

**SALEM**

# **Magnetic Resonance Imaging (MRI)**

Bachelor of Radiologic and Imaging Sciences Degree

or

MRI Certificate Program

## **Student Handbook**

**CLASS: 2023 – 2024**

**August 2023 to July 2024**

- It is the student's responsibility to read the student handbook.
- The student will be held responsible for policies in this handbook.
- Rules and policies are subject to change. Students receive written notice of major changes.
- Disputes over interpretation should be brought to the attention of the Radiology Program Director who will seek the advice of the faculty of the program for a final decision.

## Contents

Title Page .....	1
Table of Contents .....	2-3
Introduction.....	4
Kent State/Radiology Officials... ..	5
Mission Statement, Goals, and Student Learning Outcomes of the MRI Program .....	6
ARRT Code of Ethics.....	6
MRI Course Sequence: Certificate Option .....	7
MRI Course Sequence: Bachelor of Radiologic and Imaging Sciences .....	8-9
Course Descriptions.....	10-11
Online Program Polices and Guidelines .....	12
Academic Standards .....	12-13
Accidents.....	14
ARRT Certification Exam in MRI. ....	15
Attendance/Tardiness Policy for MRI courses .....	16-18
Extension of a Clinical Education Course.....	19
Cardiopulmonary Resuscitation.....	22
Cheating and Plagiarism .....	21-22
Clinical Course Objectives .....	20
Clinical Supervision of Students Policy.....	20
Clinical Education: Credit By Exam (CBE).....	25
Communicable Disease Notification Policy.....	25
Conduct Policy-Clinical Expectations. ....	28
Disciplinary Action and Grievance Policies.....	28-29
Dress Code and Appearance.....	27
Graduation Requirements .....	9
Health Policy .....	21-22
Inclement Weather/Emergencies/Disasters .....	18
Malpractice Insurance .....	24
Pregnancy Policy.....	32-33
Program Complaint Resolution Policy .....	31
Radiation Monitoring.....	24
Regulations for Student Behavior (KSU) .....	34
Student Accessibilities Policy.....	34
Student Records .....	35
Student Re-Entry Policy... ..	13
Student Safety Policy... ..	26
Student Transfer Policy.....	30

Textbooks.....	11
Unlawful Discrimination and Harassment .....	34
Venipuncture/Injections .....	21
Web Based/Social Media Communications Policy.....	36
Agreement of Policies .....	36

## Introduction to the MRI Program

---

Welcome to the MRI profession and to Kent State University MRI program. Students enrolled in the program will be responsible for observing all University rules and regulations. Both student life policies (Chapter 4) and procedures and material specifically related to the Regional Campuses (Chapter 8) are found in the [University Policy Register](http://www.kent.edu/policyreg) <http://www.kent.edu/policyreg> which contains a complete list of all the University's policies, rules, and regulations. Students are responsible for observing all policies and procedures of this handbook and the assigned clinical experience setting.

### Bachelor's Degree Program

A Bachelor of Radiologic and Imaging Sciences Technology (BRIT) degree with a major in Radiologic and Imaging Sciences (RIS) and a concentration in MRI is awarded after completion of all required RIS courses, Kent Core courses, and upper division electives (120 total credit hours). Students may complete the MRI courses, take the ARRT exam and then finish BRIT degree requirements.

### Certificate Program

Students may complete the RIS courses related to MRI and earn the MRI Certificate from KSU. Students may opt to finish the BRIT degree requirements at a later date if desired.

### Course Delivery

The Magnetic Resonance Imaging (MRI) program at Kent State – Salem offers coursework that is 100% online.

**Clinical experience** for the bachelor or certificate program is completed at healthcare facility to meet the clinical requirements for the ARRT certification exam in MRI.

**Certification Exam:** Students can sit for the **American Registry of Radiologic Technologists (ARRT)** certification exam in MRI following completion of MRI courses and clinical competencies in Clinical Education courses. A student can take the ARRT exam and then finish the bachelor degree at a later time if desired.

**Kent State University - Administration****Todd Diacon, Ph.D.**

President - Kent State University Administrative Offices  
2nd Floor, Library, Kent Campus

**Melody Tankersley, Ph.D.**

Senior Vice President and Provost Administrative Offices  
2nd Floor, Library, Kent Campus

**Kent State University – Regional Campuses****Peggy Shadduck, Ph.D.**

Vice President for Regional Campuses  
Dean, College of Applied and Technical Studies

**Kent State University Salem Campus****Interim Dean, Brad Bielski**

Dean & CAO, RC Dean  
Columbiana Campuses and Tuscarawas Campus

**Susan Rossi, Ph.D.**

Assistant Dean  
Kent State University Columbiana Campuses

**Radiology and CT/MRI Programs****Dr. Sherri Cole, PhD, RT (R) (M)**

Program Director

**CT/MRI Instructors****Sonja Boiteaux, MSRS, RT(R)(MR), MRSO, CHC****Kelly Dragomir, M.A., RT (R) (CT)****Patricia A. Barrett, M.S., CMD, R.T., (R)(T)****Lauren Huffman, MS RT (R) (CT)****Cynthia Peterson, MPH, RT, RDMS, RVT****Shellie Warino, M.Ed., R.T. (R) (T)****MRI Clinical Coordinators****Kelly Dragomir, M.A., RT (R) (CT)****Sonja Boiteaux, MSRS, RT(R)(MR), MRSO, CHC****Radiology and Nursing Secretary****Sherry DeWitt, A.B.S.**

## **MISSION STATEMENT of the MRI PROGRAM**

---

The mission of Kent State University Salem Campus is to educate MRI students in the knowledge, skills and attitudes to become qualified, professional practitioners who provide quality service and care to the community and to prepare students for the changing needs of the profession. Kent State University transforms lives and communities through the power of discovery, learning and creative expression in an inclusive environment.

## **GOALS OF THE MRI PROGRAM**

---

1. Students will successfully complete all academic requirements for the application of knowledge to the practice of Magnetic Resonance Imaging.
2. Students will effectively utilize critical thinking, problem-solving and decision-making skills in the practice of Magnetic Resonance Imaging.
3. Students will effectively communicate in oral and written form with patients, families and members of the health care team.
4. Students will be able to successfully perform MRI procedures consistent with entry-level requirements of a registered MRI technologist.
5. Students will be able to determine the value of professional growth and development and to conduct themselves in a professional manner.

## **American Registry of Radiologic Technologists (ARRT)**

---

### **ARRT Standards and Code of Ethics for the Profession of Radiologic Technology**

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

## MRI Course Requirements and Sequence: Certificate Option

Didactic (lecture) courses are offered 100% online with clinical education experience completed at a local healthcare facility.

Clinical education experience has two options:

1. For those not currently working in MRI, enrollment in MRI Clinical Education courses will fulfill ARRT clinical and bachelor degree requirements.
2. For those currently working in MRI, enrollment in BTAS 40092 will fulfill ARRT clinical and bachelor degree requirements.

Program Schedule by Semester	Course Number	Course Name	Sem. Hrs.	Course Length	Optional Live Lecture Days (Remote)
Fall Semester	RIS 34084	CT/MRI Sectional Anatomy I	2	15 weeks	TBA TBA
	RIS 44031	Patient Management in MRI	2	7 weeks	
	RIS 44044	MRI Procedures I	2	7 weeks	
	RIS 44051	MRI Equipment and Image Acquisition I	2	7 weeks	
	RIS 44003	MRI Clinical Education I	2	15 weeks	
	BTAS 40092	OR Internship for Technical and Applied Studies	2	15 weeks	
		Total for fall	10		
Spring Semester	RIS 34086	CT/MRI Sectional Anatomy II	2	15 weeks	TBA TBA
	RIS 44045	MRI Procedures II	2	7 weeks	
	RIS 44052	MRI Equipment and Image Acquisition II	2	7 weeks	
	RIS 44063	MRI Clinical Education II	2	15 weeks	
	BTAS 40092	OR Internship for Technical and Applied Studies	2	15 weeks	
		Total for spring	8		
Optional Summer Semester		<b>Recommended but not required for Certificate</b>			TBA
	RIS 44066	MRI Techniques (review course)	2	8 weeks	
	RIS 44073	MRI Clinical Education III	2	5 weeks	
		Total for summer (May – July)	4		

Only the MRI-specific coursework is required for the certificate option.

Completion of the courses below will fulfill the bachelor degree requirements if pursued.

Minimum certificate and overall GPA is 2.00.

## MRI Course Requirements and Sequence: Bachelor Degree Option

Didactic (lecture) courses are offered 100% online with clinical education experience completed at a local healthcare facility.

Clinical education experience has two options:

1. For those not currently working in MRI, enrollment in MRI Clinical Education courses will fulfill ARRT clinical and bachelor degree requirements.
2. For those currently working in MRI, enrollment in BTAS 40092 will fulfill ARRT clinical and bachelor degree requirements.

Program Schedule by Semester	Course Number	Course Name	Sem. Hrs.	Course Length	Optional Live Lecture Days (Remote)
Fall Semester	RIS 34084	CT/MRI Sectional Anatomy I	2	15 weeks	TBA TBA
	RIS 44031	Patient Management in MRI	2	7 weeks	
	RIS 44044	MRI Procedures I	2	7 weeks	
	RIS 44051	MRI Equipment and Image Acquisition I	2	7 weeks	
	RIS 44003	MRI Clinical Education I	2	15 weeks	
	OR				
	BTAS 40092	Internship for Technical and Applied Studies	2	15 weeks	
	*RIS 44096	*Individual Investigation in Medical Imaging	3	15 weeks	
		Total for fall	13		
Spring Semester	RIS 34086	CT/MRI Sectional Anatomy II	2	15 weeks	TBA TBA
	RIS 44045	MRI Procedures II	2	7 weeks	
	RIS 44052	MRI Equipment and Image Acquisition II	2	7 weeks	
	RIS 44063	MRI Clinical Education II	2	15 weeks	
	OR				
	BTAS 40092	Internship for Technical and Applied Studies	2	15 weeks	
	*RIS 44083	*Pathophysiology in Medical Imaging	3	15 weeks	
	*RIS 44088	*Leadership in Medical Imaging	1	15 weeks	
	*RIS 44098	*Research in Medical Imaging	3	15 weeks	
		Total for spring	15		
Summer Semester	RIS 44066	MRI Techniques (review course)	2	8 weeks	TBA
	RIS 44073	MRI Clinical Education III	2	5 weeks	
	OR				
	BTAS 40092	Internship for Technical and Applied Studies	2	5 weeks	
		Total for summer (May – July)	4		

\*These courses may be taken during or after the program, but are only offered in the semester listed.

In addition to the MRI courses listed above, completion of additional coursework is required to meet the bachelor degree requirements. See page 7 for additional required coursework.



## MRI Additional Requirements: Bachelor Degree Option

---

1. Kent Core Requirements (or equivalent courses to be transferred)
  - 6 semester hours of English Composition: ENG 11010, 21011 College Writing I and II
  - 3 – 5 semester hours: MATH 10772 Modeling Algebra Plus or MATH 11009 Modeling Algebra
  - 9 semester hours: Humanities & Fine Arts (see Kent Core list)
  - 6 semester hours of Social Sciences including PSYC 11762 General Psychology
  - 6 semester hours of Sciences: Anatomy and Physiology I and II (must include labs)
    - Note: BSCI 20020, Anatomy & Physiology II at KSU **does not** have Kent Core status. BSCI 11020
    - Foundational Anatomy & Physiology II at KSU **does** have Kent Core status.
  - 6 semester hours: CHEM 10050 or 10055 + Additional Kent Core courses in any category.
2. Completion of two **diversity courses**: one global and one domestic which may be Kent Core courses (**or equivalent courses to be transferred**). Designated as G = global and D = domestic.
3. **8 credit hours** of upper division electives at the junior or senior level (KSU: 30000-40000), **or equivalent transfer courses**. Electives can be in any subject area (must meet course prerequisites).
4. Each RIS course must be completed with a minimum grade of “C” or better to continue in the program. A 2.75 cumulative GPA is required in the RIS courses to graduate with the BRIT degree.

## Bachelor's Degree and Certificate Graduation Application Deadlines

---

The student must complete all requirements of Kent State University prior to graduation. Students must submit an application for graduation online through Flashline (9) months prior to graduation.

Graduation	Application Deadline
Summer (August)	December 15 <sup>th</sup>
Fall (December)	March 15 <sup>th</sup>
Spring (May)	September 15 <sup>th</sup>

Students may file a LATE application through their Flashline account. Regional Campus graduates do not have to pay the \$200 late fee.

### Institutional Honors

3.50 Cum Laude

3.70 Magna Cum Laude

3.90 Summa Cum Laude

<b>MRI Course Descriptions</b>	<b>Semester Hours</b>
<b>RIS 34084, 34086 Sectional Anatomy I and II</b> Sectional anatomy of the head, neck, thorax, abdomen, pelvis, and extremities is reviewed.	<b>2</b>
<b>RIS 44031 Patient Management in MRI</b> The principles and techniques needed to perform general patient care procedures in MRI that include patient history, assessment and monitoring, standards, sterile technique, IV procedures & contrast administration.	<b>2</b>
<b>RIS 44044 and 44045 MRI Procedures I and II</b> This course will provide the student with imaging techniques related to the central nervous system, neck thorax, musculoskeletal system and abdominopelvic regions. Specific clinical applications, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols, and positioning criteria will be covered. Anatomical structures and the plane that best demonstrates anatomy will be discussed as well as signal characteristics of normal and abnormal structures.	<b>2</b>
<b>RIS 44051 and 44052 MR Equipment &amp; Image Acquisition I and II</b> Provides the student with a comprehensive overview of MR imaging to include instrumentation, magnetism, NMR Signal Production, Tissue Characteristics, Spatial Localization, Pulse Sequencing, Imaging Parameters/Options, Special Applications, Safety, and Quality Assurance.	<b>2</b>
<b>RIS 44035, 44037, 44038 MRI Clinical Education I, II, and III</b> Provides clinical education and experience at a clinical education setting in order to allow the student the opportunity to practice skills necessary to obtain high quality MR images, to objectively alter protocols based on patient pathology or physical condition, and to identify image quality problems and make appropriate corrections.	<b>2</b>
<b>RIS 44046 MRI Techniques</b> Prepares students for the MRI ARRT certification exam.	<b>2</b>
<b>RIS 44083 Pathophysiology for Medical Imaging</b> Provides students with basic information on the causes of diseases and the body's response to disease, as well as the medical imaging modalities that will demonstrate them.	<b>3</b>
<b>RIS 44088 Leadership in Medical Imaging</b> An introduction to the key strategies needed for success in health care leadership positions for both new and seasoned professionals. Includes supervision skills, competent communication, employment law, performance coaching, quality standards, accreditation and regulations, budgeting and finance, project management, leadership skills and health economics.	<b>1</b>
<b>RIS 44096 Individual Investigation in Medical Imaging</b> Student selects prescribed number of medical imaging journal articles, completes questions, paper and presentation. Prerequisite: radiologic and imaging sciences (RIS) major.	<b>3</b>

**MRI Course Descriptions****Semester Hours****RIS 44098 Research in Medical Imaging****3**

Fundamental concepts and procedures for systematic collection, analysis, critique and application of qualitative and quantitative data in medical imaging. Prerequisites: radiologic and imaging sciences (RIS) major and senior standing. This course may be used to satisfy the writing-intensive requirement with approval of major department.

**Textbooks and Course Materials**

All textbooks used in the Kent State Salem MRI program can be purchased through the Kent State University Salem Campus Barnes and Nobel Bookstore. Notes for courses may be provided through the learning management system. Costs for printing may be incurred and should be expected.

**Textbooks****Courses: RIS 34084, 34086 Sectional Anatomy I and II for CT/MRI**

Title: Fundamentals of Sectional Anatomy: An Imaging Approach: Text (can be used) and Workbook (must buy new), 2<sup>nd</sup> edition

Authors: Lazo, Denise

Textbook ISBN: 9781133960867, Workbook ISBN: 9781133960850

**Courses RIS 34084, 34086 Sectional Anatomy I and II for CT/MRI  
RIS 44044, 44045 MRI Procedures I and II**

Title: CT and MRI Pathology: A Pocket, Atlas 3<sup>rd</sup> Edition 2018

Authors: Michael Grey and Jagan Ailinani, ISBN: 9781260121940

Title: Handbook of MRI Technique, 4<sup>th</sup> edition

Author: Westbrook ISBN: 978-1118661628

**Courses: RIS 44051, 44052 MRI Equipment and Image Acquisition I and II**

Title: MRI in Practice 5<sup>th</sup> Edition

Authors: Westbrook and Talbot, ISBN: 9781119392002

**Course: RIS 44046 MRI Techniques**

No textbook needed, instead students should purchase a subscription from [www.MRIquiz.com](http://www.MRIquiz.com)

## Online Program Policies and Guidelines

---

Courses in the MRI program are 100% online. Enrolled students should make sure they meet the minimum technology requirements to ensure successful learning. Please note that assignments and exams should be completed using either a laptop or desktop computer. Courses may also have additional technology requirements.

- Technology requirements: <https://www.kent.edu/onlinelearning/technology-requirements>
- Getting Started in your online course: <https://www.kent.edu/onlinelearning/getting-started-your-online-course>
- All online Kent State Courses use the learning management system (LMS) Canvas. Canvas link to courses: <https://kent.instructure.com>
  - Log in using your Flashline username and password.

Most MRI courses utilize Proctorio® for assessments.

1. Proctorio is designed to help maintain the academic integrity of online exams.
2. You will need to use your own laptop or computer.
3. You will need the Chrome browser with the Proctorio extension installed. Go to <https://proctorio.com/support#settingUp> for the steps to install Chrome (if you do not have it installed) and the Proctorio extension.
4. Depending on the options chosen by the instructor, you and anyone else in your room can be recorded via your web cam, any web browsing can be recorded, your browser can be locked down, and your ability to print can be disabled, among other features.
5. Proctorio recordings are only available to your instructor, and the extension only runs during the quiz or exam. Therefore, no student privacy rights are violated, nor is the security of computers or laptops jeopardized.

## Academic Standards Policy

---

1. Students are required to achieve a grade of at least a "C" or better in each "RIS" core course within the program's curriculum. A student must achieve a minimum cumulative grade point average of 2.75 for RIS courses in order to graduate with the bachelor degree.
2. If a student receives a grade of C- or lower in any core RIS course in the MRI curriculum, the student will not be permitted to continue in the program for that academic year. The student would have to request to return the following year to continue toward completion. If a student earns a C- or below in RIS 44088 (Leadership), 44096 (Ind. Investigation) or 44098 (Research), they can complete the MRI courses as scheduled and would repeat the course(s) the following year.
3. See KSU catalog for information on student probation and dismissal.
4. Students who are dismissed for unsuccessfully completing MRI courses in a given semester can request to re-enter the program the next time that course is offered the following year. Students who request re-entry should refer to the policy on re-entry into the program. Students who are dismissed from the program will be assisted through referral for advising in redirecting their program of study.

Grading scale for MRI courses:

Percentage (%)	Grade	GPA Points	Percentage (%)	Grade	GPA Points
100 – 94	A	4.0	83 – 78	C	2.0
93	A-	3.7	77	C-	1.7
92	B+	3.3	76	D+	1.3
91 – 86	B	3.0	75 – 69	D	1.0
85	B-	2.7	≤ 68	F	0.0
84	C+	2.3			

### President's List

In recognition of an extremely high level of academic excellence, a President's List is compiled each academic semester. To qualify, students must have a 4.000 GPA in the semester and must have completed 15 or more credit hours (all of which must have regular letter grades) by the end of that semester. This notation will be printed on students' official transcripts.

### Dean's List for Full-Time Students

In recognition of academic excellence, a Dean's List is compiled each academic semester. To qualify, students must have a minimum 3.400 GPA in the semester and must have completed 12 or more regular letter-graded credit hours by the end of that semester. This notation will be printed on students' official transcripts.

### Student Re-entry Policy

Students who are dismissed from the Kent State MRI program may request to re-enter the program if the following procedure is followed:

1. The student completes a new application to the program along with a letter requesting re- entry into the program and the requested date of re-entry.
2. The Program Director, MRI faculty and MRI clinical coordinator(s) will meet to decide the student's re-entry into the program. Input from a previous supervising MRI technologist may be sought for input. Factors that would be considered before re-entry would occur would be the student's cause for dismissal as well as possible future success rate in the program.
3. The re-entry date is up to the program director. The program has the right to deny a student re-entry into the program depending on the circumstances.
4. A student may or may not be re-entered into the same clinical education setting as before, depending on circumstances.
5. A student who disagrees with the decision has the option of following the due process policy of the program.
6. A student who does NOT wish to re-enter the program is encouraged to seek counseling with campus advisors at the Salem Campus for an alternate career pathway.

## **Accidents and Injuries Occurring at the Clinical Education Setting**

---

All accidents, that occur while at the Clinical Education Setting, that result in personal injury, and/or patient injury, and/or hospital personnel injury, and/or damage to equipment must be reported immediately to the Clinical Coordinator.

The Clinical Coordinator will then report the incident to the Program Director.

Students will be required to follow the proper procedure for documenting accidents in the Clinical Education Setting where the incident occurred. (Students should see the clinical supervisor for the proper procedure.)

Kent State University and their affiliated clinical education settings are not responsible for any medical expenses related to disease or injury incurred during the program. In such cases, **students are responsible for their own health insurance** to cover any medical expenses that may occur unless otherwise stated in policies of an affiliated clinical education setting. In cases of personal injury, **students are responsible for their own health insurance** to cover any medical expenses that may occur unless otherwise stated in the Clinical Education Settings Policies. Some clinical sites require students to have their own health insurance (Summa: Akron City Hospital)

While students are attending the clinical education settings, they are not considered KSU employees and as such are not covered under worker's compensation.

## ARRT Certification Examination in MRI

---

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for MRI technologists.

To become a Registered Technologist in MRI, a student must successfully complete all ARRT structured education and clinical experience requirements.

Students may take the ARRT certification exam after the completion of all required MRI clinical experience and education requirements as directed by the ARRT.

The cost of the examination is \$225 for the first attempt, \$200 for re-application.

*Applying for certification and registration using the Nuclear Medicine Technology Certification Board (NMTCB) as a supporting category: \$450.*

Candidates who are eligible for the exam in MRI are allowed three attempts to pass the exam in three years, which begins with the initial exam window start date. After 3 unsuccessful attempts or three years have expired, the individual is no longer eligible. See the ARRT examinee handbook for further details.

Any student who has a previous **misdemeanor or felony conviction** must follow the guidelines established by the ARRT if an offense has occurred since their radiography certification. Go to [www.arrt.org](http://www.arrt.org)

As of January 1, 2016, any post primary candidate is required to complete 16 hours of **structured education related to MRI**. Candidates enrolled in an educational program (such as Kent State University) may use documented instructional hours to satisfy all or part of their post primary structured education. Candidates must meet the requirement based on content outlines for MRI. Structured education expires after 24 months.

CQR/2011: Continued Qualifications Requirements beginning 1/1/11: certifications will be limited to 10 years.

Earn ARRT Credentials (Magnetic Resonance Imaging – Post Primary):

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/postprimary-requirement>



## Program Attendance Policy

---

### Didactic Course Attendance

Online courses are conducted on the premise that regular attendance requires students to log into Canvas. Attendance is measured both by virtual presence in the online course and student interaction with course learning materials and assignments.

Students who anticipate an absence from the online course due to technical or medical reasons should consult with the instructor individually. An absence due to illness or injury requires verification from a medical professional and should be presented to the instructor.

Students are expected to check their Kent State e-mail and to log into the system multiple times (at least every other day) during the week. It is recommended to access Canvas more often than you feel necessary, especially at first.

All actions by students in Canvas can be tracked. At any time during the course, an instructor may generate a report that indicates when and how long individual students have been logged into the LMS or engaged with course materials or course tools.

Students who fail to complete assignments or meet course attendance standards may earn an "SF" grade for stopped attending. This may affect financial aid and may prevent the student from entering the course.

### Clinical Experience Attendance

**Internship:** Those currently working in MRI can complete clinical requirements during paid time at their place of employment.

1. **Verification of employer agreement is required.** No affiliation agreement is required.
2. The student is responsible for maintaining up-to-date immunization records and other required employment records with their employer.
3. Students will submit a signed time log documenting completion of internship hours.

**Clinical Education:** Those who are not currently working in MRI will complete clinical requirements at an affiliated healthcare facility during unpaid time (at their place of employment or elsewhere).

1. An affiliation agreement is required.
2. The student will need to complete a federal and state background check, drug screening, and submit up-to-date immunization to CastleBranch, a record-keeping service utilized by the program.

In addition to the rules and regulations stated in the KSU "catalog" the following will be enforced:

1. Students will schedule their clinical time in **four week blocks** as designated by the Clinical Coordinator.
2. Students are required to **submit their clinical schedules** to the MRI clinical coordinator via the LMS. Schedules also must be **posted at the clinical education site** (CES) in advance to their start.
3. Clinical time may only be completed **during pre-arranged dates and times**. Students may change or update their scheduled clinical day without penalty if there is a 2 week notice with a new schedule being submitted to the clinical coordinator and posted at the CES. Failure to adhere to the attendance policy and clinical schedule will result in a reduction of clinical schedule points and disciplinary action may be implemented.



4. Students are required to **complete at least 15 hours per week** at the clinical education setting. This can be accomplished for example by two 8-hour shifts or a 12.5 hour shift along with a 3.0 hour shift. A 30-minute lunch must be taken for anything over 5 hours and does not count toward clinical time. Scheduled clinical time is limited to a maximum of 12 hours per day.
5. Students are not permitted to perform clinical competencies outside assigned clinical time. Violation of this clinical policy will result in disciplinary action.
6. Students are required to **“clock-in”** for each clinical day. The exact time in and time out must be recorded electronically. Attendance will be routinely checked by the Clinical Coordinator.
7. If you **are unable to attend** your scheduled clinical day, you must contact the clinical site and the clinical coordinator at least one hour prior to your scheduled clinical time.
8. Any clinical **schedule changes** and/or make up clinical time must be scheduled and pre-approved by the clinical education site and the clinical coordinator. Changes and absences must be documented on the attendance form.
9. In case of a **clinical absence**, the missed clinical time must be rescheduled and completed by the end of the semester, unless extenuating circumstances exist.
10. Students are permitted to **reschedule up to 3 clinical days** within fall and spring semesters without penalty. Summer semester permits only 2 rescheduled days. This policy pertains to clinical schedule changes made within a 2-week time period. For example, if the student has a scheduled clinical day on the 20<sup>th</sup> and changes that day on the 7<sup>th</sup> (13 days), this change counts as one of the three reschedules. Any rescheduling under 2 weeks (absence or clinical schedule change) beyond 3 occurrences will result in a grade drop by 1 letter grade for each additional reschedule.

### Clinical Education: Tardiness

1. Students must be at the Clinical Education Setting in their assigned area prior to the start of the assigned clinical time.
2. Students who report to the assigned area at the Clinical Education Setting (5) minutes or more after their assigned time (without a written excuse) will be considered tardy.
3. Time missed between 5 minutes to 15 minutes will be made up in a 15-minute time block. Time missed between 16 minutes to 30 minutes will be made up as 30 minutes. This continues in 15-minute increments as needed.
4. Students are permitted 2 occurrences of tardiness during the semester without disciplinary action however the time must be made up as indicated above.
5. A conference report will be created after the 2<sup>nd</sup> tardy and thereafter if more occur. The final clinical course grade will be lowered one letter grade on the third unexcused occurrence of tardiness and again for the fourth and fifth occasion. If the resultant grade is a C- or lower in an RIS required course, dismissal from the program will occur. Extenuating circumstances will be considered.
6. Repeated tardy occurrences between (1) and (4) minutes may result in a conference report and deduction of clinical education schedule points.

If difficulties arise clocking in, an excused tardy may be accepted by taking a single picture of the hospital computer you are using, with the following items included:

- Trajecsyst website on the screen, clear visible time in bottom right corner of screen and label proving a hospital computer is in use.
- If this is not possible due to underlying circumstances a technologist can email the clinical

coordinator directly within 48 hours stating your attendance and time of arrival. This is a courtesy and should not be abused, the clinical coordinator will ultimately decide if the tardy is excused.

## **Inclement Weather/Emergencies/Disasters**

---

If Kent State University Salem Campus closes due to inclement weather or due to an emergency or a disaster, an announcement will be made on the Kent State Salem **web page** ([www.kent.edu/columbiana](http://www.kent.edu/columbiana)) and/or on area radio and television stations (as listed in the Kent Salem Schedule of Classes). Please note that radio and television announcements will specifically state Kent State Salem Campus.

Students with texting abilities will receive **Flash Alerts** which warns of weather or emergency situations. Go to <https://www.kent.edu/flashalerts> to learn more information. Also, under the Campus Life tab of the KSU Salem Web Page, information can be viewed by clicking on 'class cancellation'.

### **Didactic Courses**

Due to the flexible nature of online course delivery, course delivery and assignment due dates may only be impacted by extenuating circumstances.

### **Clinical Education Courses**

Due to variations in weather over geographical areas, some students may experience severe weather that prevents attendance at their clinical site. Students are to use their judgement in attending and if the weather is severe, they can reschedule that clinical day. This must be reported to and approved by the MRI clinical coordinator within 24 hours of occurrence.

During times of inclement weather, emergencies or disasters, (as declared by a government official or clinical education setting), the student will not be charged for an absence and will not have to make up the clinical day.

## **Organized Activities**

---

The University welcomes individuals from all different faiths, philosophies, religious traditions, and other systems of belief, and supports their respective practices. In compliance with University policy and the Ohio Revised Code, the University permits students to request class absences for up to three (3) days, per semester, in order to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students will not be penalized as a result of any of these excused absences.

The request for excusal must be made, in writing, during the first fourteen (14) days of the semester and include the date(s) of each proposed absence or request for alternative religious accommodation. The request must clearly state that the proposed absence is to participate in religious activities. The request must also provide the particular accommodation(s) you desire. Requests will be approved or approved with modification in an effort to arrange a mutually agreeable alternative arrangement, and will be considered an excused absence. If the request falls on a clinical day, the time will be made up according to the Attendance Policy for Clinical Education Courses. If the request falls on a didactic class day, time missed from courses will follow the *Attendance Policy for Radiologic Technology Courses at the Campus*.

For more information regarding this Policy you may contact the Student Ombuds ([ombuds@kent.edu](mailto:ombuds@kent.edu)).

## Clinical Education Course Policies

---

### Extension of a Clinical Education Course

#### Required Extension of a Clinical Education Course

1. Clinical education courses provide the student with the opportunity to complete clinical experience requirements as determined by the ARRT.
2. Some students may require additional time in a clinical education course due to:
  - a. Inability to complete the clinical experience requirements.
  - b. Documentation by program officials that shows evidence that the student is not ready to complete the clinical education course due to suboptimal performance or insufficient knowledge of MRI procedures.
3. The clinical coordinator will decide the length of time for the required extension.
4. Students will receive a grade of In-Progress (IP) until requirements are completed and a grade may be assigned.

#### Student request for an extension of a clinical education course

1. A student may request an extension of a clinical education course.
2. The purpose may be that the student wishes to enhance their clinical education skills.
3. The student must have successfully completed all previous clinical education courses to make such a request.
4. The request must be made in writing to the Clinical Coordinator no later than twenty (20) days before the close of the fall or spring semester and by five (5) days before the close of the summer semester.
5. This extension is only applicable to clinical education courses; no other course is eligible for extension.
6. The request for extension will be reviewed by the clinical coordinator of the program. The decision will be given to the student one (1) week from the date of the request.
7. All requests for extension will be considered on an individual basis.
8. Students will receive a grade of In Progress (IP) until course requirements are met. The instructor will change the grade to a letter grade when requirements are met.

## Clinical Supervision of Students

---

Students must perform medical imaging procedures under the **direct supervision** of a qualified MRI technologist at all times.

Direct supervision is defined as a qualified MRI technologist who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or images.

## Clinical Education Course Objectives

---

In each semester of the MRI program at Kent State University, the student will be enrolled in clinical education that requires attendance in an assigned clinical education setting in order to:

1. Acquire competency and proficiency in MRI procedures.
2. Develop and practice safe habits associated with equipment and accessories in accordance with accepted equipment use.
3. Employ techniques and procedures in accordance with standards in MRI practice to maintain safety to the patient, selves, and others.
4. Develop and practice appropriate interpersonal relationships with patients, other members of the health care team, families of patients, and others offering or requesting services of the facility, without discrimination.
5. Acquire professional values and develop appreciation for life-long learning.
6. Develop critical thinking and problem-solving skills.
7. Practice ethical conduct and professional behavior at all times.
8. Respect patient, department, and facility confidentiality in all areas.
9. Be evaluated in the following areas by technologists and the clinical coordinator reflecting assessment of the affective, cognitive, and psychomotor domains:
  - a. Observes, absorbs, retains, and accurately applies knowledge
  - b. Accurately prepare for procedures and performs in a timely fashion
  - c. Follow directions and organizes duties efficiently
  - d. Practice quality patient care
  - e. Communicates effectively
  - f. Adjusts and handles stressful situations through critical thinking and problem solving
  - g. Demonstrates dependability, acts as part of a team
  - h. Uses self-direction within capabilities and demonstrates self-confidence
  - i. Accepts suggestions and constructive criticism
  - j. Acts in a professional manner

## Venipuncture/Injections

---

Students enrolled in the MRI clinical education course must demonstrate competency in venipuncture and IV placement. Students must complete an IV assessment form during the fall semester provided by the MRI Clinical Coordinator.

Students who may not be able to complete venipuncture training on injections may have to be reassigned to another clinical site.

## Health Policy and Background Checks

---

1. Students must comply with the required health program of Kent State University and their assigned Clinical Education Setting. Failure to comply with the health program of the Clinical Education Setting is cause for dismissal from the program.
  - a. New students are required to have a negative drug screen report as completed through Quest Laboratories and uploaded into the CastleBranch portal by the due date. Students with a positive or inconclusive drug screen cannot be assigned to a KSU clinical education setting.
  - b. Students are required to submit a form completed by their health care provider into CastleBranch that they are in good health prior to entry into the program.
  - c. New students are required to submit negative TB testing and immunization records into CastleBranch prior to attendance at the clinical site.
  - d. CastleBranch and Trajecsyst fees are KSU program fees assessed at the program start.
2. Students are not employees of the Clinical Education Setting and are not covered by worker's compensation.
3. Students are urged to provide their own health insurance coverage. The University does not assume or provide free medical insurance coverage for students in the clinical areas or on campus. Students may purchase health insurance coverage by contacting University Health Services at the Kent Campus. Students are responsible for the payment of all bills incurred if an accident should happen at the campus or clinical site. Some clinical sites may offer student health insurance.
4. Any illness, communicable disease, or other condition that might affect the health of the student, patients, or staff should be reported immediately to the program faculty and clinical instructor. The student may be asked to leave the campus if applicable or clinical site if the health condition may harm others.
5. Due to the physical nature of this profession, student may not be allowed to attend clinic if an injury requires them to have a cast, sling, crutches, or any other apparatus that may interfere with the student's ability to perform procedures or puts a patient at risk. Students will be allowed to attend clinic if they provide a full medical release and are able to meet ALL clinical objectives. All absent time will need to be completed as stated in the attendance policy.
6. Students are required to have both state and federal background checks prior to program start. Castle Branch uses Fast Fingerprints to perform the fingerprinting and the results are sent to program directors which are uploaded into the portal. Students may use a local police or sheriff's department for the 2 background checks and upload the results into CastleBranch.
7. Applicants with a record must seek advisement from the program director prior to applying. Applicants will be advised to contact the American Registry of Radiologic Technologists Ethics Committee prior to the program start ([www.arrt.org](http://www.arrt.org)).
8. A clinical education site may request a drug screen at any time during clinical rotations. A positive drug screen will result in immediate dismissal from the program.

**Hepatitis “B” Immunization**

The Occupational Safety and Health Administration (OSHA) have published standards addressing occupational exposure to blood-borne pathogens. The standards state there is an occupational hazard for health care workers – especially when dealing with blood-borne pathogens such as the **Hepatitis B Virus (HBV)**. The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in health care settings.

The MRI program **recommends** (but does not require) that students take part in a Hepatitis B immunization program prior to starting clinical education rotations. A student may check with a health department, local hospital or physician to inquire about the immunization. The immunization will include three injections and a blood antibody test. If a student chooses to participate, he/she will be responsible for payment and submitting documentation of participation in CastleBranch by the start of clinical education in fall semester. If a student chooses not to participate with the immunization, a waiver indicating such must be signed and submitted to the Senior Program Director by the start of the program.

**Please note that some clinical education sites may require the first immunization.**

**Students should check with their site prior to clinical education.**

**Cardiopulmonary Resuscitation**

---

Students enrolled in MRI clinical education courses are required to hold a current certification in cardiopulmonary resuscitation from the American Heart Association or its equivalent. This certification must be completed by the first clinical education day and kept current for the duration of the program.

The level of certification must include adult (one rescuer and two rescuers), child, and baby CPR and obstructed airway for the adult, child, and baby and AED. American Heart Association: BLS Provider or its equivalent

Students must upload a valid CPR card signed by the instructor and student into CastleBranch by the start of fall semester of the program. Students without the appropriate certification will not be able to complete requirements for MRI courses.

## Communicable Disease Policy

---

Students enrolling in MRI clinical education courses need to be aware, by virtue of the clinical nature of the course, that they might be exposed to infectious disease processes, injury, and their inherent risks.

### Students who are exposed to a communicable disease

1. Students who are notified of an exposure to a communicable disease while attending clinical education courses must do the following:
2. Notify the MRI technologist and/or supervisor as soon as possible.
3. Notify the clinical coordinator as soon as possible who will then notify the senior program director.
4. Follow the guidelines and protocols set up by the Clinical Education Setting the student is attending.
5. Complete a communicable disease form and send it to the clinical coordinator.
6. A student, who is then diagnosed with the communicable disease, must follow part II, as seen below.

### Students who are diagnosed with a communicable disease

1. Students enrolled in MRI clinical education courses are required to notify the program director if they are diagnosed with a communicable disease. The student must complete a communicable disease form that will be placed in the student's file in the program director's office.
2. The student's confidentiality will be protected to a certain degree, mainly to those on a need to know basis. This will depend on what the communicable disease is and if it will affect the health and welfare of others.
3. The Clinical Coordinator will consult with the infection control department of the Clinical Education Setting. When necessary the student will attend a counseling session with the infection control department.
4. Depending on the severity of the disease and the student's physician, the student may be required to QUARANTINE OR POSSIBLY withdraw from the clinical education course and/or the MRI program.
5. Failure to report a communicable disease to the program director may result in dismissal from the MRI program, depending on the nature of the communicable disease.
6. Students are expected to have their own personal health insurance to cover any infectious disease processes or injuries occurring during clinical education rotations.



## Malpractice Insurance for Clinical Education Courses

---

Student malpractice insurance is paid for by the KSU provost's office.

Students may choose to **devote additional time** at the clinical education site they are assigned to during the breaks between semesters, according to the company providing professional liability insurance for our students. Here are the parameters of this policy:

1. This time is extra time and is not part of the assigned clinical education hours required during each semester. This means students cannot use this as make up time for previous absences nor for future assigned clinical time.
2. Students must still follow all of the policies within this handbook including the direct and indirect supervision.
3. Students will wear their radiation detection badge during the scheduled time.
4. Students may perform competencies and proficiencies with registered technologists as needed.
5. Students must stay within the scope of practice of a student in the KSU MRI program.
6. Students must provide a schedule of time to be spent at the clinical education site to the clinical coordinator one week prior to the time scheduled.
7. Students must attend as indicated in their schedule to the clinical coordinator. Failure to attend a scheduled time will result in disciplinary action. This includes tardiness and absent policies.
8. Students are NOT allowed to complete additional time or make up time when the University is closed as applicable (Labor Day, Veterans Day, Thanksgiving, the week between Christmas and New Year's Eve, MLK Day, Memorial Day, and Juneteenth Day) as the student is not covered by the malpractice insurance.



## Conduct Policy

---

### Academic Expectations

The following are offered as guidelines to help you understand what is expected of you as Kent State University undergraduate students. Following them will not guarantee success but will meet program standards. The listing presented is not comprehensive, but it should present a clear idea of how students should conduct themselves at Kent State University:

1. Familiarize yourself with the *KSU Undergraduate Catalog* and MRI Program Handbook and the syllabi for each course.
2. Be sure to purchase course materials and textbooks prior to class.
3. Be responsible for your own learning.
4. Use proper and effective oral and written communication skills.
5. Practice critical thinking and problem-solving skills.
6. Keep questions or comments pertinent to class discussions.
7. Students are expected to be professional and respectful of administrators, instructors, staff and students. That includes verbal and physical behavior as well as language used in email and phone messages.
8. Inform the Program Director as soon as possible if withdrawing from the program

### Clinical Expectations (Clinical Education and Internship Courses)

It is expected that students will follow all clinical policies and procedures for the program and their assigned clinical education setting while enrolled in the program. The following is a list of expected behaviors that students must always follow. The list is not all inclusive.

The student will:

1. Demonstrate quality patient care.
2. Demonstrate respect and professional behavior toward others.
3. Report to the clinical education setting in an alert and rested condition.
4. Be free of the influence or possession of any illegal substances.
5. Report to the assigned area according to the posted schedule. Students should only leave the area if directed to do so. For other reasons, inform your supervising technologist of your location.
6. Maintain accuracy and honesty of all records, reports or other information.
7. Avoid conflict or challenging behavior towards others.
8. Not participate in the theft or destruction of any property at the clinical setting.
9. Follow all safety regulations.
10. Not accept any type of gratuity or gifts from a patient or a patient's family.

## Student Safety Policy

---

1. Students will notify the Clinical Coordinator as soon as possible if there is a declaration of pregnancy by that student. Pregnant students will follow all clinical education site's policies and procedures concerning MRI during the gestational period.
2. Students will properly utilize all equipment and accessories and employ techniques and procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves and others.
3. Students will perform all MRI procedures under the DIRECT supervision of a qualified practitioner **at all times**.
4. Students will follow all infection control policies and universal precaution policies when in the clinical education setting.
5. Students will not put themselves in jeopardy when imaging a patient that appears threatening or dangerous at the clinical education site. Students should always seek assistance from staff personnel when needed in a threatening situation.
6. Students will seek assistance, if needed, from appropriate personnel (security guard) from the clinical education site when entering or leaving the clinical education site.
7. Students will follow all rules of body mechanics when transporting or moving patients or equipment in order to prevent any injuries to self, staff or the patient at the clinical education site or in the lab at the university.
8. Students will adhere to all policies concerning confidentiality of the patient, staff, or facility.
9. Students will adhere to the professional code of ethics for MRI technologists.
10. All students will adhere to the Digest of Rules and Regulations of Kent State University, especially areas concerning student conduct regulations for student behavior that must be followed at the university and the clinical sites.

## **Confidential Information**

---

All facility, personnel and patient records are confidential in nature. This includes all medical images, reports, spoken, paper and electronic information. Students shall comply with all federal and state rules and regulations regarding such information, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Requests for information concerning a patient, personnel or the facility should be referred to the Supervising Technologist.

Students are expected to maintain confidentiality in a professional manner.

Any break in confidentiality by a student will be cause for immediate dismissal from the program. If a student is accused of a confidentiality violation, an investigation will ensue. The grievance policy will be followed.

## **Clinical Experience Dress Code Policy**

---

Clothing is a form of non-verbal communication that reflects confidence in ability and judgement, personal behavior, and sense of professional image. Our patient's perspective of competence and professionalism of the technologist are often based on first impressions, which are then processed into stereotypical responses to the image the technologist presents.

Students must contact their clinical site to determine the scrub color to be worn during clinical experience. Kent State University – Salem embroidered scrubs are available for order upon request.

Students must follow the dress code policy in place at their clinical experience facility. Students may be asked to leave the clinical site in the event of dress code violation. Any missed clinical time will need to be made up.

## Disciplinary Action Procedure

---

1. Before disciplinary action is taken, program personnel will be in contact for the purpose of reviewing the circumstances leading to possible disciplinary action. Clinical personnel may be consulted, as needed if the incident involves the clinical education setting.
2. Program personnel will contact the student and present the information concerning the incident. With any disciplinary action the student is provided an opportunity to share their side, including witnesses, of the incident that led to disciplinary action.
3. Clinical issues will involve reports placed into Trajecsyst by the MRI Clinical Coordinator. The student will receive notification that a report was placed in the system to be read. Comments may be added by the Clinical Coordinator, and/or student.
4. The decision on disciplinary action will be based on a final review of the incident. The action to be taken will be determined by program personnel in accordance with the Grievance Policy of this Handbook, and/or the Student Conduct Policy of the University Policy Register.
5. If dismissal is warranted, the Radiology Program Director will be responsible for that act and writing proper documentation of the action.
6. The written conference report of the incident will document all aspects of the incident. It must be signed and dated by all parties involved and will be placed in the student's file on campus.

### Steps in the Disciplinary Process

Below are the steps in the disciplinary action process. Please note that some incidents may warrant the move to an advanced disciplinary action, in a way which is proportionate to the severity.

#### Step I: Written Warning

A written warning will be completed for any student who has violated policies or procedures as previously described. One of the program personnel will contact the student and record the information on the conference form that will be placed in the student's file on campus.

#### Step II: Program Probation

When further problems or violations occur, a student will be placed on probation based on the incident. The length of the probationary period depends upon the severity of the disciplinary problem. A conference report will be written stating the reasons for probation and how long it will last. Also, the report will include the behavior or performance that is expected from the student during that time with the consequence for not fulfilling those expectations. This report will be signed and dated by the student and Radiology Program Director and/or the MRI Clinical Coordinator. During the probationary period, the appropriate authority will monitor the behavior or performance.

**Step III: Clinical Education Course Extension**

For clinical issues, additional occurrences may result in a clinical education course extension. The student will be required to complete additional clinical day(s) depending on the incident and severity. The MRI clinical coordinator will coordinate the schedule the day(s) with the student.

**Step IV: Program Dismissal**

Additional occurrences may result in program dismissal by the Radiology Program Director. A student will be immediately dismissed without going through any previous steps for any of the following items as witnessed by MRI technologist(s). This list is not all-inclusive.

1. Breach of patient or hospital confidentiality (HIPAA).
2. Falsifying information.
3. Being under the influence of or possession of illegal substances on the property of the clinical education setting.
4. Participating in a conflict or attempting to injure others on Clinical Education Setting property, including the use of a weapon with the intent to cause harm.
5. Engaging in the theft or destruction of any property at the clinical education setting.
6. Abusing a patient, fellow student, employee or anyone at the Clinical Education Setting, physically or verbally.
7. Violation of a Clinical Education Setting (CES) policy which may require the CES to terminate the clinical placement of the student.
8. Any violation of policy requiring immediate dismissal as stated in the "University Undergraduate Catalog," and/or the Administrative policy regarding regulations for student behavior.

Students still have the right to follow the grievance procedures.

**Grievance Procedure**

---

If issues arise concerning implementation of policies, the grievance procedure is as follows: The student contacts a course instructor or clinical coordinator or program director within 10 days (excluding weekends) of the occurrence of the problem in question, explaining the nature of the problem and proposing a suggested solution.

The Program Director will investigate the issue and may confer with the clinical coordinator and the faculty of the program. A solution will be provided to the student within 10 business days. In the event the Program Director fails to respond to the grievance within 10 days or if the student is not satisfied with the response, the student may proceed to the next step in the due process procedure.

If the student is not satisfied with the ruling, the student may proceed with the Kent State University Salem Campus Student Complaint Process found at:

<http://www.kent.edu/policyreg/administrative-policy-and-procedures-student-complaints>

The grievance policy is non-retaliating, meaning the student will not be harassed, reprimanded, or punished by anyone for using this policy.

## Student Transfer Policy

---

### 1. Transfer from another university/college to Kent State University:

A student may apply for transfer from another university or college by observing the following KSU admission requirements:

- a. Students who have attended any educational institution after graduating from high school must apply as a transfer student.
- b. Generally, a transfer applicant who has taken 12 or more semester hours with a college cumulative grade point average of at least 2.0 on a 4.0 scale may be admitted. An applicant who has taken fewer than 12 semester hours will be evaluated on both collegiate and high school records.
- c. Transfer applications are processed on a rolling basis. However, early application helps to ensure early consideration for class registration and financial aid. Therefore, the best time to apply is at least six months prior to the term you wish to enter Kent State.

### 2. Transfer between MRI Programs outside the University System

A student enrolled in a MRI program outside of Kent State University may apply for transfer to the MRI program at KSU by observing the following requirements:

- a. Apply online to Kent State University using the online application.
- b. Submit your transcripts. Request an official transcript from each institution attended since high school graduation. Send one set directly to the Admissions office.
- c. Submit a second set of transcripts to the MRI program director of the transferring institution along with a copy of all course descriptions and respective syllabi for course evaluation. Program reserves the right to accept all or none of the transferring student's radiology core courses. The program determines eligibility of the transfer based on the course sequence from the transferring program as compared to Kent State University MRI Program.
- d. Student must transfer into the MRI program with a minimum 2.75 GPA.
- e. Student must obtain a letter of recommendation from his/her present Program Director stating the student is in good standing and thereby approving the transfer.
- f. Student must obtain a letter of recommendation from his/her present Clinical Coordinator (if applicable) stating the student is in good standing and thereby approving the transfer.
- g. Copies of all clinical documentation (if applicable) must be submitted to the transfer program for review.
- h. Transfer program reserves the right to have the transfer student repeat all or a portion of their clinical requirements as deemed clinically necessary.
- i. For clinical education, the student must submit the following documentation as required by the program's clinical affiliations: proof of drug test, proof of state and federal background check, proof of immunization documentation, proof of physical examination, and proof of BLS certification.
- j. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity.
- k. The transfer may be denied, or student may need to apply to the program as a new student.

## Program Complaint Resolution Policy

---

The MRI program at Kent State University is always willing to investigate any complaint against any aspect of the program and will try to resolve the complaint as soon as possible.

1. Complaints can be made to the following sources, depending on the content of the complaint:
  - a. Complaints may be made to a MRI faculty member or the program director, or the assistant dean.
  - b. Complaints at the clinical education setting may be made to a MRI technologist, clinical coordinator, and/or the radiology department director. Complaints received from these sources will then be given to the program director or the Complaint Adviser for the campus.
2. Methods:
  - a. Students may contact the radiology program director to discuss any problem they may be having or to make a complaint about the MRI program.
  - b. Evaluations: Program evaluations are completed each semester. These evaluations can provide an avenue for someone to make an anonymous complaint against the program. The program personnel analyze the information and make improvements as needed.
  - c. Student Complaint Process: Students may make a formal complaint to the Complaint Adviser/Assistant to the Dean about a problem they are unable to discuss with the faculty of the program. Information can be found here: <https://www.kent.edu/policyreg/administrative-policy-and-procedure-student-academic-complaints>
3. All complaints will be handled in a confidential manner. There is no retaliation of a complaint filed.
4. Reasonable efforts will be made within the program or the institution to resolve a complaint within the recommended time limit as stated in the University Rules and Regulations of the Student Flash Guide.
5. The program and/or the institution will follow the due process policy in resolving any complaint.



## Pregnancy Policy

### For Applicants and Students Enrolled in the MRI Program

---

Options:

1. **No declaration of pregnancy.** The student progresses through the program with no declaration to program or clinical personnel. No change in clinical experience.

2. **Written notice of voluntary declaration.**

*USNRC: Declared pregnant woman* means a woman who has voluntarily informed the licensee, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.

If the student chooses to disclose her pregnancy, she must immediately provide written notification to the Program Director and the Clinical Coordinator. The notice would indicate the expected due date. Declaration allows the student to make an informed decision based on her individual needs and preferences.

Possible clinical re-assignment if working at a 2.0 Tesla or above if Kent State has other clinical sites available. Any time missed from clinical education must be made up per the attendance policy. Graduation depends on the student meeting all didactic and clinical requirements.

The student will also be required to follow the recommendations of the ISMRM safety committee. The pregnant student may not enter the scan room while the RF and gradient fields are being employed (during scanning). Since the possible effects of static magnetic fields at 2.0 Tesla and above have not been determined in regards to an embryo/fetus, students will not be permitted to enter the scan room at any time. It is the policy of the program to instruct all students that the effects of MRI are undetermined with respect to the embryo/fetus.

Voluntary declaration has the following options:

- a. **Continuing the educational program with modification** in clinical clinical experience. Modifications to participation in duties in the MRI department as assigned to MRI technologists may be made. Any time missed from clinical education must be made up per the attendance policy. Graduation depends on the student meeting all didactic and clinical requirements.
- b. **Continuing the educational program without modification** in clinical assignment or interruption. The student would maintain participation in all duties in the MRI department as assigned to MRI technologists.
- c. **Leave of Absence from the program:** If the student takes a leave of absence from the program, the place of re-entry would depend on factors. Students may be placed



at the beginning of the program or somewhere within the program based on their academic and clinical status and standing when leaving.

- d. **Option for written withdrawal of declaration:** A student may withdraw declaration of pregnancy at any time during the pregnancy.

Neither Kent State University Salem Campus nor the student's assigned Clinical Education Setting will be responsible for effects to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

## Credit By Exam (CBE)

---

From the Kent State University Undergraduate Catalog:

Students with demonstrable ability and knowledge in a particular subject area may earn credit in selected courses through Credit-By-Examination (CBE).

**Students who wish to pursue CBE must complete the CBE application to gain appropriate college and departmental permission.**

The cost is \$50 per credit hour.

The appropriate academic department administers the exam which may include the completion of additional assignments.

The minimum passing standard for CBE is the equivalent of a “C” grade. For RIS classes, this is a passing score of 78%. No letter grade, only credit hours, are posted to the academic transcript for CBE.

CBE is only available to current enrolled degree seeking Kent State University students excluding transient, College Credit Plus, guest and workshop. CBE credits cannot be used to fulfill the Resident Requirement.

The process should start with the student contacting the MRI Program Director.

More information about CBE can be found here: <https://www.kent.edu/registrar/credit-exam>

## University and Campus Resources

---

### [Student Accessibility Services \(SAS\)](#)

Student Accessibility Services (SAS) provides support services for students with documented disabilities. SAS utilizes an interactive, case-by-case approach when determining eligibility for services and reasonable accommodations. Students requesting accommodations from SAS may be required to provide documentation regarding their specific disability. This documentation should demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (and the ADA As Amended in 2008).

### [Kent State Student Mental Health and Wellness Services](#)

### [Administrative Policy Regarding Regulations for Student Behavior](#)

### [University Policy Register: Unlawful Discrimination and Harassment](#)

## **Confidentiality of Student Records**

### **Student Records at the University**

1. The University maintains accurate and confidential student records.
2. It is the right of the students to have access to their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws.
3. Student records, with certain exceptions, will not be released without prior consent of the student.
4. Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review.
5. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.
6. Kent State University maintains that the student records policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974.
7. The detailed description of the student records policy can be found in one or all of the following: University Register and University Life: Digest of Rules & Regulations.

### **Student Records at the Clinical Site**

2. It is the responsibility of the student to maintain their own records at the clinical site.
3. At no time, may a student view another student's records.

## **Web Based/Social Media Communications Policy**

---

In order to promote professionalism, students shall NOT post/share ANYTHING including but not limited to: texts, images, links, unprofessional or offensive images, comments or other forms of web based/social media materials of faculty, students, clinical personnel, clinical education settings or patients to social media such as, but not limited to, FaceBook, Message Boards, Personal Blogs, Instagram, Snapchat, Twitter, Reddit, Tumblr, or any other platforms. This includes any part of patient medical records (i.e., MRI images).

Any of the above mentioned may be a violation of HIPAA if it involves patient information For further information on HIPAA: <https://www.hhs.gov/hipaa/index.html>  
Or <https://cphs.berkeley.edu/hipaa/hipaa18.html>

No one can override this policy by granting the student permission to post anything pertaining to the program or clinical site on social media. This includes fellow students, faculty, clinical staff, and patients and their caregivers.

Any student found to have posted, supplied or forwarded materials for postings used on social media platforms may be subject to disciplinary action. This may lead to dismissal from the program. A clinical site also has the right to dismiss a student from their site for such an offense which may also lead to program dismissal.

It is strongly advised that students maintain professional relationships with KSU radiology personnel and clinical staff during the course of the program. However, having social media connections with the above-mentioned groups DURING the course of the program is highly discouraged. Social media connections with classmates is encouraged in a professional manner.

Please note that future employers routinely assess professional qualities by viewing potential candidate's social media websites. Students are advised to review their site(s) for any unprofessional images or language, which could impact future employment opportunities. LinkedIn is a KSU recommended professional networking site.

## **Agreement of Policies**

---

Students enrolled in the MRI program are required to electronically sign an agreement of understanding regarding the policies and procedures that have been presented in the Kent State University MRI Program Student Handbook and that policies and procedures may be changed, with notice, if found necessary by the MRI program.