

BALL STATE UNIVERSITY RADIOGRAPHY PROGRAM POLICIES, PROCEDURES AND INFORMATION

The following will provide you with policies, procedures and information for the Ball State University (BSU) Radiography Program. Please read this information in its entirety and also refer to the program Check Sheet.

1. Please use the websites and videos below to begin researching and investigating the profession of medical imaging (radiography) prior to declaring a major, applying to the professional concentration phase of the program and/or accepting a professional concentration phase position. Please contact the radiography program director and BSU program advisor for more information.

- a. **Informational websites**

- American Registry of Radiologic Technologists, www.arrt.org
- American Society of Radiologic Technologists, www.asrt.org
- Ball State University, www.bsu.edu/radiography
- Ball State University Radiography Program advising contact Upper Academic Advising 765-285-5490 or Dr. Alyce Fly Chair of Nutrition and Health Sciences ad-fly@bsu.edu
- Bureau of Labor Statistics, www.bls.gov
- Indiana Society of Radiologic Technologists, www.isort.org
- Joint Review Committee on Education in Radiologic Technology, www.jrcert.org
- Program Director, Dawn Smith, MA, RT(R), dsmith2@iuhealth.org

- b. **Informational videos**

The following videos give an insight into a career in radiography and what it is like to be a radiography student. Salaries and costs mentioned in the videos are subject to change depending on the different areas of the country. If you cannot access a video, you may need to change browsers and/or try to access the video at another time.

- A Day in the Life of a Radiography Student, <https://youtu.be/kwmiciE6BLY>
- Career Advice on becoming a Radiographer by Kelly F (Full Version), <https://youtu.be/AbNjO1emauY>
- Career Profile—Radiologic Technologist, <https://www.youtube.com/watch?v=YNrS-ruXTRC4>
- Industry Insight: Careers in Care (Radiography), <https://www.youtube.com/watch?v=ggP0kvKXujU>
- Medical Radiologic Technology, <https://youtu.be/6VtNkaZ9L4s>
- Radiology Careers, <https://youtu.be/8-P6U9RAAtMA>
- The SKiNNY on the job: Radiologic Technology, <https://youtu.be/lyAc3dPKf1Q>
- What Will I Learn: Medical Radiography, <https://youtu.be/JHp4-gldc98>
- 5 Tips for Success in RT School, <https://youtu.be/l8GAj6NipyU>

2. The Ball State University Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and has a full 8-year accreditation. Ball State University is regionally accredited through The North Central Association of Colleges and Schools. Program mission, goals, student learning outcomes, philosophy, accreditation information and program effectiveness data are located on the BSU website at www.bsu.edu/radiography under the link "Radiography Program Effectiveness Data (PDF)." For more information regarding program effectiveness data visit the JRCERT website at www.jrcert.org.
3. Recruitment and admission practices are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin and any other protected class.
4. Information relative to BSU admission policies, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit can be found on the BSU website at www.bsu.edu and/or in this document. Once in the professional concentration phase of the program, students are considered off campus (distance) students. Tuition and fees, financial aid, refund and other information for distance students is available at <https://www.bsu.edu/academics/collegesanddepartments/online>.

5. Job availability in radiography is ever changing and cyclical in nature. At times there are jobs available in the central Indiana area. At other times, there may be few or no jobs available and graduates may have to consider relocating. The BSU Radiography Program faculty provides information on available jobs to students but the faculty and BSU do not guarantee job placement. Job placement data is also available in the Radiography Program Effectiveness Data document (see 2.)
6. In order to participate in the professional concentration phase of the program, all accepted students must:
 - a. Have United States citizenship or possess a permanent resident visa in the United States or possess a student visa that does not expire prior to the completion date of the program.
 - b. Successfully complete a background check through a company specified by IU Health. Information regarding the background check is included toward the end of this handout. Students are responsible for the fee to cover the cost of the background check (minimum of \$39).
 - c. Successfully complete a drug screen performed by IU Health. Students will be charged a nonrefundable program admission fee to cover the cost of the drug screen.
 - d. Possess a social security number. A social security number is necessary to facilitate the background check, obtain a radiation dosimeter and allow access to hospitals that serve as the programs' clinical education sites.
 - e. Must be a minimum of 18 years of age by the first day of the professional concentration phase of the program due to occupational radiation exposure limits of minors and to meet legal clinical education setting policies.
 - f. Have a computer with a camera and ability to download required software for course testing and reliable Internet.
7. In order to participate in the professional concentration phase of the program, all accepted students will be screened with three federal exclusion lists. The Federal Government requires that a facility receiving federal money must screen students on a regular basis in order to be in compliance with the federal requirements of the three lists. Students that appear on the Federal Exclusion lists cannot complete professional concentration phase courses at the clinical education settings or the setting may lose federal funding. Any student appearing on the list at any time would immediately be dismissed from the professional concentration phase of the program. Information regarding the federal exclusion lists is included toward the end of this handout.
8. Full disclosure of involuntary termination from a healthcare facility, any ticket, citations, summons, arrest, charge or conviction for a misdemeanor or felony is required on the application to the professional concentration phase of the radiography program. Complete information is provided on pages 9 and 10 of this handout. Please make sure to review the information well in advance of the professional concentration phase application deadline.
9. The professional concentration phase of the program takes place primarily at IU Health Methodist Hospital in Indianapolis. The professional concentration phase incorporates clinical courses working with actual patients in addition to required academic radiography courses. The professional concentration phase is provided in an accelerated format and is very structured to incorporate all of the required components in 14 months. The professional concentration phase demands your full time and attention for the entire 14 months to successfully complete all radiography courses. ***Please give great thought to the demands of the program prior to declaring a major, applying to the program and/or accepting a professional concentration phase position.***
10. An extensive amount of verbal and written communication and self-motivation and discipline is required to successfully complete the professional concentration phase of the radiography program. The program is accelerated and students are required to immediately begin interacting with patients and healthcare personnel and attempting hands on procedures, are expected to read and follow directions and will be continually instructed on ways to improve performance during the entire program. ***Please seriously reconsider your career options if you do not believe you are suited for this type of accelerated educational environment.***
11. If you are an athlete competing for BSU, it is possible that you may not be able to maintain your status as a competitive athlete and complete the professional concentration phase of the radiography program at the same time due to conflicts in academic course schedules and sports practice/com-

petition. Please discuss this with the Radiography Program Director and the BSU Radiography Program Advisor prior to applying to and/or accepting a position in the professional concentration phase of the program.

12. If you are considering or are in ROTC, it is possible that you may not be able to participate in the professional concentration phase of the Radiography Program and ROTC at the same time due to conflicts in academic course schedules and mandated ROTC activities. Please discuss this with the Radiography Program Director and the BSU Radiography Program Advisor prior to applying to and/or accepting a position in the professional concentration phase of the program.
13. Students are not prohibited from working jobs outside of their professional concentration courses but students are reminded of the extremely time consuming and physical demands of the accelerated professional concentration phase of the program. If you choose to work a job, you must adjust your work schedule to accommodate your class and clinical schedule. ***It is extremely difficult to work any outside job while in the professional concentration phase of the program.***
14. Due to the accelerated nature of the program, it is extremely difficult to take additional courses to meet full time scholarship requirements for the summer semesters, a baccalaureate or other degree while a student in the professional concentration phase of the program. If you need to meet full time status of 12 credit hours in the summer semesters for scholarship purposes please immediately contact the BSU Radiography Program Advisor. If you are working on a baccalaureate or other degree you must schedule an appointment with your BSU advisor to map out an acceptable academic plan. If you sign up for additional courses please remember that those courses would most likely have to be online courses in order to fit with your radiography schedule. Please keep this in mind when deciding the best course of action.
15. The curriculum for the professional concentration phase of the Radiography Program is set up to be primarily full time, day shift. The typical schedule is Monday through Friday beginning from 7:00 or 7:30 a.m. and ending at 3:30 or 4:00 p.m. plus homework required at night. Students may be assigned 2-3 weeks on the evening shift each semester for the purpose of increased exposure to trauma patients. The evening shift ends at 11:00 p.m. You will receive a schedule of your clinical rotations and classes at the beginning of each semester. The times and rotations cannot be altered once you begin the professional concentration phase of the program.
16. There is no student housing at IU Health Methodist Hospital in Indianapolis. There are however, many apartment complexes within a short distance of the clinical education settings. ***Due to the time-consuming travel, clinic and class schedule it is strongly recommended that students live within 30-45 minutes of all clinical education sites in order to successfully complete the professional concentration phase of the radiography program.***
17. The majority of the clinical rotations are performed at IU Health Methodist Hospital in Indianapolis. There are also rotations to clinical settings outside of IU Health Methodist Hospital including Hendricks Regional Health Hospital Danville (45 minutes west of Indianapolis) and IU Health Methodist Medical Plaza East on US 40 (30 minutes east of Indianapolis), usually 1-2 weeks for each rotation each semester. Due to the organization of clinical and class schedules, we cannot “pair” you with someone for carpooling purposes. Clinical and class schedules are tentative and subject to change so the times students are required to be in clinic, class and released for the day varies. For these reasons, it is ***strongly recommended*** that each student possess a valid driver’s license, legally be able to drive and have access to a reliable vehicle. Students are responsible for all transportation costs, including gas, to and from the clinic and class sites.
18. Students are required to have personal access to a computer with a camera and ability to download required software for course testing, Word and PowerPoint, a printer, and reliable Internet. A PC is recommended over Mac due to compatibility issues with Word and PowerPoint, etc. Courses may be delivered in an online format and testing may be online. Course and assignments require the use of a computer, printing and Internet access. Electronic assignments typically must be submitted in a Microsoft-based program such as Word or PowerPoint. Assignments submitted in a Mac format may not be accepted if the file is not compatible. Students may be required to access course information and/or assignments from BSU’s Canvas or other sites. All computer, printing, Internet and any other associated costs are the responsibility of the student. The program is not responsible for

providing computer, printer, Internet and/or any other supplies or access. It is the student's responsibility to ensure that their computer, printer, scanner, email, Internet, etc. is working properly so that email messages can be read in a timely manner, assignments, course delivery and testing can be accessed and submitted on time, etc.

19. The BSU Radiography Program is designed to teach entry-level radiography skills, including basic computerized tomography and academic information to prepare you to take the national radiography certification examination. Other areas such as magnetic resonance, interventional radiology, sonography, etc. are not taught in the entry-level program. Students have the option of continuing their education once they complete the entry-level radiography program. The Program Director can provide further information.
20. Radiography has some potential risks/hazards related to the job. A student's physical presence in the clinical setting inherently carries with it risks of patient-related, specimen-related, needle-stick and nosocomial infections or other disease or infectious transmissions including but not limited to coronavirus, hepatitis, human immunodeficiency virus and tuberculosis. Students may be exposed to communicable diseases such as COVID-19. Students are required to learn and perform venipuncture (inserting needle into patient's vein), administer enemas, work in general radiography areas as well as the emergency room and surgery. Students in the clinical setting may be exposed to ionizing radiation, blood, and body fluids including vomit, urine, feces, etc. on a daily basis. Radiography students are required to assess patients and provide general nursing care to patients while in the radiology department.
21. Students are required to follow policies and procedures while in the professional concentration phase of the program intended to teach professional work ethics including dress code, attendance, punctuality, etc. All policies and procedures will be provided to accepted students during the first week of the professional concentration phase program orientation.
22. The academic courses involve study outside of the classroom and clinic since they are accelerated. You should plan to spend at least one to two hours of study outside of the classroom and the clinic each day in order to be prepared. Students must obtain a grade of **C** or higher in all professional concentration radiography courses to remain in the program.
23. Students receive evaluations on clinical performance (work with actual patients) throughout the professional concentration phase of the program. Evaluations will include student strengths as well as areas for improvement.
24. The academic calendar can be found at <https://www.bsu.edu/calendar/calendars/academic-calendar>. A tentative schedule can be found at the end of this document and an updated schedule will be provided with orientation materials.
25. The BSU Radiography Program observes the official holidays recognized by BSU: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, New Year's Day and Martin Luther King, Jr. Day. The President of the university may also choose to designate an additional holiday. Students may complete additional or make up time during term or scheduled breaks; however student may not be assigned to clinical settings on holidays observed by BSU when the University is closed. A tentative schedule can be found at the end of this document and an updated schedule will be provided with orientation materials.
26. Once in the professional concentration phase of the program, the schedule varies from the BSU schedule in order to encompass as much clinic and classroom time as possible in the 14-month period. Students will be given a schedule no later than the first day the professional concentration phase of the program begins. Students will usually have one week off in August, two weeks off after the completion of the fall semester and one week off in the spring which may or may not coincide with BSU's spring break. Students are not scheduled to work weekends unless they voluntarily request additional or make up time. Even though BSU campus students may break for longer and/or at different times, students in the professional concentration phase of the program will not break any more than those times listed above and vacation will not be approved at any other times. Due to the accelerated format of the professional concentration phase of the Radiography Program, it is not possible to take vacation at any times different than what is listed in the above paragraph. Please keep this in mind when planning time off from May through the following July. A tentative

schedule can be found at the end of this document and an updated schedule will be provided with orientation materials.

27. A professional hierarchy is present in the hospital that students must work within which includes peers, registered technologists, physicians, program faculty and numerous other health care professionals. An extensive amount of verbal, non-verbal and written communication is required as well as critical thinking, problem solving, acceptance of constructive instruction, organization and time management. Students must be able to make and verbalize rationale for decisions on a daily basis.
28. Students are not permitted to use cell phones or other electronic devices to text, check personal email, use the Internet for personal use, etc. while in class or clinic except when on meal breaks or on break during academic courses.
29. The clinical education settings are tobacco free. No tobacco use is allowed anywhere on the facility property, including personal vehicles. This includes cigars, cigarettes, snuff, all other products made from the tobacco plant and electronic cigarettes. No tobacco use is allowed even if on a meal break due to bringing smoke in on your person back to the clinical area.
30. The dress code is conservative. Earrings and/or a small nose stud are acceptable (no septum or rings). No other visible pierced jewelry or body adornment is allowed. Earrings may be stud (straight post) or very small hoops which don't extend past the outside of the ear. Dangling, bars or other nontraditional earrings or gauges are not allowed. Nails must be trimmed short. Artificial, sculptured, acrylic or fake nails of any kind or false eyelashes are not allowed. Extreme hair styles or colors are the prerogative of the program faculty. Hair must be secured back away from the face while in clinic so hair does not come into contact with a patient or obstruct the student's vision. Visible tattoos (excluding facial tattoos) are allowed provided they are not inappropriate as determined by the program faculty. Inappropriate tattoos and facial tattoos must be covered while in clinic and class by modest flesh-colored make-up or with clothing or flesh-colored self-adhesive dressings provided by the student. ***Any student with specific religious constraints for the dress code must address these issues with the radiography program director prior to beginning the professional concentration phase of the program.***
31. The courses during the professional concentration phase of the program may be conducted differently than on campus. Students may have academic classes taught in classrooms at IU Health Methodist Hospital in addition to working in the clinic environment with actual patients. Courses may also be taught online. Since we work with a much smaller group of students, different types of learning activities are used.
 - The courses focus on critical thinking and problem solving skills.
 - Student attendance, punctuality and participation in class and clinic is expected and required. Students must purchase and have required textbooks available during class. Sharing of textbooks or handouts is not allowed.
 - Lectures and handouts are posted on Canvas and/or provided. Complete instructor class notes are not typically provided. Students are expected to take notes as needed.
 - Research, technical papers, journal reviews, case studies, written and oral presentations and group work are essential elements of the program to demonstrate knowledge, understanding and application of principles and to develop and increase critical thinking and problem solving skills.
 - Testing is done utilizing many different question types such as multiple choice, true/false, short answer, questions on bones and images and questions on exams performed by students on patients in clinic.
 - Testing may be done in person in a proctored setting or online with remote proctoring.
 - Tests may be given as early as 8:00 a.m. or later in the day depending on the course schedule.
 - Since students are demonstrating cumulative knowledge required to complete the professional concentration phase of the program and take the national certification examination, tests may be worth more points than what you are used to on campus. Tests are not usually curved, low test scores, etc. ***are not*** usually dropped from the student's overall grade, and comprehensive finals may be given.

- Testing is also done in clinic on exams performed on actual patients. The professional concentration phase is not just on-the-job training with no more testing. Testing is actually constant for the entire 14 months.

32. The following is the academic grading scale used for all professional concentration radiography courses. Final point totals will be rounded to the nearest whole number to determine the final grade. Decimal places of .0-.4 will round down to the next whole number. Decimal places of .5-.9 will round up to the next whole number. Grades will be determined according to the following scale:

Grading Scale

| | | | | | |
|----|---|---------|----|---|-----------------|
| A | = | 100-95% | C | = | 77-75% |
| A- | = | 94-91% | C- | = | 74-71% |
| B+ | = | 90-88% | D+ | = | 70-68% |
| B | = | 87-85% | D | = | 67-65% |
| B- | = | 84-81% | D- | = | 64-62% |
| C+ | = | 80-78% | F | = | 61.4% and below |

33. Transfer students: Decisions on accepting transfer students will be determined on an individual basis. All students must meet the admissions requirements as outlined in the BSU Undergraduate Catalog as well as those of the Radiography Program. Transfer credit will be evaluated on an individual basis from comparison of course content, syllabi and course descriptions for BSU and the transferring institution. The Radiography Program faculty and BSU will determine the acceptance of transfer credits.

The following criteria will be considered for transfer students:

- Must have attended a JRCERT or regionally accredited radiography program, if applicable.
- Previous radiography program course work completed must be evaluated by the program faculty to assure that equivalency, comprehensive knowledge and competency exists and has been maintained. If equivalency, comprehensive knowledge and competency cannot be determined and/or demonstrated, additional course work and/or clinical experience will be necessary. For transfer students at least 51% of the courses required to award the Ball State University Radiography Program degree must be completed within the Ball State University Radiography Program.
- Favorable written recommendation from previous program director.
- Favorable clinical and academic standing from previous program.
- Disciplinary action record from previous program.
- Any other factors deemed relevant by the Radiography Program Admissions Committee.

34. Admission Requirements

- Refer to the BSU Undergraduate Course Catalog at www.bsu.edu, the Radiography Program website at www.bsu.edu/radiography and the Program Check Sheet at www.bsu.edu/radiography for specific admission requirements.

General Information

- Students may complete the required radiography prerequisite courses upon admission to the university. Admission to the professional concentration phase requires a separate application and is competitive. Admission to the university, satisfactory completion of the radiography prerequisite courses and fulfillment of program admission requirements does not guarantee admission to the professional concentration phase of the program. The Radiography Program designates the number of students admitted to the professional concentration phase each year.
- In order to participate in the professional concentration phase of the program, no accepted student may appear on specific Federal exclusion lists.

Admission Requirements

To apply for admission to the professional concentration phase of the Radiography Program, students must:

- Meet with the Nutrition and Health Science Primary Departmental Advisor.
- Be a current Ball State student by December 1 of the year immediately prior to the professional concentration phase application deadline. All transfer credits must be evaluated and appear on the BSU Student DegreeWorks record and official BSU transcript.
 - If you are **not** a current Ball State student you need to apply to BSU by the first business day of November and provide all necessary documentation required by BSU Admissions (other college transcripts, high school transcript, etc.)
 - If you have not received an official admittance notification from BSU by the December 1 deadline, provide evidence that you officially applied to BSU by the first business day of November when submitting your application packet.
- Successfully complete 12 of the 24 credits of radiography prerequisite courses if Radiography declared as a major fall 2017-18 or after. If Radiography declared as a major prior to fall 2017-18 speak with the departmental advisor.
- Earn a minimum of 2.5 overall GPA from the required radiography prerequisite courses.
- Disclose any termination from a healthcare facility, ticket, citation, summons, arrest, charge, or conviction for a misdemeanor or felony. Individuals who have been charged or convicted of a misdemeanor or felony must preapply and receive clearance from the national certifying body by the professional concentration program application deadline. Refer to pages 9-10 of this document for a complete explanation regarding disclosure of misdemeanors and felonies and pre-application clearance.
- Meet the following requirements of the math/science courses **ANAT 201, CHEM 100, MATH 125, PHYC 100, PHYS 215** if Radiography declared as a major fall 2017-18 or after. If Radiography declared as a major prior to fall 2017-18 speak with the departmental advisor.
 - Complete 3 of the 5.
 - Complete within the past seven years or must be retaken.
 - Not repeat any math/science course more than one time.
- Earn a grade of **C** or higher for all 5 math/science courses.
- Earn a grade of **C** or higher for English (**ENG 103**).
- Have read the most current *Radiography Program Policies, Procedures, and Information* and most current *Radiography Check Sheet* documents posted on the BSU website.
- Be a minimum of 18 years of age by the first day of the professional concentration phase of the program due to occupational radiation exposure limits of minors and to meet legal clinical education setting policies.

Retention Requirements

In order to maintain admission and participate in the professional concentration phase of the Radiography Program, students must:

- Successfully complete all 24 credits of the radiography prerequisite courses by the end of spring semester prior to beginning the professional concentration phase if Radiography declared as a major fall 2017-18 or after. If Radiography declared as a major prior to fall 2017-18 speak with the departmental advisor.
 - Earn a grade of **C** or higher in all professional concentration courses.
35. You may complete required prerequisite courses at colleges/universities other than BSU provided that the course is accepted and considered an equivalent by BSU. Please contact the Radiography Program Advisor if you need assistance in determining course equivalencies.

36. The most current grade from a course will be used to figure your radiography admission score and GPA regardless of whether the grade is higher or lower than the previous time(s) the course was taken, with the exception of the prerequisite Math/Science courses. For prerequisite Math/Science courses taken more than once, the grade for the second time the course was taken will be used to calculate the admission score. This includes courses taken at all universities.
37. If you are accepted to the professional concentration phase of the program and are still completing radiography prerequisite courses, you will be accepted on a conditional basis. In order to retain your professional concentration phase position, all remaining radiography prerequisite course grades must meet the requirements of a **C** or higher for math/science and English courses, a passing grade for all other courses, and no less than a 2.5 overall GPA in all required radiography prerequisite courses. All radiography prerequisite courses must be completed by the end of the spring semester prior to beginning the professional concentration phase of the program.
38. The number of applicants and the accepted GPA for the professional concentration phase of the program varies each year. The admissions process is competitive and typically more qualified students apply than can be accepted into the professional concentration phase. Admission scores are greatly influenced by the math/science GPA since it is the highest weighted factor in the radiography admission process. Students who are not offered a professional concentration phase position may elect to continue courses on campus to complete a baccalaureate degree and reapply the following year or may elect to repeat specific radiography prerequisite courses to raise their math/science and/or overall radiography prerequisite course GPA.
39. Applicants are ranked using the following formula: $(\text{GPA of required radiography prerequisite courses} \times 8) + (\text{GPA of required radiography prerequisite math/science courses} \times 17)$. This translates into the GPA of the required radiography prerequisite courses being weighted 32% and the GPA of the math/science courses being weighted 68% of the admission score/ranking.
40. To apply to the professional concentration phase of the program, go online to www.bsu.edu/radiography to obtain the most current radiography program application and instructions. Allow enough time prior to the application deadline of the first business day of February to obtain the required official transcript(s), BSU Student DegreeWorks record, etc.
41. The Admissions Committee usually meets in February to select the individuals admitted to the professional concentration phase, which begins in May of each year. The number of students selected each year for the professional concentration phase of the program is determined based on the current job market and the number of clinical spots available at the clinical education settings. The radiography program usually accepts up to a maximum of fifteen students. The actual number accepted will be determined at the Admissions Committee meeting each year. Notification of acceptance or non-acceptance is sent to all applicants via email, usually by Spring Break. If you are offered a position in the professional concentration phase of the program, you will receive notification outlining exactly what to do to accept the position. Orientation information will be sent in March outlining information for ordering uniforms, registering for classes, purchasing books, when and where to report, etc.
42. All accepted students in the professional concentration phase of the program are not considered employees of the hospital and are not covered under any of the clinical education setting's Employee Health services. If a student is injured while performing clinical duties, the student may utilize their own personal health insurance and assumes responsibility for all costs associated with treatment. All accepted students in the professional concentration phase of the program are provided with professional liability insurance through the university.
43. Since a degree in the Radiography Program attests to the mastery of knowledge and skills, graduates must possess the essential knowledge and skills to function in a broad variety of clinical situations and render a wide spectrum of patient care in a safe and effective manner. The Radiography Program faculty have therefore specified nonacademic criteria. All applicants/students accepted into the professional concentration phase of the Radiography Program are expected to meet the Technical Standards for Admission and Retention in order to participate in the program. All students accepted to the professional concentration phase of the program will be required to sign a statement certifying they can meet the technical standards and/or outline any requested accommoda-

tions. The Technical Standards for Admission and Retention are included in this handout and further information will be provided with the admission notification.

44. Due to the accepted standard of patient care in the workplace, all students who are offered and accept a professional concentration phase position in the program must provide proof of documentation of required immunization/tests as determined by the clinical education settings for the entire time that they are a student. **No exceptions will be granted.** Information will be provided with the program acceptance notification. The mandatory immunizations/tests are listed below. Hepatitis B, Hepatitis A and Meningococcal immunizations are strongly recommended but not mandatory. While in the professional concentration phase of the program students must also receive inoculation for influenza. **Mandatory** immunizations/tests include but are not limited to:
- Covid-19
 - Once accepted into the clinical concentration phase of the program, a medical or religious exemption may be filed with Indiana University Health. If an exemption is granted the student may abstain from receiving the Covid-19 immunization.
 - If the exemption is not granted, the student may not be able to continue in the clinical concentration phase of the program and have to withdraw their position in the program.
 - Diphtheria
 - Mumps
 - Pertussis
 - Rubella
 - Rubeola
 - Tetanus
 - Tuberculosis—Intradermal tuberculin test (PPD)
 - Varicella (Chicken Pox)
 - Influenza
45. Prior to beginning the professional concentration phase of the program, all accepted students must provide proof of completion of an American Heart Association **“Basic Life Support (BLS) for Healthcare Providers Course”**. The course must have a two-year expiration date on the card. You may choose to take the course now before being accepted to the program provided that the 2-year expiration date is good through the end of the professional concentration phase of the program. If you have already taken the appropriate course, your card must have a date that expires after graduation from the professional concentration phase of the program. If the card does not have an expiration date past graduation from the professional concentration phase of the program, you will need to retake the course. **The American Heart Association course is the only course that will be accepted.** Go to www.cpr.heart.org to search for where the course is offered in your area. Information will also be included in the admission notification letter.
46. The following requirements must be met in order to be certified for graduation from the Radiography Program and to release course grades to Ball State:
- Satisfactory complete all degree and university requirements as determined by BSU. Information is available at www.bsu.edu.
 - Satisfactory complete all radiography program courses in the prescribed period of time.
 - Return any materials loaned by the clinical education setting or the Radiography Program.
 - Meet all financial obligations concerning BSU and courses.
 - Return IU Health Radiography Program ID badge, Hendricks Regional Health Radiography Student ID badge, markers, radiation dosimeter and surgery scrubs. Any fees associated with items not returned are the responsibility of the student and must be paid before the student can be certified as completing the program and receive course grades.
47. **Disclosure of termination from healthcare facility**
Full disclosure of involuntary termination from a healthcare facility is required on the application to the professional concentration phase of the radiography program. The cause of termination will be reviewed to determine if you would not be eligible to work in a healthcare facility. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it will not be possible for you to complete the professional concentration phase of the radiography program and the application process will be stopped. All decisions are handled on a case-by-case basis.

48. **Disclosure of misdemeanor or felony**

Full disclosure of any ticket, citation, summons, arrest, charge or conviction for a misdemeanor or felony is required on the application to the professional concentration phase of the radiography program. You must disclose any ticket, citation, summons, arrest, charge or conviction regardless of how long ago they occurred even if you have been told nothing will show on your record, the charges were dismissed, etc. other than the exceptions listed below. For example, a charge and/or ticket and/or conviction for underage drinking must be disclosed even if you have been told it will not show on your record.

- a. Individuals with a disclosure of a misdemeanor or felony must complete a pre-application review process through the American Registry of Radiologic Technologists (ARRT) and receive clearance from the ARRT prior to applying to the professional concentration phase.
 - 1) The pre-application fee is the responsibility of the student.
 - 2) Written clearance to take the ARRT examination must be sent to the Radiography Program Director, Dawn Smith at dsmith2@iuhealth.org by the application deadline.
- b. **If you have questions on whether or not you need to disclose information and/or complete the pre-application review process through the ARRT, it is your responsibility to contact the Radiography Program Director at dsmith2@iuhealth.org well in advance of the professional concentration phase application deadline. Do not call the ARRT with questions—contact the Radiography Program Director.**
- c. **Exceptions that do not need to be disclosed are:**
 - 1) Juvenile offenses and convictions processed in juvenile court.
 - 2) Speeding and parking tickets that did not rise to the level of a misdemeanor or felony and did **NOT** involve drugs or alcohol. You must report **Yes** for all traffic violations that involved drugs and/or alcohol.
 - 3) Charges that were dismissed if there were **NO** court conditions required.
For further explanation of “dismissed” refer to items d. and g. 1) below.
 - 4) Sealed or expunged cases (If you don’t have court documents that prove your charges/convictions were actually sealed or expunged, you must report the violation).
- d. Dismissed does not mean the charge never occurred; it is simply the disposition of how the case was closed. If you had to attend a class, pay a fine, perform community service, probation and/or stay out of trouble for a period of time, etc. you must disclose this and complete the pre-application review process through the ARRT.
- e. Disclosure will not automatically disqualify your professional concentration phase application.
- f. If you do not disclose prior tickets, citations, summonses, arrests, charges or convictions on the professional concentration phase program application and a validated ticket, citation, summons, arrest, charge or conviction appears on your background check or is discovered later, that was not dismissed with no court conditions, your professional concentration phase application will be disqualified and/or professional concentration phase position will be revoked.
- g. For more information and/or instructions, please contact the Radiography Program Director at dsmith2@iuhealth.org for pre-application information well in advance (at least 3 months) of the professional concentration phase program application deadline. To download a pre-application form from the American Registry of Radiologic Technologists, go to <https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=28>.
Please note the Ethics Pre-Application Review may take up to 12 weeks to be completed.
 - 1) If you have ever participated in a diversion program or had any other requirements set by a court such as paying a fine, taking a class, community service, stay out of trouble for 6 months, etc. you need to obtain documentation from the court and/or a copy of the court docket verifying your completion of the requirements to send in as documentation to the ARRT when completing the ARRT pre-application review process. Documents may usually be obtained by request at the courthouse in the jurisdiction in which the charge or conviction occurred.
- h. If you have previously applied to the professional concentration phase of the radiography program and already have a clearance letter from the ARRT, you do not have to complete the pre-application review process again provided no other tickets, citations, summonses, arrests, charges or convictions have occurred. You must email a copy of the previous clearance letter to dsmith2@iuhealth.org. If new tickets, citations, summonses, arrests, charges

or convictions have occurred you must complete a new pre-application review process with the ARRT.

49. The Ball State University Radiography Program has a contingency plan that addresses any type of catastrophic event that could affect student learning and program operations. Please contact the program director if more information is needed.
50. Students not meeting deadlines established by the program director for completing eLMS modules, getting immunizations/tests completed such as COVID-19, influenza, TB, etc. are subject to termination from the program. The deadlines may differ from those established by IUH for team members and the clinical sites.
51. All accepted students must meet all requirements of the program and clinical facilities by the deadlines specified by the program for acceptance and throughout the entirety of the program. These requirements will be provided to accepted students and are subject to change as needed.
52. When students are at a clinical site, they will conform to the appropriate policy and procedure pertaining to Standard Precautions at that specific clinical site. All students will be required to complete appropriate education for Standard Precautions for blood and body fluids, blood borne pathogens and communicable and infectious diseases during their orientation to the program and prior to patient contact at any clinical site. The program will provide initial advice for students who have been exposed to a communicable or infectious disease arising out of and in the course of their program and are at risk of acquiring or transmitting the disease. The cost of diagnosis, treatment or therapy required is the responsibility of the student. Students may directly provide care to known/suspected COVID patients, and they are permitted to participate in procedures requiring use of an N95 mask, surgical gown or other forms of personal protective equipment. Their participation may be limited to meet a critical educational requirement. Note: If the student's educational institution/program does not permit students to work with COVID-19 patients, that requirement will be honored by IU Health. Students may work with a team member to screen patients for suspected or positive COVID-19. Students will follow the clinical site policies regarding mask, social distancing, hand hygiene and any other facility requirements.
53. Students must continue to meet all requirements of the program and the clinical facilities at the time of application, at the time of entering the program and throughout the program and those requirements are subject to change.

54. ESTIMATED PROFESSIONAL CONCENTRATION PHASE COSTS

- Costs below are fees for the professional concentration phase of the program (14 months), based on Indiana resident fees.
- Costs do not include the 24 hours of radiography prerequisite courses.
- Costs do not include housing or transportation, including gas, for the professional concentration phase courses, including travel to the clinic education sites.
- Costs do not include supplies needed to complete courses such as notebooks, folders, computer print cartridges, printing paper, computer, etc.
- All costs are estimated and tuition is based on in-state online and distance education fees. ***Tuition increases are announced at the discretion of BSU so the total estimated costs listed may increase.***
- The Testing/Immunization and program fees are estimated, nonrefundable and subject to change.
- Students are encouraged to contact the BSU Financial Aid and Scholarships Office for assistance and advisement regarding financial aid.

| REQUIRED PRIOR TO BEGINNING THE PROFESSIONAL CONCENTRATION PHASE OF THE PROGRAM | APPROXIMATE COSTS |
|--|---------------------|
| Administrative acceptance fee; includes mandatory drug test performed by IU Health. | \$ 100.00 |
| Background check—accepted student is responsible for paying the fee at the time of the background check. The current minimum fee is \$39 and a credit card is required. | \$ 39.00 |
| Documentation/administration of mandatory immunizations/tests. Costs may vary depending on number of immunizations/tests needed and healthcare provider fees. | \$ 250.00 |
| Basic Life Support (CPR) course for Healthcare Providers | \$ 50.00 |
| SUMMER SESSION | |
| Uniforms based on 5 pants, 5 tops, 1 lab coat, 1 pair shoes | \$ 350.00 |
| Tuition: 8 hours x approximately \$326/hour + \$25 per credit hour College of Health fee + \$168 technology fee. | \$2,800.00 |
| Books: All books are used for all successive semesters. Cost is based on required textbooks. | \$ 450.00 |
| Program fee (one time): Used for required thyroid shields and supply expenses associated with the program. | \$ 250.00 |
| FALL SEMESTER | |
| Tuition: 12 hours at Ball State flat cost of approximately \$4,217 + \$25 per credit hour College of Health fee + \$168 technology fee. | \$4,410.00 |
| SPRING SEMESTER | |
| Tuition: 12 hours at Ball State flat cost of approximately \$4,217 + \$25 per credit hour College of Health fee + \$168 technology fee. | \$4,410.00 |
| ARRT Examination application fee (\$200) | \$ 250.00 |
| SUMMER SESSION | |
| Tuition: 4 hours x approximately \$326/hour + \$25 per credit hour College of Health fee + \$110 technology fee. | \$1,440.00 |
| NOTE: Payment utilizing an installment plan, credit or debit card may carry additional fees. Contact the BSU Bursar and Loan Administration Office at 765-285-1643 if you have questions. | |
| TOTAL ESTIMATED COSTS FOR THE PROFESSIONAL CONCENTRATION PHASE OF THE PROGRAM (14 MONTHS) | \$14, 800.00 |

TECHNICAL STANDARDS FOR ADMISSION AND RETENTION BALL STATE UNIVERSITY RADIOGRAPHY PROGRAM

If a student has any type of disability (ADD, ADHD, learning, physical, psychiatric or anything else) with which they need assistance, **the student must contact BSU Disability Services (DS)**. DS information is available at <https://www.bsu.edu/about/administrativeoffices/disability-services>. In order for any accommodations to be requested by the student for professional concentration courses in the Radiography Program and be considered by the Radiography Program faculty, the student must file the appropriate disability documentation with Ball State University Disability Services (DS) and follow all DS procedures.

Students are encouraged to contact Disability Services to allow enough time to process the request.

These **technical standards**, will apply to students *admitted and enrolled* in the professional concentration phase of the Ball State University Radiography Program.

Radiographers are health care professionals who possess the knowledge and skills to utilize radiation in the production of medical images of the human body. These individuals also provide basic nursing and medical care and assist with emergency patient treatment where indicated. Therefore, to be admitted to the professional concentration phase of the Radiography Program or to be retained in the program after admission, all applicants should possess:

1. Sufficient strength and motor coordination required to stand and walk up to 90% of the day.
2. Sufficient visual acuity, such as is needed in the accurate preparation and administration of contrast media and other medications as directed and for the observation necessary for patient assessment and nursing care.
3. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as intercom systems, cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.
4. Sufficient gross and fine motor coordination to respond promptly and to implement the skills including the manipulation of equipment, positioning and moving patients required in meeting health needs related to these professions. In addition, students must be able to move and transport equipment utilized for procedures weighing up to 50 pounds.
5. Sufficient communication skills in English (speech, reading, writing) to interact with individuals to communicate their needs promptly and effectively, as may be necessary in the patient's interest.
6. Sufficient intellectual and emotional functions to exercise independent judgment and discretion in planning and implementing care for patients or to assess medical emergencies and respond quickly to summon qualified medical personnel.

The program reserves the right to require the applicant or student to physically demonstrate any of the above listed skills.

BACKGROUND CHECK INFORMATION

In order to participate in an educational program at IU Health, all accepted students must successfully complete a background check performed by a company specified by IU Health. Students are responsible for paying the fee at the time of the background check. Information obtained in an investigation will be compared with information provided on the application and/or resume by the prospective student. If falsification is discovered, the offer of enrollment shall be rescinded. In the event the falsification is discovered after enrollment has occurred, action(s) consistent with the Health Sciences Education policies shall be taken, up to and including termination.

In the event of falsification, the prospective student is eligible to reapply for the program after a period of twelve months from the date on the original application. After the 12-month period expires, any information disclosed will be evaluated in accordance with current policy. If a pending case is discovered, and its disposition as "guilty" would render the applicant not eligible for enrollment according to this policy, the application process is stopped until disposition of the case occurs.

To fully understand the circumstances that can disqualify you from being a student in an educational program at IU Health, please be aware of how we define the following terms and use them in this document:

- **Conviction:** Any violation of a law or ordinance for which a prospective student was found guilty by a judge and/or jury or to which the prospective student pleaded guilty.
- **Criminal history:** A prospective student's record of convictions (and/or final disposition of charges) maintained by a court of law or a law enforcement agency.
- **Falsification:** Providing or omitting information contrary to that obtained in a background investigation (unless the background investigation is proven to be inaccurate) and/or providing false, incomplete or misleading information.
- **Office of the Inspector General (OIG):** The federal oversight agency which maintains a cumulative list of individuals who have been sanctioned for fraud or abuse of government programs, such as Medicare, Medicaid, etc.
- **Sanction:** Any action in which a prospective student has been debarred, excluded, or otherwise made ineligible for participation in federal health care programs.

The following convictions will disqualify an applicant or accepted student from the professional concentration phase of the program:

1. A sex crime.
2. Exploitation of an endangered adult.
3. Failure to report battery, neglect, or exploitation of an endangered adult.
4. Murder.
5. Voluntary manslaughter.
6. A felony offense relating to controlled substances.
7. Abuse or neglect of a minor, child or dependent.
8. Failure to report the abuse of a minor, child or dependent.
9. Any act that, if it occurred at the organization, could compromise the safety or well-being of patients, employees, visitors, or volunteers of the organization.
10. Abuse, neglect, or mistreatment of a patient or misappropriation of a patient's property, as reflected in the state nurse aide registry.
11. Any act which resulted in the prospective student's name appearing in the Indiana Sex Offender Registry.
12. Criminal offenses related to health care or have been debarred, excluded, or otherwise rendered ineligible for participation in federal health care programs.
13. *Theft that has occurred within five years of the prospective student's program application.
14. Involuntary manslaughter that has occurred within five years of the prospective student's program application.
15. Battery that has occurred within five years of the prospective student's program application.

*Theft includes but is not limited to criminal conversion, receiving stolen property, shoplifting and identity theft.

**Time frames are measured from the date of disposition (conviction).

Enrolled students must report, in writing, any criminal charge, conviction, or sanction to their Program Director. This notification must occur at least 24 hours prior to the IU Health class after the charges are filed

or after the conviction or sanction occurs, or immediately if the charge/conviction/sanction occurs within 24 hours of the next course day. Failure to report a charge, conviction, or sanction could be grounds for immediate termination of participation in the program.

During an investigation of a charge, the student can be suspended. If the charge is related to drugs or alcohol, an immediate drug test may be ordered for the student. If positive, the student will be referred for corrective action consistent with the Health Sciences Education policies up to and including termination from the program. If the student is placed on leave of absence to receive therapy, a release must be provided indicating readiness to return to the program.

DISCLOSURE OF TERMINATION FROM HEALTHCARE FACILITY

Individuals who have been terminated involuntarily from any healthcare facility must disclose this information on the program application and provide an explanation. The cause of termination will be reviewed to determine if you would not be eligible to work in a healthcare facility. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it will not be possible for you to complete the program and the application process will be stopped. All decisions are handled on a case-by-case basis.

FEDERAL EXCLUSION LIST INFORMATION

The Federal Government requires that a facility receiving federal money must screen employees and students on a regular basis in order to be in compliance with the federal requirements of Federal Exclusion lists through the Office of the Inspector General (OIG). Students will be screened on a monthly basis. Students that appear on the Federal Exclusion lists could cause IU Health to use federal funding. Any student appearing on a list at any time would immediately be dismissed from the program. The exclusion lists include:

Office of Inspector General (OIG) U.S. Department of Health and Human Services List of Excluded Individuals/Entities (LEIE) List

The OIG, under a Congressional mandate, established a program to exclude individuals and entities affected by various legal authorities, contained in sections of the Social Security Act, and maintains a list of all currently excluded parties called the "List of Excluded Individuals/Entities (LEIE)." The OIG must include any health professional on the LEIE if an individual or entity is convicted of Medicare or Medicaid fraud; patient abuse or neglect; felony convictions for other health-related fraud, theft, or financial misconduct; and felony convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances. By discretion, individuals will be placed on the list for a number of reasons, including misdemeanor convictions relating to health care fraud; unlawful use of controlled substances; suspended or revoked licenses; providing unnecessary or substandard services; submitting false claims to a federal health care program; or even defaulting on health education loans.

The System for Award Management (SAM) – General Services Administration Excluded Parties List

This list includes persons and organizations excluded from participating in Federal contracts. The System for Award Management (SAM) has combined federal procurement systems and the Catalog of Federal Domestic Assistance into one new system which contains:

- Central Contractor Registry (CCR)
- Federal Agency Registration (FedReg)
- Online Representations and Certifications Application (ORCA)
- Excluded Parties List System (EPLS) U.S. General Services Administration

Specially Designated Nationals List (SDN) U.S. Department of Treasury

This is a list of individuals and organizations with which U.S. citizens and residents are prohibited from doing business. The list includes individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. The SDN also lists individuals, groups, and entities such as terrorists and narcotics traffickers designated under programs that are not country-specific.



BALL STATE UNIVERSITY

RADIOGRAPHY PROGRAM CLASS OF 2023 PROFESSIONAL CONCENTRATION PHASE SCHEDULE

The calendar for the class beginning Summer Semester 2023 and graduating in 2024 is pending. Dates listed below are all tentative and subject to change.

The professional concentration phase calendar below may be different than the BSU academic calendar. Days subject to change with notification to students. One additional holiday may be added at the discretion of the President of the University.

Due to the accelerated format of the professional concentration phase of the Radiography Program, it is not possible to take vacation at any times different than listed below. Please keep this in mind when planning time off from May through the following July.

Summer Semester 2023

| | |
|--|--|
| Mon May 15, 2023 | Summer courses AHSC 201, 224, 228, 231 begin |
| Mon May 29, 2023 | Memorial Day Holiday |
| Tue Jul 4, 2023 | Independence Day Holiday |
| *Summer courses extended to 8/11/2023 | |
| Fri Aug 11, 2023 | Summer courses end |
| Aug 14-20, 2023 | Summer break |

Fall Semester 2023

| | |
|-------------------------|--|
| Mon August 21, 2023 | Fall courses AHSC 225, 229 and 232 begin |
| Mon Sep 4, 2023 | Labor Day Holiday |
| Thu/Fri Nov 22-26, 2023 | Thanksgiving Vacation |
| Fri Dec 15, 2023 | Fall courses end |

Spring Semester 2024

| | |
|---|---------------------------------------|
| Dec 16, 2023-Jan 1, 2024 | Holiday break |
| Tue Jan 2, 2024 | Spring course AHSC 233 begins |
| Mon Jan 8, 2024 | Spring courses AHSC 226 and 230 begin |
| Mon Jan 15, 2024 | Martin Luther King, Jr. Holiday |
| Mar 16-24, 2024 | Spring Break |
| *Spring break may be a different week than the BSU calendar. | |
| Fri May 3, 2024 | Spring courses end |

Summer Semester 2024

| | |
|------------------|-------------------------------|
| Mon May 6, 2024 | Summer course AHSC 234 begins |
| Mon May 27, 2024 | Memorial Day Holiday |
| Thur Jul 4, 2024 | Independence Day Holiday |
| Fri Jul 26, 2024 | Summer course ends |
| Fri Jul 26, 2024 | Graduation |