidance, refer to the Professional Image Standard on pages 11 and 12 of this Handbook.

Affiliated hospitals will supply students with identification badges and radiation monitoring badges for clinical education. Students should wear them at collar level at all times. Students should check with the CIIC for schedule of badge exchange. It is the student’s responsibility to turn in badges promptly on designated dates.

Clinical Supervision- Direct & Indirect

Students must be directly or indirectly supervised at all times. Direct supervision of a student by a qualified radiographer is mandatory until the student has been deemed competent in a particular procedure. Indirect supervision (a registered radiographer in the vicinity and available for immediate assistance) of a student is allowed for a procedure for which the student has demonstrated competency. “In the vicinity” means that the technologist is nearby and not engaged in another procedure so that they are readily available to assist.

In the first 50% of their clinical education, students will have a qualified registered radiographer review requests of radiological examinations in order to determine:
• if the student can perform the examination with reasonable success
• that the condition of the patient does not contraindicate or preclude performance of the exam by the student
• if the student has had didactic instruction on the procedure that is ordered

If the registered radiographer cannot make all of these determinations with assurance, his/her presence in the radiographic room is required. The registered radiographer will check and approve the images prior to the dismissal of the patient.

Students in the second 50% of clinical education may review their own requests and under indirect supervision, proceed with procedures for which they have been deemed competent.

A registered technologist or radiologist will review all student images prior to submission of images for interpretation. **Students must perform all repeats under direct supervision after consultation to determine how to improve the image and they will refuse to proceed with an exam for which they have inadequate supervision.**

**Clinical Conduct**

Each clinical affiliate has policies that govern the conduct of its students and all students are expected to follow these policies during all rotations. Additionally, students are expected to:

• Arrive promptly and be prepared to begin clinical experiences
• Wear designated clinic uniform, name and radiation badges
• Exhibit proper conduct in the work environment
• Demonstrate professionalism and ethical practice
• Be responsive to instruction, evaluations and constructive criticism
• Demonstrate radiation awareness and protection
• Learn, follow and practice department routines and policies
• Be aware of and responsive to patient condition, care and confidentiality
• Learn and demonstrate good radiographic practice
• Follow affiliate HIPAA requirements for image use
• Adhere to Program and affiliate cell phone and social media policies

**Clinical Accidents**

Any accident/injury to a student in a clinical facility must be reported **immediately** to the Program Director or a faculty member in person/by phone/by email. This initial report must be followed up with written documentation, using appropriate College forms. Completed forms and all relevant documentation must be submitted to the Program Director **within 24 hours.** (Nickie Blasdell, PCC Safety & Risk Management)

Treatment may be given to the student at the clinical site. If treated at the clinical site, include a copy of the treatment statement with the other documentation.
Clinical Work Stoppage/Strikes

The Program will implement the following when a work stoppage or strike is declared:

- Students assigned to clinical affiliates declaring a work stoppage/strike will be placed in another clinical affiliate as soon as arrangements can be made by the Program.
- The Program Director will contact the Division Dean of Health Professions and Physical Education, the Medical Director and CIIC of the striking clinical affiliate, and the CIIC of the proposed interim clinical affiliate to determine where students can be accommodated.
- Students will be assigned to another participating clinical affiliate based on authorization and consultation with the Joint Review Committee on Education in Radiologic Technology (JRC), evaluations of clinical affiliate student capacity, supervision of students and sound educational judgment.

When the work stoppage/strike has ended, students will return to the original assigned clinical affiliate.

Clinical Transfer

Should a student request a clinical transfer, rationale for the request must be put in writing and discussed with the Program Director, Clinical Coordinator and the current CIIC. If there are any vacancies at other clinical affiliates, the Director will provide this information to the student with no guarantee of transfer. Clinical affiliates are not obligated to agree to a transfer of another student to their site.

The Program Director will arrange a meeting with the student, the current CIIC, the proposed CIIC, and the Clinical Coordinator. If all parties agree that the student would benefit by such action, the Director will prepare written documentation of the meeting and a signed transfer agreement, the transfer will occur at the beginning of the next term and the clinical records and student file will be transferred at that time to the new clinical affiliate.
Program Dismissal Procedures

Grounds for Program Dismissal

The Radiography Program reserves the right to terminate the enrollment of any student for unsatisfactory academic performance; unethical or unprofessional conduct, judgment and/or performance in either the clinical or didactic setting.

Definitions:

- Unethical or unprofessional conduct, judgment and/or performance in either or both the clinical and didactic settings:
  - Excessive patterns of tardiness or absences
  - Unauthorized disclosure of confidential information (violation of HIPAA or FERPA)
  - Repeated violation of the cell phone policy in either or both the clinical and didactic settings
  - Inappropriate use of alcohol, illegal drugs or abuse of prescribed drugs and/or refusal to undergo test and subsequent treatment
  - Other unethical or unprofessional conduct in either or both the clinical and didactic settings.

- Unsatisfactory academic performance
  - Course grade below a “C” during the first year of the Program and/or overall GPA below 2.0
  - Violation of the College’s Academic Integrity Policy (includes plagiarism and cheating)
  - Failure to demonstrate continued competency in procedures in the clinical setting

Process for Dismissal

Unethical or unprofessional conduct, judgment and/or performance:

1. The Faculty member or CIIC identifies and documents the specific situation which may lead to dismissal. If the alleged violation occurred in a clinical setting, the CIIC has the option of removing the student from the clinical setting immediately.

2. The Faculty member or CIIC notifies the Program Director of the situation.

3. The Faculty and/or the CIIC creates a written report detailing the incident. If the faculty/CIIC needs additional evidence or information, he/she gathers information from appropriate sources such as clinical or lab setting, other instructors, witnesses, campus resources, etc.

4. The final written documentation is provided to the Program Director. If the incident involves the clinical setting, a copy of the documentation is also provided to the Clinical Coordinator.

5. The Faculty member/CIIC meets with the student, presents the evidence, and provides the student an opportunity to explain the incident. The student may have a support person of their choice present. The support person is not permitted to present information, but may advise the student.
6. The Faculty member / Clinical Coordinator explains the procedures and penalties relevant to the alleged violation. The student is given a copy of the Program Expectations from the Student Handbook and a copy of the College’s Students Rights and Responsibilities Handbook.

7. If the student wishes to submit additional information on their behalf, he/she must submit it within 5 working days of the initial meeting to the Faculty/Clinical Coordinator.
   - If the violation occurred in a clinical setting, the student will not be able to return to the clinical affiliate until the process is concluded.
   - Permission for a student’s continued attendance in concurrent Radiography courses during the process will be determined on a case by case basis by the Radiography Program Director.
   - If the student is exonerated, the student will be allowed to make up missed clinical days.

8. After considering the evidence and any additional information, the Faculty/CIC meets with the Program Director. If the incident occurred in the clinical setting, this meeting will also include the Clinical Coordinator. The Faculty, CIC, and/or the Clinical Coordinator and the Program Director will take one of the following actions:
   - Terminate the proceedings, exonerating the student.
   - Impose appropriate sanction(s) as described below.
     - Verbal Warning
     - Probation and Behavior/Performance Contract
       The Contract will contain clear expectations and timelines that the student must meet. If these expectations are not met the Program Director will immediately remove the student from the Program, with no possibility for re-entry. If the student demonstrates satisfactory improvement, the process shall end at the completion of the term.
     - Immediate expulsion from the Program

9. The Program Director notifies the student in writing and provides information on next steps.

10. Appeal Decision to the Division Dean of Health Professions and Physical Education. The student may appeal the decision only on the grounds that (1) the procedures outlined in this process were not followed; or (2) relevant evidence concerning the violation becomes available that was not available to the Program Director.
    - The Student must make an appeal within 14 calendar days of receipt of the Program Director’s written decision.
    - The student must submit written justification for further review and provide evidence that there are grounds for the appeal to the Division Dean.
    - The Division Dean will objectively investigate, make a final decision on the appeal, and communicate it in writing to the student.
    - The Division Dean’s decision is final.
Unsatisfactory Academic Performance:

Course Grades/Clinical Competencies:

1. If **during** any term a student’s course average in a required course (college/clinical) falls below 75% (“C” grade level) and/or the student does not demonstrate continued competency in all required procedures (clinical), the instructor(s)/CIIC and Clinical Coordinator immediately develop an improvement plan for the student. The plan will include recommendations and a timeline for improvement for that specific term.

2. The instructor/CIIC holds an in-person conference with the student. During the conference the instructor/CIIC discusses the improvement plan with the student and provides the student a copy.

3. The Faculty member or CIIC notifies the Program Director of the situation and provides the Director with written documentation of the conference and a copy of the student’s improvement plan.

4. If the student does not improve and receives a “D” or “F” grade in the course, the student will be dismissed from the Program and may be eligible for readmission the following year.

   (See Readmission Procedure pg. 27)

Academic Integrity Complaint and Hearing Process:

Students are expected to be honest and ethical in their academic work. Cheating, plagiarism, falsifying, and working with others to cheat are all forms of academic dishonesty. The hearing process for alleged violations of academic integrity are as follows:

The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.

1. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty.

2. The faculty member provides the student an opportunity to explain the incident.

3. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the College’s Academic Integrity Policy.

4. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" on an assignment or examination, or no further action. If the accused student contests the faculty member’s decision, the student may request a hearing with the division dean in writing within 10 days of the time the student is notified of the faculty member's decision. The division dean, who may take steps they deem appropriate to resolve the situation, informally conducts a hearing requested by a student under this section.
5. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" for the course), the student is entitled to a hearing with the division dean. The faculty member submits a copy of the Academic Dishonesty Report form [PDF] and any additional evidence to the division dean within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.

6. Within 10 days of receiving an Academic Dishonesty Report form [PDF], the division dean notifies all parties in writing of the date, time and location of the hearing. At the hearing, the faculty member and division dean present charges and allow the student to present their side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and division dean may proceed with the process to completion. The division dean will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The division dean determines if the action recommended by the faculty member is appropriate.

7. Within 10 days of the hearing, the division dean sends written notification of the results to the student and faculty member.

8. Within 10 days of the notification, the student may submit a written appeal to the dean of instruction. The decision of the dean of instruction is final.

Personal Student Withdrawal Policy

If a student elects to withdraw from the Radiography Program it is required that the student submit written notification to the Program Director and CIIC of such a decision. Reasons for the withdrawal should be included in the letter or email. An exit interview with the Program Director is required within 14 days of submitting the letter of withdrawal. It is the student’s responsibility to schedule this exit interview.

Leave of Absence: Students must discuss leave of absence requests with the Program Director and their CIIC. Leaves may be up to one year. The Program Director has the discretion to allow a student to re-enter the Program following the leave of absence. The original clinical site may or may not agree to the student resuming clinical at their site, or may not have a clinical position available. If that occurs, the Director will confer with CIICs at other affiliates to secure clinical placement for the student. For medical leaves, students must submit a written document from the attending physician to the Program Director in order to be considered for re-entry.
Readmission

Students who have received a “D” or “F” in any academic Radiography course, or who have withdrawn from didactic Radiography courses, may be able to receive consideration for readmission to the program on a one time only basis. The Program Director bases decisions for readmission on the same criteria that are used for all applicants, as well as the following conditions:

- Students must formally reapply for admission into the Program by submitting a letter of application and an admission application.
- Students who are reapplying to the program must have a cumulative GPA of 2.0 or higher.
- Students will be readmitted on a space available basis and contingent on placement at a clinical site. The clinical instructor and manager at their previous site are not obligated to accept the student back at their facility.
- Students must follow all conditions outlined in an individualized improvement plan to be considered for readmission. This may include the successful completion of courses and may also require the student to visit the Student Success Center for assistance with additional study and test taking skills.
- Students may be readmitted to the program only once. If extenuating circumstances exist, a committee made up of the Radiography Program Director and Program Faculty would meet to review the case. The student will submit, in writing, justification for why he or she should be allowed back into the program more than once.
- Students who received a failing grade for poor clinical performance may not be able to apply or re-enter the Program based upon the factors that were documented in clinical assessments. Such factors include but are not limited to: failure to demonstrate continued competency, failure to demonstrate competency based on educational level of the Program, behaviors that posed a safety threat to oneself or others and or other behaviors that were deemed unethical and/or unsafe.
- The Program Director makes all final re-admission decisions.

Clinical Suspension

Suspension from a clinical affiliate is at the discretion of the CIIC and affiliate management. Suspension from a clinical affiliate for any given reason will be reported to the Program Director. Such suspension from a clinical affiliate does not exclude the student from attending academic classes at the College. During this time, the Program Director and Clinical Coordinator will review the documentation form the clinical affiliate and determine the course of action to be followed. Hours missed from the clinical affiliate due to suspension must be made up. Suspension may be cause for lowering the clinical grade one letter. Repeat suspensions will result in disciplinary action.
www.pcc.edu
The official PCC website provides students easy access to helpful resources. Students can go to www.pcc.edu and click on “Resources” at the top left corner; a variety of informational links are listed in alphabetical order – including the following:

Academic and Student Policies
The most important information on this page is the Academic and Student Policies link in the left hand column. All students should know how to access this content, which includes general PCC Grading Guidelines and other academic policies followed by the College.

Academic Advising
For questions about Program course requirements students should make an appointment with an advisor in the Health Admissions Office at 971-722-4850, room CC 210.

Bookstore
The PCC bookstores provide textbooks, class materials, calculators, software, greeting cards, snacks, TriMet bus passes and much more. Each bookstore accepts VISA and MasterCard for purchases. Checks in the amount of the purchase are welcome with two pieces of identification.

Careers and Jobs
The Career Resource Centers provide career assessment, occupational information, employment outlook, education and training requirements, and help with job search techniques.

Child Care
The Child Care Resource and Referral office can help you locate appropriate care providers, evaluate their quality and if you meet low-income qualifications, arrange financial assistance. They provide referrals for both on-campus and off-campus care, including child care centers, family child care providers, school-age programs, Head Start programs, and preschools in the Tri-County area. On-campus childcare is available, but limited.

Computer Labs
The most comprehensive facilities open to all currently registered PCC students is the Computer Resource Center located in the Library. Software applications include Internet access, word processing, desktop publishing, spreadsheets, databases, web page authoring, presentations and programming languages.

Counseling
All students have access to PCC’s free, professional counseling services. Services are open to both currently attending and potential students. The Counseling offices are located in the CC building.
Disabilities Services
The Office for Students with Disabilities (OSD) provides in-class and campus accessibility services to students. These services are designed to promote student independence and equal access to classroom and college-related activities for those students demonstrating an ability to benefit from the college experience.

Distance Education
Courses will include use of distance education through the PCC D2L (Desire2Learn) portal on your MyPCC homepage. Courses may utilize distance education in one of three ways:

- A course may be "Enhanced" through Distance Education by posting Course syllabus, PowerPoints, handouts and assignments there for your convenience and access any time during the term. In a course "Enhanced" with distance education, you may be asked to participate in discussion boards and internet reading assignments, but there will be no other activities requiring your participation in D2L. All class meetings will be Face-to-Face.
- A course may be a "Hybrid" offering through Distance Education and would require some class learning to take place independently by the student according to the schedule posted within the syllabus. Face-to-face class time meetings will also take place as scheduled. Additional student fees are associated with "Hybrid" courses. These fees can be found in the Policies and Procedures for Distance Education at https://www.pcc.edu/distance/.
- A course may be offered "Fully Online" through Distance Education and would require all class learning to take place independently by the student according to the schedule posted within the syllabus. Face-to-face class time meetings will not take place. Additional student fees are associated with "Fully Online" courses. These fees can be found in the Policies and Procedures for Distance Education at https://www.pcc.edu/distance/.

Financial Aid
The Financial Aid Office staff is dedicated to providing quality service, financial aid information, and access to financial aid assistance for eligible students. Financial aid is available through grants, scholarships, loans, work-study, or a combination of these federal, state, and institutional aid programs. Funds are available to help with education costs, including tuition and fees, books and supplies, and living expenses http://pcc.edu/fa The Sylvania campus financial aid office is in the College Center (CC) Building – 971-722-4488. You may submit your application beginning January 1st for the following academic year (which begins summer term). Any student who is on any financial aid, which requires program documentation, must contact the Program Director two weeks prior to the date that the documentation is needed. Students qualifying for Veteran’s Assistance may contact the Veteran’s Services Office at Sylvania Campus CC Building. 971-722-9793.

Gender Neutral Bathrooms
An all-gender restroom, sometimes called a gender neutral restroom, is a restroom that anyone of any gender can use. These restrooms can benefit many different people, including parents with differently gendered children, alter-abled people who may require the accompaniment of an attendant of a different gender, and trans and gender nonconforming people. At PCC, each of our all-gender restrooms are single use. Single use all-gender restrooms are small lockable rooms with a toilet and sink, for use by one individual at a time, regardless of gender.
**GRAD Plan**
GRAD Plan is a web based tool to help students and advisors monitor a student's progress toward degree completion. GRAD Plan combines PCC's degree requirements and completed coursework with easy-to-read worksheets to help students see how completed courses count toward degree requirements. Ultimately, students can see courses and requirements still needed to graduate.

**Insurance**
The College provides accident insurance through a self-insurance plan for injuries incurred during program participation (clinical education only) – registration in the Program is required. Liability: The College provides liability coverage for students while in the clinical area. Program registration is required. Personal Health: Students are not required to have personal health insurance but are encouraged to research the Oregon Health Plan options that can be found on the State of Oregon website.

**Library**
The PCC library provides access to thousands of allied health-related information sources for students including print and electronic books, online journals, videos and more. Each campus library also provides research help both online and in-person. Many resources can be accessed online through the library’s web page at www.pcc.edu/library.

**Multi-cultural Center (MC)**
The MC is a central place that nurtures learning and the achievement of personal and educational goals through cultural enrichment, peer tutoring, and mentorship. The MC is dedicated to developing multicultural student leaders and raising awareness of issues related to race and culture on campus. It is located in the CC Building.

**Non-Discrimination Statement**
The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. The College also complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act (“USERRA”), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College’s programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

**Non-harassment Policy**
It is against the College’s policy for any manager, supervisor, faculty, staff, or student to engage in harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. More information can be found on www.pcc.edu under Academic and Student Policies.
Paying for College
PCC believes in providing access to an affordable, quality education. The College offers many resources to help pay for college. Students can do most of their college business online, which improves access and saves time. http://pcc.edu/paying-for-college

Scholarships: Scholarships offered thru a variety of groups will be announced during the program. More information can be found at http://pcc.edu/scholarship

Physical Education Facilities
Staying healthy and well while enrolled in the Radiography Program can improve learning, increase energy, and decrease missing classes due to illness. Students do not have to take a PE credit course to use the resources and facilities on campus. Facilities include numerous walking trails and a running track, open gym time for weightlifting, stretching, cardio exercise, open swim time in the lap and diving pools (HT building).

How to access the facilities: If you are not enrolled in a PE class, visit the Student Account Services in the CC Building. You must provide proof of enrollment in at least one-credit PCC class and pay the current PE facility use fee. Once you have paid, go to the PE Issue Room window. Present your validated PCC Student ID and proof of payment to the Issue Room staff. They will put a sticker on your PCC ID card, valid for the entire term, which will allow you to access both the Weight Room and the Pools. While you are at the Student Issue window, you can request to reserve a locker in the locker room, which provide restrooms, changing areas, lockers, and showers. For more information, visit the following link: http://www.pcc.edu/programs/pe/sylvania/access.html

Public Safety
It is the mission of the Department of Public Safety to promote a safe and secure campus community through the delivery of quality public safety, fire, medical and public assistance services. Common public services that officers will provide are: battery jumps, vehicle lockouts and/or escorts.

Student Records
The Office of Student Records deals with grades, graduation and transcripts. Grades are most often available online at MyPCC the Tuesday after finals week. See Check Your Grades and Grading Guidelines for more information. Two terms before your final term, you need to begin the graduation process. Requests for official transcripts must be made by mail or FAX. Allow a minimum of one to two weeks for your transcripts to be issued. Unofficial transcripts can be printed from MyPCC.

Student Rights & Responsibilities
It is the students’ responsibility to observe campus rules and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community. A student’s registration obligates him/her to comply with the policies and regulations of the College. PCC will restrict a student’s admission to or registration with the College and will withhold degrees and academic transcripts as prescribed by the College and/or state guidelines if a student fails to meet financial obligations to the College or any other legal reasons. Portland Community College is granted the right by law to adopt such rules as is deemed necessary to govern its operations. Students are expected to read and understand what their rights and responsibilities are while enrolled at PCC. A Student Rights and Responsibilities Handbook can be accessed on the PCC Web page in the Resources menu. http://www.pcc.edu/about/policy/student-rights/
Included in the Student Rights and Responsibilities Handbook [pdf]:

**Student Rights**

Students at PCC have the right to various freedoms and protections, such as the right to: freedom from harassment and discrimination, freedom of expression, protection from improper evaluation or disclosure, formation of student organizations, participation in creating student policies and fund-raising activities, access their student records, and access college facilities.

**Code of Student Conduct**

Students enrolled at PCC must conduct themselves in accordance with standards of conduct, which are appropriate to the pursuit of education goals. Violations of the Code of Student Conduct include things such as cheating in the classroom, theft or destruction of property, harassing or threatening students/staff, misusing college electronic services, and interfering with college processes. Students have the right to a fair hearing before any penalties are imposed.

**Academic Integrity Policy**

Students are expected to be honest and ethical in their academic work. Cheating, plagiarism, falsifying, and working with others to cheat are all forms of academic dishonesty. Various penalties may be imposed and a fair hearing process is in place. Faculty and students complete an Academic Dishonesty Report Form [pdf].

**Grievance/Complaint Procedure**

Students who believe their student rights have been violated have the right to file a

**Consensual Relationship Statement**

The college seeks to maintain professional, fair, and unbiased relationships between faculty/staff and students. This mission is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students. Questions of fairness, favoritism and coercion may arise. Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.

**Children on PCC Properties**

Children are welcome on Portland Community College campuses and properties in appropriate situations and while actively supervised by a parent, guardian, or responsible adult. This policy outlines the College’s approach to ensuring that reasonable steps are taken to protect the study and work environment of the College, and the health, safety, and liability issues associated with children on PCC properties.
Title IX
If you have experienced sexual harassment, sexual assault, domestic or dating violence or any other behavior that has made you feel unsafe or unwelcome—the College has resources to help.

Definitions
- **Sexual assault:** Any actual or attempted sexual contact made without a person's consent.
- **Sexual harassment:** Unwelcome sexual conduct that creates a hostile, intimidating, or unsafe environment.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their or others' safety, or to suffer substantial emotional distress.
- **Dating violence:** Includes violence by a person who has been in an intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic violence:** Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law or anyone else protected under domestic or family violence law.
- **Retaliation:** Retaliation means any adverse treatment that is taken because a person engaged in protected activity (e.g., opposing discriminatory practices, filing a complaint, or participating in an investigation).
- **Consent:** Consent is a knowing, voluntary and mutual agreement to engage in sexual activity. Consent can be withdrawn at any time.

Know your rights
- You have the right to learn and work in a safe environment. PCC follows a zero tolerance policy for all forms of sexual misconduct and gender-based discrimination.
- You have the right to a prompt and fair Investigation. PCC is required to investigate all reports of sexual misconduct within 60 college work days.
- You have the right to file a complaint without fear of retaliation. Complainant or witnesses who report sexual misconduct are protected from retaliation under the law.
- You have the right to access support and health services. PCC offers confidential counseling services and can connect you with on- and off-campus resources to help you heal.

WHERE TO GET HELP - If you are in danger
- Emergency Dispatch: 911
- PCC Public Safety: 971-722-4444
- Suicide Prevention: XXX-XXXX

Veteran’s Resource Center (VRC)
The VRC offers a variety of resources to all veterans, veteran family members, friends, and anyone who wants to know more about vets on campus. The Center offers a variety of resources including a safe space for relaxing between classes and socializing with fellow student veterans, connection to resources at PCC as well as those offered at the county, state and federal level. Assistance with career counseling and academic advising,
determining eligibility for VA educational benefits, enrolling in VA healthcare and filing disability claims with the VA is also available. The Center is located on the second floor of the CC Building.

**Women’s Resource Center (WRC)**
The WRC provides a central location for services that support the academic achievement of women, while working to increase access to education for women, improve the retention of women students at the college, and encourage women’s leadership development. The WRC provides an excellent “first stop” for women who are returning to school after a prolonged absence. It is a place to learn about campus and community resources, to meet new friends, exchange information and share common concerns.

**Professional Resources**

Professional persons have a responsibility to be active in organizations that enhance their professions through membership and participation. The medical imaging faculty represent several professional organizations and encourages students to explore professional activities through a variety of professional opportunities.

**Professional Organizations**

Students are encouraged to join professional organizations at the student level and to attend annual meetings of the state professional society, (OSRT). Attendance will be at their own expense or with financial assistance from fund raising and campus club monies. Students must request permission from the CIIC, Program Director and Clinical Coordinator to attend any professional meeting during the clinical or academic schedule. If a student participates in such meetings during clinical assignment, he/she will not be required to make up the absent time.

Application forms are available online for the following professional organizations:

- American Society of Radiologic Technologists (ASRT) – ASRT is the leading professional association for the medical imaging and radiation therapy community offering ARRT accepted continuing education credits. Find more information at https://www.asrt.org/
- Oregon Society of Radiologic Technologists (OSRT).

**JRCERT:** The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the PCC Radiography Program. The mission of this organization is to promote excellence in education and to elevate the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. For more information, visit their website at [www.jrcert.org](http://www.jrcert.org).

Students who feel the Program is in violation of JRCERT accreditation standards are asked to discuss their concerns with the Program Director. The standards can be found on JRCERT’s website or in the Radiography lab. If following discussion, the student continues to feel the Program is in violation of JRCERT standards the student can submit a written complaint to the Program Director within 15 business days of the discussion. The Program Director will review the complaint and respond in writing to the student within 15 business days of receipt of the written complaint. The Director’s written response will include the JRCERT phone number for the student if he/she wishes to advance the complaint.
A.R.R.T. Certification

Students graduating from the Radiography program upon the satisfactory completion of the 8th term are eligible to sit for the A.R.R.T. Certification Examination. Applications are available in the Program Director’s office and require the Program Director’s signature. An application fee of $200.00 payable to A.R.R.T. must accompany the application. Sent by certified mail – receipt requested. No additional examination is required, but evidence of Continuing Education is required on a biennial basis per ARRT policy.

State of Oregon License – Radiologic Technologist

If you desire to practice radiologic technology in the State of Oregon, you will need to apply for a license with the Oregon Board of Medical Imaging (OBMI). Provide evidence of A.R.R.T certification and submit a fee. Contact OBMI for further information. License renewal will require evidence of continued education. For information and application for “temporary” license visit the OBMI website.

Advisory Committee

The advisory committee for PCC’s Medical Imaging Program includes representatives from the Medical Imaging department, local health care facilities, employers and others in the healthcare industry, the community, and radiography student representatives. The primary responsibilities of the advisory committee are to provide information about current medical imaging or health care trends and issues, serve as a liaison between the program and community, and make suggestions for program improvement.

Employment

While enrolled in an accredited program of radiography and fulfilling the clinical component of the prescribed course of study, you will not need a license because you are considered a “student”. In order to practice Radiologic Technology in the State of Oregon it is your responsibility to acquire a license if you receive financial payment for employment or services as a Radiologic Technologist. It is your responsibility to contact and acquire the appropriate license or license from the:

Board of Medical Imaging
800 NE Oregon Street #21    Portland, OR 97232    (503) 731-4088

Temporary License: Students may apply for a temporary license through the Oregon Board of Medical Imaging (OBMI) no sooner than 5 months prior to their graduation date. This allows the student to be employed as an unregistered radiographer. The temporary license will not require direct supervision but will require knowledge, experience and judgment for all aspects of radiology. It is the responsibility of the clinical institution to assess the competency of the student and their ability to work with a temporary license in all permitted areas. The College cannot make this determination. The affiliate takes full responsibility for the actions of the student during employment. Time spent on procedures performed during employment with a temporary license will not meet any program requirements. Students may not complete competencies during paid time. Students are required to sign a Clinical Integrity Policy concerning separation of student and paid hours and submit a copy of the signed agreement to the Program Director. Working students are not permitted to work more than 24 hours per week while also completing clinical hours.
Consent to Photograph. Videotape and Duplicate

The following permission form must be signed by the student and kept in the student’s file if anyone representing the college plans to photograph or videotape them for marketing or educational purposes.

With this document I hereby grant Portland Community College permission to photograph or video tape me. I also give permission for duplicate copies to be made into slides or additional video tapes. Use of these materials shall be limited to educational and in-house use only. Sale or other use of this program is strictly prohibited.

Grant Permission for Reproduction of Photographs/videos:

________________________________________  __________________________
Print Name                                                Signature

________________________________________  __________________________
G#                                                Date

Deny Permission for Reproduction of Photographs/videos:

________________________________________  __________________________
Print Name                                                Signature

________________________________________  __________________________
G#                                                Date
Confidentiality Statement (HIPAA)

I, ________________________________, understand and agree that in the performance of my duties as a PCC radiography student, I MUST hold all medical patient information in confidence. This includes information at the college and/or through direct and indirect practice affiliations. I understand that any violation of the confidentiality of this information may result in instant dismissal or punitive action.

_____________________________     ______________________________________
Print Name           Signature

______________________________     ____________________________________
G#                         Date
Student Acknowledgement & Handbook Confirmation

My signature below indicates that I:

a) Have read the Student Handbook.

b) Have asked program faculty and staff to clarify any questions concerning information, procedures and policies found within this Handbook, and therefore, I understand its contents and provisions.

c) Agree to comply with the Portland Community College and Medical Imaging Department policies and procedures as stated in this Student Handbook, as well as the PCC Students Rights and Responsibilities Handbook which I have accessed on MyPCC at:
   https://www.pcc.edu/about/policy/student-rights/

d) I understand that the student handbook is not a contract. I also understand that Portland Community College and the Medical Imaging Program can change the provisions of the Student Handbook at any time, and that I will be notified of those changes.

_____________________________________   Student Printed Name

_____________________________________   Student Signature

_____________________________________   Date