



GET READY

to be Career Ready!

Radiologic Technology Student Handbook





Radiologic Technology Program Handbook 2026-2027

Revised 7-2026

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PROGRAM INTRODUCTIONS

Welcome to the MTC Radiologic Technology Program

Welcome to the MTC Radiologic Technology Program. The program is a partnership between Mitchell Technical College and various clinical supporters. Mitchell Technical College is accredited by the Higher Learning Commission (HLC), a regional accreditation agency recognized by the U.S. Department of Education. The Radiologic Technology program is accredited by the JRCERT (Joint Review Committee on Education in Radiologic Technology). The Standards for an Accredited Educational Program can be found at <https://www.jrcert.org/accreditation-information/accreditation-standards-2021/>

This program presents a unique clinical and didactic challenge to students. This includes a combination of classroom study and clinical rotation for practical application. Classroom study will occur on the main MTC campus. Clinical application will occur at a variety of area clinical sites.

Students who successfully complete the curriculum may be eligible to take the national certification and registration examination offered by the ARRT. Successful completion of this program does not guarantee the student is eligible to take this examination, as the ARRT reviews applications and determines eligibility for the examination.

Questions regarding eligibility should be directed to the ARRT (arrt.org). It is the responsibility of the student to apply for the certification examination.

Student Agreement

I have read the policies of the MTC Radiologic Technology Program and I agree to adhere to program policies described within.

☐ **YES**

☐ **NO**

Print Name

Signature

Date

*** This form is to be placed in the student's file.**

Mitchell Technical College

Mission, Vision, and Core Values

MISSION

It is the mission of Mitchell Technical College to provide skills for success in technical careers.

VISION

Mitchell Technical College will be an innovative leader in technical education and a valued partner in global workforce development.

CORE VALUES

Learning: MTC prepares students with the knowledge, skills, and mindset for lifelong learning and career success.

Excellence: MTC integrates innovative technologies, instructional methods, and facilities to deliver high-quality, unique educational experiences

Personnel: MTC recruits, develops, and invests in skilled, dedicated, and student-oriented faculty and staff.

Community: MTC fosters a community that values diversity, respect, and equity, advocating for the unique needs of each student's college experience.

Improvement: MTC commits to improving student learning and institutional effectiveness through a system of assessment and continuous review.

Advocacy: MTC promotes the value of technical education by building strong relationships with stakeholders and engaging in activities that raise awareness of the college's mission.

Radiologic Technology Mission Statement

It is the mission of the MTC Radiologic Technology Program to provide skills for success in the field of radiologic technology.

Student Radiologic Technologist Job Description

1. Position: Student Radiologic Technologist

Reports to: Program Director
Clinical Coordinator
Program Faculty
Clinical Preceptors
Department Directors
Clinical Staff

2. Job Responsibilities (supervised by staff technologist):

- a. Responsible to operate radiologic equipment for the purpose of producing diagnostic x-ray images
- b. Establishes and maintains positive interpersonal relationships
- c. Utilizes time in an efficient manner
- d. Demonstrates reliability and punctuality
- e. Adheres to policies of MTC and the program, as well as those of any clinical site
- f. Demonstrates appropriate judgment and decision-making
- g. Performs other duties as assigned

3. Essential Requirements:

These requirements are aligned with the expectations of industry and are made available to facilitate a valid career choice by the student.

Physical Demands and Working Conditions:

Heavy work requiring pushing, pulling, carrying, holding, lifting, and exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently and/or up to 20 lbs. of force constantly in order to move objects like the human body and portable equipment. Good manual dexterity is necessary for dialing, filing, grasping, holding, turning, typing, reaching, sorting, and writing. Up to 80% of the schedule involves standing or walking. Due to the hazard of ionizing radiation exposure in x-ray, particular standards and procedures must be followed as outlined in the Radiologic Technology Program Handbook.

Communication requirements:

Fluency in written and spoken English is essential to ensure patient safety.

Environmental risks:

Individuals may be exposed to infectious disease, bloodborne pathogens, radiation exposure, physical hazards such as needle sticks or injuries sustained by moving or lifting patients, equipment, or materials. Radiation exposure is monitored throughout clinical training and classroom instruction.

Sensory requirements:

Visual acuity to review diagnostic images and read exam requests and reports. Applicant must be able to hear sufficiently in order to receive and comprehend orders/direction without visual cues. Certain environments disallow face to face communication (i.e., surgical procedures).

Dress Code/Personal Hygiene requirements:

Students must adhere to dress code/personal hygiene policies.

4. Professional Affiliations:

ASRT: Second year students

SDSRT: Second year students (Second year students will be required to attend the annual meeting)

5. Essential Job Functions and Responsibilities (The Student Radiologic Technologist will perform all of the following under the supervision of a qualified Radiologic Technologist.)

- a. Prepare patient and adjust equipment for taking radiographs. Position and instruct the patient regarding procedures. Administer contrast media as ordered.
 - Determine proper voltage / mAs for optimum radiographic quality.
 - Arrange, attach, or adjust immobilization devices as necessary.
 - Adjust collimation and lead shielding to protect from unnecessary exposure to ionizing radiation.
- b. Conduct exams in other areas of the hospital with portable equipment
 - Transport equipment to such area as OR, ER, and patient rooms.
 - Observe sterile techniques and complete exam promptly.
- c. Prepare images for reading by the radiologist if necessary.
- d. Assist with staff/student on the job training and orientation.
- e. Assist with the collection and maintenance of records as required by The Joint Commission accreditation standards, OSHA, quality assurance, and the law.

6. Co-Worker / Patient Relations

- a. The student-
 - Will constantly strive for a professional relationship with MTC, clinical sites, and especially patients.
 - Establishes a rapport with co-workers, faculty, physicians, and/or other students and is generally a "team" player.
 - Gives credit to fellow students or coworkers for their efforts and contributions.
 - Refrains from malicious gossip.
 - Is receptive to constructive suggestions offered by others.
 - Shares responsibilities and offers assistance to co-workers and patients by promptly responding to requests and needs.
 - Conveys enthusiasm and sincerity.
 - Projects an image of professionalism through appropriate attire and mannerisms.
 - Wears proper identification.

- Addresses and acknowledges faculty, staff, physicians, and patients as appropriate.

7. Continuing Education and Professional Development

a. The student-

- Will make every attempt to better themselves professionally.
- Consistently and regularly attends scheduled class and program meetings.
- Attends mandatory in-service sessions.
- Conforms to program policies regarding submission of attendance documentation for conferences/meetings.
- Willingly completes special assignments in a quality fashion and a timely manner.

8. Work Habits

a. The student-

- Will exhibit exemplary work habits worthy of the radiology profession.
- Accepts work assignments readily.
- Performs high quality work that is accurate, neat, and consistent.
- Works well under pressure.
- Provides timely, legible, and concise documentation of services on an ongoing basis or as requested by a supervisor.
- Take care of equipment and work areas.
- Keeps current with all program and hospital policies / procedures.
- Follows body substance, isolation, and all infection control guidelines as designated by hospital policy (i.e., universal precautions whenever deemed appropriate as well as other personal protective devices as necessary.)
- Complies with all aspects of the OSHA bloodborne standard protocol as designated by hospital policy.
- Readily adjusts to changes in methods, procedures, working conditions, etc.
- Observes school hours and observes time clock regulations.
- Will attend all class functions and clinical rotations with minimal absences.

9. Learning Environment

a. Hazards and Risks

- Students may be exposed to infectious diseases and blood / body fluids when working with patients.
- Students may be exposed to dust and some odors.
- Students may be exposed to forms of ionizing radiation and will be provided with the appropriate shielding equipment and personal monitoring devices.

b. Working Conditions

- Students will study and work in a clean environment with proper lighting
- Students may be exposed to unpleasant environmental conditions arising from direct patient care and clinical activities

10. Other Responsibilities

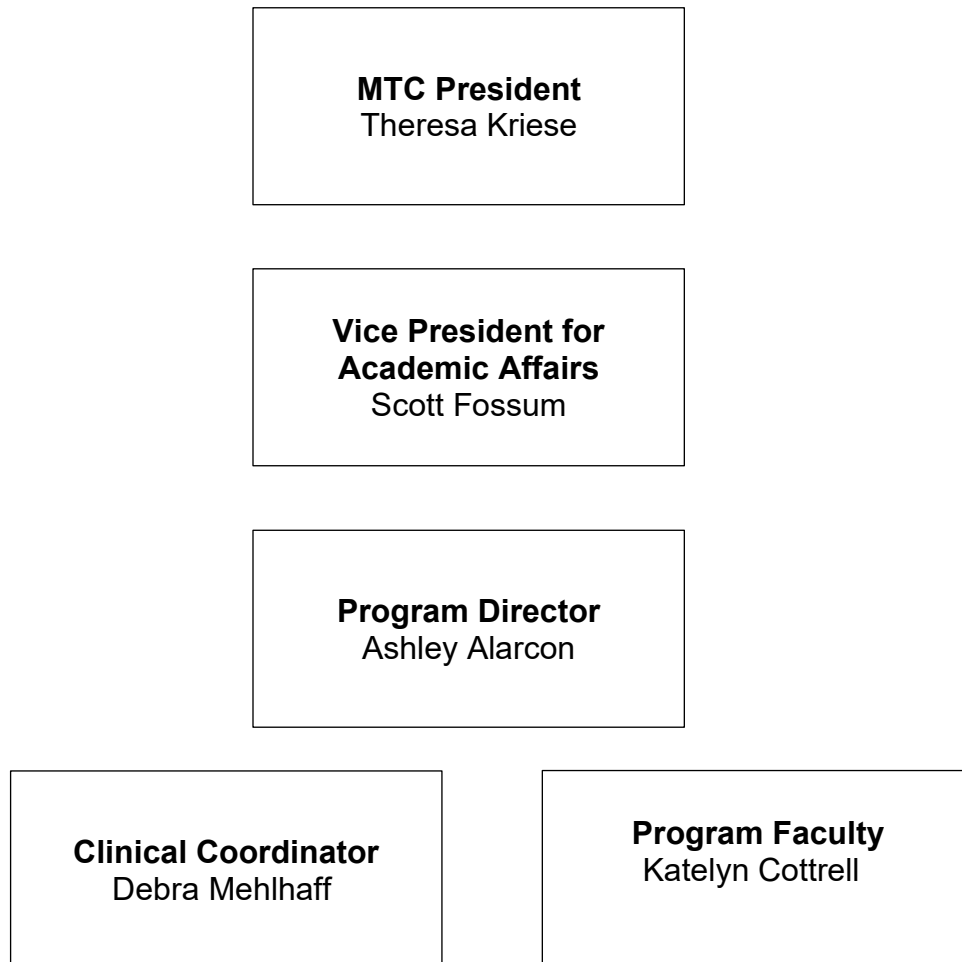
a. The student-

- Will utilize program clinical assets appropriately.

- Conforms to all patient confidentiality policies as outlined by HIPAA.
- Treats patients and their families along with all staff and faculty with respect.

[ARRT Standards of Ethics for the Radiologic Technologist](#)

MTC Radiologic Technology Program
Organizational Chart



Organizations

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

The JRCERT promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT Standards for an accredited educational program in radiologic technology are designed to promote academic excellence, patient safety, and quality healthcare.

Address: 20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182

Phone: 312-704-5300

Web: www.jrcert.org

The American Society of Radiologic Technologists (ASRT)

The ASRT is a professional membership organization representing the interests of radiographers, radiation therapy technologists, and nuclear medicine technologists according to the purpose and goals stated in the by-laws. The ASRT sponsors numerous educational programs for all ranks of technologists and holds an annual meeting with a wide range of professional continuing education offerings. The ASRT developed and publishes the *Curriculum Guide for Educational Programs in Radiologic Technology* and provides for periodic review of curricula in Radiologic Technology.

Address: 15000 Central Ave SE
Albuquerque, New Mexico 87123

Phone: 1-800-444-2778

Web: www.asrt.org

The American Registry of Radiologic Technologists (ARRT)

The American Registry of Radiologic Technologists (ARRT) is the world's largest organization offering credentials in medical imaging, interventional procedures, and radiation therapy. The ARRT certify and register technologists in a range of disciplines by overseeing and administering education, ethics, and examination requirements to graduates of educational programs in six primary pathways: Radiography, Radiation Therapy, Nuclear Medicine Technology, Sonography, Magnetic Resonance Imaging, and Vascular Sonography. Post primary examinations are offered in the areas of Bone Densitometry, Breast Sonography, Cardiac Interventional Radiography, Computed Tomography, Magnetic Resonance Imaging, Mammography, Vascular Interventional Radiography, Vascular Sonography.

The ARRT is not involved in the accreditation process, however it does require evidence that candidates for certification are graduates of an accredited program. The ARRT maintains a registry of certified technologists in all disciplines of Radiologic Sciences.

Address: 1255 Northland Drive
St Paul, Minnesota 55120

Phone: (651)-687-0048
Web: www.arrt.org

ADMISSIONS PROCEDURES

Pre-training Health Assessment / Immunization

The MTC Radiologic Technology Program requires a physical examination before entrance to the program. The physical examination form will be distributed at June registration. The physical must be completed and signed by a medical provider between the date the form is received and the start of fall semester. All students should review the essential requirements listed in the student job description in this handbook.

The MTC Radiologic Technology Program must maintain a record of immunizations for each student enrolled in the program. These immunizations are required out of concern for student health and safety in the clinical setting. While MTC oversees standard program compliance, individual clinical sites may have additional or differing vaccination requirements that students must meet.

Certain clinical sites may require mandatory drug testing. Students assigned to these sites will be required to participate at the student's expense.

The following immunization requirements must be met or in-process before the student will be allowed to enter the clinical setting.

1. An initial two-step Mantoux skin test to evaluate for tuberculosis, with required annual re-screening.
2. A rubella titer showing immunity and/or a record of a second dose of MMR.
3. Record of Hepatitis B vaccine.
4. Record or history of chicken pox and/or Varicella vaccine.
5. Record of Tdap vaccine.
6. Annual influenza vaccination.

**If student has the COVID-19 vaccine(s), documentation will be uploaded into the immunization tracker software.*

Financial Information

Estimated program costs are available through the business office. Two criminal background checks are required (at the student's expense); instructions are given at New Student Registration in June. A second background check will be required for students before entering clinical.

The student will be responsible for certain miscellaneous expenses:

1. Travel to and from clinical sites and required campus visits
2. Meals

3. Housing

Refund Policy

Students who leave the program and desire a financial refund of tuition should refer to the MTC Student Handbook for details.

Financial Aid

Students enrolled in the program will be eligible for financial aid on an individual basis. The student should fill out a FAFSA (Free Application for Federal Student Aid) to determine what assistance is available. Any questions should be directed to the MTC Financial Aid Office.

Readmission Process

To be readmitted to the program after withdrawing, a student must meet the following requirements:

1. The student must have officially withdrawn from the program.
2. The student must have been in good standing and achieved a grade of "C" or higher in all program courses in the semesters prior to withdrawal.
3. All program courses must be repeated in the prescribed order of the curriculum sequence.
4. Students meeting readmission criteria may be readmitted for the fall and spring semesters of the first-year curriculum, however, placement in the summer semester clinical will be determined based on the availability of a clinical site. Readmitted students are not guaranteed clinical placement. If more than one student in a cohort has been re-admitted, available clinical placement will be assigned in the order the students were re-admitted into the program.
5. Readmitted students must begin coursework in the fall semester of the academic year following withdrawal. Those who do not begin at that time must reapply for the program and will be considered alongside all other applicants.

Transfer Students

Prospective transfer students must meet the following criteria to be considered for admission:

1. Accredited Program Background:
 - a. The student must have previously attended a JRCERT accredited program and must apply within 12 months of withdrawal from that program.
2. Admission Requirements:
 - a. The student must meet the program's standard admission requirements, including any prerequisites outlined by the curriculum.
3. Coursework and Clinical Agreement:
 - a. The Program Director, the Vice President of Academic Affairs, and the student will collaborate to determine the appropriate coursework and clinical requirements needed to complete the program.
4. Transcript and Recommendation:
 - a. Official transcripts must be sent directly from the previous institution. A letter of recommendation from the Program Director of the previous institution is required to support the application.
5. Instructor References:
 - a. The Program Director reserves the right to contact the student's past instructors for additional references to assess academic and clinical performance.

CURRICULUM

Radiologic Technology Program Description

The Radiologic Technology program utilizes didactic, laboratory, and clinical education to prepare students to work as radiologic technologists. The didactic, or classroom portion, teaches the student the fundamental principles of x-ray production, radiographic positioning skills, radiographic anatomy, imaging equipment, radiographic pathology, patient care, and radiation safety. The clinical portion allows the student to gain practical experience in real-life situations.

Students will attend courses on MTC's campus the first two semesters of the program. For the subsequent three semesters, the student will be assigned to clinical rotations, including evening and weekend rotations, in various locations in South Dakota. This may require the student to relocate to the area of their clinical assignment at their own expense. Students will complete online courses during their clinical semesters and will return to campus for various learning activities.

The curriculum is designed around the ASRT Radiography Curriculum. The curriculum is also designed to meet the standards of the Joint Review Committee on Education in Radiologic Technology (JRCERT), which is the accrediting body for radiologic technology programs. The degree of Associate of Applied Science in Radiologic Technology will be awarded upon successful completion of the program.

Students who successfully complete the curriculum may be eligible to take the national certification and registration examination offered by the ARRT. Successful completion of this program does not guarantee the student is eligible to take this examination, since the ARRT reviews the applications and determines eligibility for the examination.

Questions regarding eligibility should be directed to the ARRT (arrt.org). It is the responsibility of the student to apply for the certification examination.

Once the ARRT certification exam has been successfully passed, the student becomes a registered technologist and is entitled to all the rights and privileges of that title.

Faculty Roster

Radiologic Technology Program Director:	Ashley Alarcon B.S., RT(R)(CT)
Radiologic Technology Clinical Coordinator:	Debra Mehlhaff, RT(R)(DX) CBBDT
Radiologic Technology Faculty:	Katelyn Cottrell, B.S., RT(R)(M)
Additional Clinical Personnel	
<u>Avera Queen of Peace</u>	Beau Lanners RT (R) (CT)
<u>Avera Grasslands Diagnostics</u>	Madison Vanderheiden RT (R) (CT)
<u>Sanford Health Clinic Mitchell</u>	Ann Crothers RT (R) (CT)
<u>Huron Regional Medical Center</u>	Eric Wangsness RT (R) (CT)
<u>Prairie Lakes Healthcare System</u>	Shelby Thyne RT (R)(CT)
	Mersadie Reuer RT (R)(CT)
<u>Madison Regional Health System</u>	Kyle Landin RT (R)(CT)
<u>Prairie Lakes Orthopedics</u>	Tara Zenk RT (R)(CT)
<u>Sanford Health Clinic Watertown</u>	Morgan Falk RT (R) (CT)
<u>Monument Health Rapid City Hospital</u>	Tim Henke RT (R)
	Lauren Penticoff RT (R)
<u>Monument Health Ortho and Specialty Hospital</u>	Cory Holmes RT (R)
	Jen Crow RT (R)
<u>Monument Health Medical Clinic-Flormann St</u>	Robert Schroeder RT (R) (CT)
<u>Monument Health Sturgis Hospital</u>	Mika Hess RT (R)
<u>Monument Health Spearfish Hospital</u>	Tyler Berger RT (R) (MR) (CT)
	Brianna Baumann RT (R)
<u>Monument Health 10th St Clinic Spearfish</u>	Kristin Ulmer RT (R)
<u>Monument Health Orthopedics Spearfish</u>	Heather Delahoyde RT (R)
<u>Avera Aberdeen Family Physician's Clinic</u>	Christopher Gillick RT (R)
<u>Avera St. Luke's Hospital</u>	Christopher Gillick RT (R)
<u>Avera Orthopedics - Aberdeen</u>	Kimberly Pulfrey RT (R)
<u>Sanford Aberdeen Medical Center</u>	Stacy Zimmerman RT (R) (CT)
<u>Avera St. Mary's Hospital</u>	Kaitlyn Huebner RT (R)
	Ashley Dillman RT (R)
	Kayla Weitzman RT (R)

Department Committees

The MTC Radiologic Technology Program, in accordance with JRCERT standards, maintains one standing committee:

1. Advisory Board – The Advisory Board has been established to ascertain the needs and the future of the program and its students, advise on program policy and procedure, and to assist MTC to meet the standards of accredited programs.

Radiologic Technology Advisory Board

Sean Bortnem	Ashley Seward	Eric Wangsness	Clayton Deuter
Lexy Sharon	Jake Cornella	Chris Carlson	Theresa Kriese
Stephanie London	Cory Holmes	Marla Smith	Scott Fossum
Beau Lanners	Megan Gilbertson	Dezarae Fenski	School Board Representative
Tony Kallas	Tara Zenk	Julie Gross	Student Representative
Kristin Ulmer	Kirby Peterson	Program Faculty	

Program Outcomes

(click to view)

Program Outcomes:

<https://www.mitchelltech.edu/programs/radiologic-technology/>

Course Outlines and Descriptions

(click to view)

Course Outline and Descriptions:

<https://mitchelltech.smartcatalogiq.com/en/2024-2026/catalog-and-student-handbook/program-offerings/radiologic-technology-aas-degree/>

Testing/Grading Policy

The program's grading policy requires the student to attain a minimum "C" final grade for each RAD course to be eligible to take the ARRT National Registry Exam. In addition, students must complete all technical courses and HS 103 with a minimum grade of C (2.0) in order to graduate. Students who do not achieve a C (2.0) grade will be prevented from enrolling in the subsequent semester due to prerequisite requirements. Students are assigned a faculty advisor whom they will meet with at least once each semester to monitor progress.

The following grading scale will be used for all "RAD" related courses:

A =	90% - 100%
B =	80% - 89.99%
C =	70% - 79.99%
F =	69.99% and below

Final grades are not rounded up (e.g., an 89.99% remains B).

Grades are issued at the end of each semester. The student may request a meeting with any program faculty to discuss grades.

Missed/Make-up work

Late assignments will receive a 10% grade reduction for each day they are overdue. Missed assignments due to illness will be accepted for full credit upon the student's return (within a time frame equal to the number of days missed). After that point, the late assignment policy will be enforced. If a student misses a quiz or test due to illness, they will be allowed to take a make-up test. Faculty reserves the right to handle cases on an individual basis. For all absences other than illness-related, assignments must be made up prior.

Testing

Student testing will take place in the assigned classroom. Students who struggle with distractions during testing are encouraged to purchase noise-cancelling headphones without Bluetooth capabilities. Our goal is to mimic the ARRT testing environment in an effort to prepare students for that setting. Students may also take their test in the CSS if it is part of their IEP or 504.

This is an excerpt from the ARRT site on what to expect on testing day:

Expect to hear noises during your exam, such as typing, coughing, or people entering/leaving the exam room. If you think this will distract you, request earplugs or noise-reduction headphones at test center.

Course Retakes

To graduate from Mitchell Tech and to be eligible for the ARRT exam, students must earn a minimum grade of “C” in all program courses. Students who do not achieve at least a “C” in a program course will be ineligible to enroll in the following semester due to prerequisite requirements.

Students who fail any program course will not be allowed to continue in the program and may reapply. For Registry Review I, II, and III courses, students who score between 69.0% and 69.99% will have the opportunity to take two remedial comprehensive tests to improve their grade to a passing level. These tests must be completed within one week after the end of the semester. The average of the two remedial test scores will replace the lowest score from the original tests. This opportunity is available only once throughout the three-part series of Registry Review courses. If a student scores below 70% in any subsequent Registry Review course, they will be ineligible to continue in the program. Please refer to the Readmission Process policy in this handbook.

To maintain skills and competencies, students who are readmitted according to the Readmission Process or have reapplied to the program must repeat all technical courses starting with the initial fall semester courses, including those previously completed with a grade of C or higher. Any student repeating a program course will be held to the same standards as all enrolled students, including attendance, assignments, labs, simulations, and quizzes/tests. A program course must be successfully completed within two attempts. Please refer to the Readmission Process policy in this handbook.

Proficiency Audit

A Proficiency Audit is a formal academic requirement where a student, having previously passed a course, is required to re-attend and actively participate in the curriculum to ensure content currency, skill retention, and/or clinical readiness.

Unlike a standard audit, a Proficiency Audit requires the student to complete all assigned coursework and assessments to a specified standard – typically a final grade of “C” or better in each course. While the student’s original grade remains on the official transcript and no additional credits are earned, failure to meet the required proficiency standard during the audit will impact the student’s eligibility to progress within their program of study.

The cost associated with a Proficiency Audit is equivalent to MTC’s standard audit fee. Students are responsible for this fee, along with any applicable lab or material fees associated with the course.

Unsatisfactory Progress

The MTC Radiologic Technology Program will make every attempt to assist students having problems whether they are clinical, didactic, personal, illness, etc.

Any student who does not meet the standards set forth in the handbook will be subject to disciplinary action (DA). An instructor will assign the DA as one of three classes, depending on the nature of the infraction. DAs will affect the student's grade in whatever course the action applies to as outlined below:

CLASS I: Minor tardy (less than 15 minutes late), minor clinical performance issue, uniform, unexcused absence (student fails to inform faculty), etc.

1st DA – No grade penalty

2nd DA – Grade reduction of 5%

3rd DA – Grade reduction of 10%

4th DA – Grade reduction of 15%

CLASS II: Significant tardy (more than 15 minutes late), moderate clinical performance issue, minor ethics issue, etc.

1st DA – Grade reduction of 5%

2nd DA – Grade reduction of 10%

3rd DA – Grade reduction of 15%

4th DA – Grade reduction of 20%

CLASS III: Truancy (half of clinical shift), theft, insubordination, HIPAA issues, major ethics issue such as cheating, etc.

1st DA – Grade reduction of 10%

2nd DA – Grade reduction of 15%

3rd DA – Grade reduction of 20%

4th DA – Grade reduction of 25%

Grade penalties are progressive by CLASS. For example, if a student receives two CLASS II DAs, they will be penalized 10% of their final grade. If the student then receives their first CLASS I DA, there will be no additional grade penalty, a second CLASS I DA will result in an additional 5% grade reduction, for a total grade deduction of 15%. The grade reduction will be applied to the total points available in the course. ***NOTE: IF A STUDENT REQUIRES DISCIPLINARY ACTION, THEY MAY BE REQUIRED TO REPORT TO THE MTC CAMPUS***

MTC Student Handbook: All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. See Policy MTC 1044. The Board and Mitchell Tech officials have the legal authority to deal with disruptive students and student misconduct. Due process, for most situations, shall be met when:

The student is given oral or written notice of the charges against him/her;

The student is given an oral or written explanation of the facts that form the basis of the proposed suspension disciplinary action;

The student is allowed to have an advisor present during any proceedings, including interviews with Mitchell Tech officials; and

The student is given an opportunity to present his/her version of the incident.

The student may appeal the imposed disciplinary action as specified in Policy MTC 1045.

Clinical Education and Rotations for Radiologic Technology

Students will attend clinical rotations in various locations in South Dakota. This requires students to relocate to the area of their clinical assignment at their own expense. Past clinical locations have included: Mitchell, Watertown, Spearfish, Pierre, Aberdeen, and Rapid City areas. Students are responsible for transportation to and from clinical sites. Clinical shifts include day, evening, and weekend hours. Students are not allowed to attend clinicals more than 40 hours each week or 10 hours in one day. Hours exceeding these limitations must be voluntary on the student's part. Students are required to utilize the Trajecsyst clinical tracking system as directed.

NOTE:

The field of Radiologic Technology is one that requires close patient/caregiver contact. The student radiographer needs to be aware that the art of accurate patient positioning requires the use of anatomical landmarks. Students will be instructed how to locate these landmarks, perhaps during a demonstration by faculty with a student acting as the patient. Program faculty assures the student that any contact between the instructor and the student during these sessions is strictly for medical instruction and for the benefit of the class.

POLICIES AND PROCEDURES

Attendance Policies

Bereavement Leave:

Students who experience the loss of an immediate family member (parent, stepparent, child, stepchild, brother, sister, stepbrother, stepsister, spouse, fiancé, mother-in-law, father-in-law) will be allowed 5 working days off. Students are not required to make up the hours missed, but coursework must be completed.

Students who experience the loss of a grandparent or grandchild will be granted 2 working days to attend funeral services. Students are not required to make up the hours missed, but coursework must be completed.

Students who experience the loss of loved ones other than those previously mentioned may take personal leave to attend funeral services. All arrangements must be made with the Program Director or Clinical Coordinator.

Class / Clinical Attendance:

CLASSROOM:

Students are strongly encouraged to attend all classes. Failure to attend classes will result in a reduction of course grade (**see syllabi**). Weather-related announcements for on campus classes are made using the MTECH alert system. In the event of a late start, students will report at the time that campus opens.

CLINICAL:

Students will use their own best judgement to determine whether they feel comfortable attending a clinical rotation during inclement weather. If they decide not to attend clinical due to inclement weather, they will have the option to either use personal time or to make arrangements with the Clinical Coordinator to make up the clinical shift at a later date. Prior to the start of the clinical shift, students must email the Clinical Coordinator and call the clinical site to notify the site of their absence.

Faculty may cancel clinical rotations for a specific geographic area when inclement weather creates unsafe travel conditions. In such cases, students will be notified by program faculty.

Holidays/ Breaks:

Students will observe the same holiday schedule as Mitchell Technical College.

Students follow the Mitchell Technical College holiday schedule and are not permitted in the clinical setting when the college is closed.

Illness / Personal Leave:

CLASSROOM:

Students are allowed two absences per course. It is expected that if a student will not attend a class, they email the instructor prior to the class start time. This type of absence will be entered as "Excused" in the gradebook. If the student fails to email the instructor prior to the class start time, the absence will be considered "Unexcused" and the Unsatisfactory Progress Policy is utilized. For the complete attendance policy, please refer to the course syllabi.

CLINICAL:

Students will be allowed the equivalent of five clinical shifts for personal leave to be used in the case of illness, emergency, inclement weather, or at the student's discretion. Personal leave may be requested in full or half-shift increments in Trajecsyst. Students must make requests at least 24 hours before the requested time off and faculty reserves the right to deny any requests.

1. If a student is unable to report for a clinical shift due to illness, emergency, or inclement weather, they are required to inform the faculty via email and clinical personnel via phone call to the department **prior** to their assigned shift. If personal leave is requested more than 24 hours prior to requested day off, faculty will consider the request in Trajecsyst and email the student with instruction to notify the clinical site.
2. In the case of illness, faculty will document personal leave in Trajecsyst.
3. If a student has no personal leave left and misses clinicals for more than two days due to the same illness, a doctor's note may be requested.
4. The student will be required to schedule make up days for any time missed that exceeds their personal leave. Exceptions may be made for military obligations, long term medical leave, etc. Students follow the Mitchell Technical College holiday schedule and are not permitted in the clinical setting when the college is closed.
5. Personal leave is discouraged on evening rotations, weekend shifts, and any advanced modality rotations.
6. The use of personal leave the last 5 days of each semester is discouraged and will be considered on a case-by-case basis.
7. Students who are diagnosed with a communicable disease are required to IMMEDIATELY inform the Clinical Coordinator and refrain from attending clinical rotations. Students will work with the Clinical Coordinator to make up any missed shifts from clinical.

Interview Day / Reference Requests:

Students will be allowed one clinical shift to attend interviews. The shift can be split into two half-shift increments. Proof of attendance will be required. The interview day is for radiologic technology positions **ONLY**. It may also be used for academic orientation if a student is continuing their education.

Faculty will provide references only when an official request is made by the student.

Overtime

If the student is involved in a procedure and their scheduled shift is ending, it is most often unethical to leave the procedure. In these cases, students must notify the Clinical Coordinator to arrange compensation time. A schedule will be arranged by faculty for the student to receive time back within the same week if possible. Program faculty reserves the right to modify attendance policies on case-by-case basis.

Tardiness**CLASSROOM:**

Students who are late for a class will be issued a tardy. The student is expected to notify faculty via email/phone call prior to the class start time. Students who fail to notify faculty will be subject to the Unsatisfactory Progress Policy.

CLINICAL:

Students enrolled in the MTC Radiologic Technology Program are expected to report to their assigned shifts 5 minutes before the scheduled time. This allows the students to mentally and physically prepare themselves for the day's experience. Tardiness will not be tolerated. The program policy for tardiness follows the procedure as outlined in the Unsatisfactory Progress section.

Since the department utilizes a timeclock, review of those records will be the primary method to determine tardiness in the clinical setting. Students will be required to make up the amount of time they were late.

Exceptions to this rule may only be made if the student contacts program faculty and explains their situation **prior** to the report time for their particular rotation. Faculty reserves the right to determine the validity of multiple or repeated situations and to deal with them on a case-by-case basis.

Tardiness will be defined as reporting for training prior to the half-way point of the class or assigned clinical shift. Reporting later than this will result in truancy.

Truancy

Truancy is defined as reporting to scheduled class or clinical shift after half-way point of the class or shift has passed without prior notification. The program policy for truancy follows the procedure as outlined in the Unsatisfactory Progress section.

Trading of Shifts

In the clinical setting, students will be assigned clinical rotations. A student may trade a full rotation or a single shift with a classmate in the same cohort. Students must trade into the rotation/shift that they are trading out of; for example: a student trading out of the evening rotation/shift must trade for a different evening rotation/shift. This includes weekend shifts as well. All trade requests must be requested via MTC email and approved by the Clinical Coordinator prior to the dates of the trade.

Pregnancy Policy:

It is known that ionizing radiation is potentially harmful to a developing fetus. The MTC Radiologic Technology program believes that it has the responsibility to protect pregnant students while maintaining their privacy. **It is the choice of the student whether to declare a pregnancy or not.** The student should keep in mind that declaring their pregnancy will enable faculty to better assist them with radiation safety and missed schoolwork. A declaration of pregnancy (see following page) and any leave of absence (LOA) request (if applicable) must be made in writing to the Program Director with the expected date of delivery stated. The student also has the option to withdraw their disclosure of pregnancy at any time; this must be submitted to the Program Director in writing.

There are several methods students can use to keep the abdominal dose below 50 mrem/month:

1. Always wear a 0.5 mm lead equivalent apron (preferably a wrap-around) during fluoroscopy, specials, and mobile radiography exams.
2. Utilize distance from the source to lower exposure.
3. Take advantage of the protection of the exposure booth.

Following these rules will help ensure that pregnant radiation workers may continue duties with assurance that the fetus is well protected from ionizing radiation.

Pregnant students should not come into contact with patients infected with:

1. Chickenpox (Varicella)
2. Herpes Zoster, Shingles (If student has not had chickenpox)
3. Measles (Rubeola)
4. German Measles (Rubella)

This does not apply if the student has had the disease or an immunization for the disease.

Students who have declared their pregnancy will be issued an extra dosimeter to be worn at waist level and under the lead apron, when applicable.

MTC Radiologic Technology Program
Declaration of Pregnancy

1. I will continue in the program without clinical modification.
 - Material that outlines the possible risks associated with continuation in the program as may be appropriate and specific to pregnancy, namely the NRC Regulatory Guide 8.13, would be provided..
 - Compliance with departmental radiation safety policy would be expected.
 - Clinical time and all assignments missed for maternity leave would be made up according to the leave policy and as scheduled by the faculty.
2. I will continue in the program with clinical modifications based on individual need.
 - All elements outlined in option # 1 would apply.
 - Clinical assignments could be adjusted on an individual basis.
3. I will withdraw from the program.
 - Applicable academic/clinical credit upon withdrawal would be awarded on an individual basis.
 - Determination of the credit awarded would be based on the individual student's academic/clinical achievement as described in the MTC Catalog and Student Handbook.
 - It would be possible for a student to withdraw and be awarded NO credit.

I have read and understand the Declaration of Pregnancy. After careful consideration, I choose option _____. I understand that a counseling record will be placed in my file outlining specific details of the agreement between myself, the MTC Radiologic Technology program, and CSS. This communication is used to better support the student during their pregnancy.

Signature

Date

Reviewed and revised: Oct 2013; Dec 2021; Aug 2026

Cell Phone, Media Capable Devices, Social Media and Internet Use

Personal cellular device use, and/or text messaging while in the classroom or clinical setting is strictly prohibited. This includes any media capable device, such as a smartwatch. Use of these devices is reserved for designated break periods and emergencies. Students are expected to store all digital devices with other personal items while in the clinical setting. Students performing clinical rotations are expected to use the phones of the facility for work related purposes only. Students are not to browse the internet or participate in personal social networking while they are in the clinical setting and clocked in.

School-Related Communication

Due to factors such as geographic separation and varying schedules, a great deal of information will be disseminated via email to the students' MTC address. **IT IS THE RESPONSIBILITY OF THE STUDENT TO REGULARLY CHECK THEIR EMAIL.**

Faculty will not tolerate excuses for students being uninformed. Students are expected to check their email at least once each day for up-to-date school-related information.

MTECH Alert System

During the first two semesters of the program, school-related emergencies and weather-related closings for MTC will be electronically dispersed via the MTECH Alert system. Instructions for subscribing to this service are available to all students via mitchelltech.edu. **Students should use their own best judgment regarding road conditions, student safety is our first priority.** If weather is threatening, students are advised not to jeopardize their safety by traveling to/from outlying communities. Please refer to "Class Attendance" for details regarding missed classes or clinical shifts due to inclement weather.

Health Insurance

MTC does NOT carry health insurance on students. Health insurance is the responsibility of each student and **MTC encourages** each student to carry some type of health insurance. Injuries sustained while in class, lab, or clinical are the responsibility of the student. Students are responsible for their own medical expenses, whether due to an injury in a clinical facility or elsewhere or to an illness which requires treatment and follow-up care.

Accident and Communicable Disease Exposure

MTC assumes no liability for injury, infection, or illness that may occur as a result of classroom or clinical experiences. Any injury, no matter how minor, should be immediately reported to faculty and immediate supervisor in the clinical area. Radiologic Technology students may be required to submit a health care provider's release allowing the student to return to class/clinical experiences. Any Radiologic Technology student that suspects they have been in contact with a person with a communicable disease should report this to faculty and their immediate supervisor in the clinical area. The student will also contact their physician. If the physician deems isolation or quarantine is needed, the student will be sent home. Isolation or quarantine measures will be addressed individually per case and as recommended by their private physician and under the advice of the South Dakota Department of Health. Students are responsible for their own health costs.

Chemical Misuse and Dependency

The Radiologic Technology department follows the Drug and Alcohol Conduct Guidelines for Students found in the MTC Student Handbook. Because of the requirements for licensure approval and for the safety of the public, the radiologic technology student policy further refers to the use/misuse, possession of, or being under the influence of alcoholic beverages, illegal drugs, or drugs which impair judgment while attending class or clinical, or representing MTC in any manner, in any health care facility, school, institution, or other location. Clinical sites may require initial drug screening.

When an instructor, clinical staff, or administrator observes a student with behavior or appearance that is characteristic of alcohol or drug use, the student will be required to submit to drug or alcohol testing. Immediately after the suspicion of impairment is voiced and brought to the student's attention, they will be accompanied to a designated laboratory by an MTC representative such as faculty or clinical staff. The student will be immediately suspended from school until test results are received. MTC is responsible for the cost of testing. In the event that a student is in the clinical setting, a manager or site supervisor should contact Radiologic Technology faculty or the MTC Director of Student Success.

If the results of the test(s) are positive, the student will meet with the Director of Student Success or designee to determine disciplinary and treatment options that the student must follow to be reinstated into school (refer to MTC Student Handbook Drug and Alcohol Conduct Guidelines). The Radiologic Technology Program Director may recommend that the student be dismissed from the program. If the results of these tests indicate a negative drug screen for alcohol or other illegal substances or for non-prescribed legal substances, the student shall meet with the Radiologic Technology Program Director within twenty-four (24) hours of the test results to discuss the circumstances surrounding the impaired behavior and arrange for completion of any missed class work.

- If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before returning to class/clinical.

- If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.

If a student refuses to submit to drug/alcohol testing, it will be considered a positive result, and the student will be removed immediately from the class/clinical setting. Transport arrangements will be made, and the student will remain out of the class/clinical area until a decision regarding the issue is finalized.

Student ethical violations/suspension must be reported to the ARRT.

ARRT Ethics Review

Students are required to notify the ARRT of any ethics violations, including criminal charges and convictions. The ARRT will determine eligibility to apply for the certification exam. A fee may be charged by the ARRT for this process, which the student is responsible for paying. It is the responsibility of the student to initiate an ARRT Ethics Review.

Smoking Policy

Mitchell Technical College is tobacco and vape free in all buildings and vehicles. This includes all non-FDA regulated electronic nicotine delivery systems and devices. Tobacco, smoking, and vaping is prohibited except for the designated areas.

When the student is at a clinical site, they are to observe the smoking policies of that particular facility. Students will utilize posted smoking areas only during their lunch break or during breaks. Students should be aware that they are working in extremely sanitary environments. Cigarette smoke can remain in clothes for long periods of time and may become noticeable to staff and patients. If this becomes a problem, faculty reserves the right to request that a student refrain from smoking during clinical hours. NOTE: E-cigarettes are considered a form of smoking.

Complaint Resolution Policy

Mitchell Technical College (MTC) recognizes that there may be conditions that need improvement, and that students and others should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means can do much to maintain harmonious relationships between the College and the students, employees, and community.

MTC desires that all types of complaints be handled informally at the level closest to the origin of the complaint. However, a process is provided for filing official complaints when resolution is not achieved. Policies, procedures, and links can be accessed on the [MTC Complaints web page](#). MTC will follow approved policies and procedures for handling complaints.

For all complaints, the first course of action must be to try to resolve the complaint directly with MTC through informal or formal processes. To formally file a complaint, please submit the Complaint Intake Form, which can be found on the Complaints web page. If the matter is not resolved through formal processes, you may choose to file a complaint with the South Dakota Board of Technical Education. The BOTE office will only handle those complaints that concern educational programs or practices of technical colleges and that have exhausted the individual institution's formal process for complaints. The office does not handle anonymous complaints, nor does it intervene in matters concerning an individual's grades or examination results, as these are the prerogative of the college's faculty.

MTC is accredited by The Higher Learning Commission (HLC). For complaints related to institutional practices that may not meet the Criteria for Accreditation established by HLC, individuals should direct complaints to HLC.

Allegations about the Radiologic Technology program's failure to comply with program accreditation standards should be directed to [The Joint Review Committee on Education in Radiologic Technology](#).

Record Maintenance / Student File

The MTC Radiologic Technology Program shall maintain records on each student enrolled in the program. The records are secure and maintained in the Radiologic Technology department on MTC campus. All transcript requests should be directed to the registrar according to the policy outlined in the MTC handbook.

Withdrawal from the Program

If a student chooses to withdraw, they must notify the Center for Student Success and the Program Director. The student must also complete required paperwork through the Center for Student Success.

Dismissal from the Program

Dismissal from the program may result from the following documented infractions:

1. Failure to comply with clinical site policies
2. Blood Alcohol Content greater than the legal limit during scheduled hours
3. Theft
4. Gross negligence or patient abuse in the clinical setting
5. Violation of HIPAA regulations

NOTE: Dismissal is not limited to the infractions above. Ultimately, the severity of an infraction and the resultant punishment is at the discretion of MTC, the Center for Student Success, and department faculty.

Evaluations

Evaluation tools are extremely important to continuing program improvement. The MTC Radiologic Technology program utilizes several tools to track trends in all aspects of each program. These tools collect data which is analyzed each academic year.

Didactic Courses:

The students will evaluate didactic courses as a means to facilitate program improvement.

Students:

Radiologic technology students will be evaluated throughout clinical rotations. An electronic evaluation will be completed by a registered technologist/therapist. Evaluation forms may be accessed through the Trajecsyst reporting system.

Clinical Sites:

Clinical sites will be evaluated by second year students twice a year. This will help identify issues with individual sites.

Ethics

Students enrolled in the Radiologic Technology program are expected to adhere to the ethical standards set forth by the ARRT. Radiologic technology professionals have many responsibilities to coworkers, physicians, and especially patients. There is no practical way to compile a list of these responsibilities, but the general term “Ethics” refers to an overall professional attitude that is required of the field. The following is not an all-inclusive list of examples, but it may guide the student to realize that ethics can be defined as “common sense respect for those around you”.

1. Students will address patients with respect.
2. Students will maintain the patient’s modesty when performing procedures
3. Students will respect the rules of patient confidentiality.
4. Students will not make personal problems burdensome to the patients
i. or other personnel.
5. Students will refer to physicians by their title (i.e. Dr. Jones).

Patient Holding

Individual medical personnel should not have the responsibility of routinely holding patients during imaging procedures. In particular, this should not be a practice routinely demanded of individuals who are designated as radiation workers (i.e. any radiologic technology professional/student). Patients should be held only after it is determined that available restraining devices are inadequate. Individuals holding patients for procedures should be provided with protective lead apparel and should be positioned so that no part of their body is exposed to the direct radiation beam. To assist in minimizing exposure, it is important to carefully collimate to the area of interest. Pregnant women or persons under the age of 18 should not be allowed to hold patients.

If the patient must be held during the x-ray exposure, aides, nurses, or members of the patient’s family should be enlisted to assist in holding the patient. The principle of having other, non-occupational personnel hold patients, is to spread the dose out among many individuals instead of constantly exposing those who are employed to perform imaging studies and spend a lifetime working with radiation as a diagnostic or therapeutic tool.

Clinical Supervision Policy

Medical imaging procedures will be performed under the direct supervision of a qualified radiologic technologist until a student achieves competency in a given procedure. *The JRCERT defines direct supervision as student supervision by a qualified radiographer 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 image.*

After achieving competency in a given procedure, the student will be allowed to perform the procedure under the indirect supervision of a registered technologist. *The JRCERT defines indirect supervision as supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.*

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

It is the policy of the MTC Radiologic Technology program and the JRCERT that any unsatisfactory image must be repeated under the direct supervision of a registered technologist regardless of whether the student has passed their competency for that particular exam. This assures patient safety and proper educational practices.

Radiation Safety / Protection

The student shall not willfully expose themselves or any other person to x-rays without an order from a medical provider. Students will be issued a personal dosimeter when they begin the program. Instruction for use and care of the device will be completed and the Dosimeter Agreement form will be signed and saved in the student file. As stated in the Agreement, dosimeters must be worn anytime the student is in an energized lab on campus, practicing with mobile radiography units on campus, and during all clinical rotations. Dosimeters issued by MTC are to be worn only during lab and clinical rotations scheduled by the program; students who are employed by clinical sites/other facilities must not wear their MTC dosimeter while working as a limited tech. Beginning in the first semester, students will submit dose reports biweekly via MyTech learning management system as a required assignment.

Student radiation exposure is measured by Instadose™ personal dosimeters. The device should be worn on the collar outside the apron per the SD Dept of Health. Upon declaration of pregnancy, a second dosimeter will be issued to be worn under the apron at waist level. Any dose report that exceeds 19 mrem in a 14-day period will be investigated by faculty. (NOTE: MTC uses 19 mrem as its action limit. This is equivalent to approximately 10% of the occupational dose that is allowed biweekly by the NRC).

- The allowed radiation occupational exposure for one year is 5 rem.
- Maximum dose to a fetus is .5 rem for the entire gestational period.

Lost or damaged dosimeters will be replaced at the student's expense. The fee for replacement is approximately \$110. Upon graduation, dosimeters must be returned in the same condition they were received.

Radiation Safety on MTC Campus:

Students will complete an Introduction to Lab during their first week in the program. Students will be instructed on basic usage of the equipment, radiation safety guidelines, and expectations of conduct while in the lab. Students are instructed that exposures may be made only under the direct supervision of program faculty. When faculty is not present, the lab entrances are locked with faculty badge access only. Upon completion of the Introduction to Lab, students will sign the Lab Safety Agreement form which will be saved in the student file.

Radiation Safety in Clinical Rotations:

Collimation must always be utilized when performing x-ray examinations. Patient shielding must be performed per clinical site protocols. Students shall remain behind leaded exposure booth when an x-ray tube is being energized except in times of necessity such as: special procedures, fluoroscopy, portables, surgical procedures, or when it becomes necessary to assist the doctor or the patient. Appropriate protective apparel must be worn by any personnel working in a room where ionizing radiation is being produced (i.e., lead apron, gloves, thyroid shields, etc.).

MRI Safety Training & Screening Policy

The MRI Safety Training & Screening Policy has been established for program students as all students have potential access to the magnetic resonance environment. This ensures that students are appropriately screened for magnetic wave or radiofrequency hazards. All Radiologic Technology program students must complete the following:

- MRI Safety Training
- MRI Safety Training Quiz with 100% accuracy
- MRI Screening Form for Students
 - o Completion of the screening tool will ensure that no contraindications exist which would put the student at risk while in the magnetic environment or that any contraindications are addressed with the student

Students will receive the training materials, complete the quiz and screening form in the second semester of the program. The MRI Safety Training and Quiz will be submitted in myTech in the RAD 152 course and the MRI Screening Form for Students will be completed in Trajecsyst. Screening forms will be reviewed by the Clinical Coordinator and the Program Director. If there is a concern based on the screening form, the student will be appropriately advised by faculty including instruction to inform the clinical site that the student must be screened by an MRI Technologist prior to entering the MRI department. Additionally, should the student status change during the course of the program, the student is required to inform the Program Director in writing and must submit a new MRI screening form in Trajecsyst, as well as inform the clinical site. Students are reminded:

- The MR magnet is ALWAYS ON, even if there is no patient being scanned in the room.

Before entering the MRI environment, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, cell phones, eyeglasses, hair pins, barrettes, jewelry, body piercing, watch, safety pins, paperclips, money clip, credit cards, bankcards, magnetic strip cards, coins, pens, nail clippers, tools, clothing with metal fasteners, and clothing with metallic threads.

Please consult the MRI Technologist or Radiologist if you have any questions or concerns BEFORE you enter the MRI suite.

During clinical training, students should familiarize themselves with the facility's Magnetic ZONE policies (safe and unsafe areas).

Uniforms and Appearance

In the MTC Radiologic Technology Program students are expected to maintain a professional appearance in all clinical and academic settings. This includes attire, hygiene, and grooming standards appropriate for healthcare environments. Students are required to be in their radiologic technology uniform for all classes, group labs, lab practice, and simulation during the first year and for clinical rotations in the second year. Students are required to meet these standards in order to project a professional image to patients, faculty, and clinical staff as a representative of the radiologic technology program. **These guidelines apply whether the student is wearing the scrub uniform or casual clothing:**

GROOMING & HYGIENE

- Maintain clean, neat attire and personal hygiene suitable for the industry. Clothing must fit properly and professionally.
- Cosmetics should be conservative. Colognes, perfumes, and scented lotions should be used minimally (or avoided entirely in clinical settings to accommodate patient sensitivities).
- Fingernails must be clean and well-trimmed. Artificial nails (gels, acrylics, extensions) are strictly prohibited due to infection control standards.
- Hair & Headwear
 - Hair must present a neat, professional appearance.
 - Hair that reaches or touches the shoulders must be pulled back neatly off the collar during clinical rotations.
 - Solid-color headbands (no wider than 1 inch) are permitted.
- Beards and facial hair must be clean, neatly trimmed, and no longer than ½ inch in length.
- Hoop and dangling jewelry (including earrings and body piercings) are prohibited during clinicals for safety reasons. Small, secure studs are recommended.
- If non-concealable, tattoos must be appropriate for a professional setting (free of profanity, explicit imagery, or offensive symbols) and must comply with clinical site policy.

UNIFORMS:

Radiologic Technology students are required to wear scrubs that are black in color. The MTC Radiologic Technology patch must be sewn onto all scrub tops. Patches may be purchased at the Campus Store. *The patch must be centered 1 inch below the shoulder seam on the left sleeve.* Scrub pants must not drag on the floor or have a split seam greater than 1 inch. Low rise scrub pants are discouraged due to the nature of our job requirements (bending, reaching, kneeling, lifting, etc). Scrubs *will not* be worn in conjunction with casual clothes (i.e. sweatshirt over the top).

- Clean & unwrinkled
- Athletic shoes must be in good condition and clean. Faculty reserves the right to require students to replace uniforms/footwear if they feel that it is inappropriate for reasons outside those covered in this handbook.
- Short or long sleeve shirts worn under scrubs must be tucked in with no visible print and must be solid color.

IDENTIFICATION BADGES:

- ID badges must be worn at all times.
- Identification badges must be visible and placed on the collar.

CASUAL DRESS (When applicable) (Personal hygiene rules apply)

Casual dress will be allowed on Fridays during the first two semesters under the following guidelines:

- Casual wear is defined as jeans (no holes or frays) and MTC spirit wear
- Students who wear scrubs on Fridays due to lab practice may wear solid color short or long sleeve shirts under their scrubs.

Society Meetings and Memberships

Second year Radiologic Technology students will become a member of the American Society of Radiologic Technologists and the South Dakota Society of Radiologic Technologists. Membership dues are included in the student fees and are paid by MTC.

Conferences/Seminars

On occasion, a class will attend conventions or other educational seminars. Students are expected to act responsibly and project a level of professionalism commensurate with the field. Students who act inappropriately will be subject to disciplinary action. Faculty reserves the right to determine the severity of the infraction and consequent disciplinary action.

Second year radiologic technology students are REQUIRED to attend the state conference. Registration costs are provided by MTC. Students will be responsible for providing their own transportation.

Graduation Requirements

Students will be allowed to graduate if the following criteria are met:

1. The student has maintained a minimum grade of "C" in all RAD courses.
2. The student has satisfactorily completed all required didactic and clinical coursework.
3. All financial obligations with MTC have been met.
4. All unexcused time has been made up.
5. All reference material has been returned to the program.
6. All institutional requirements for graduation have been met.

Awards

There are two awards presented to students who have achieved outstanding progress in the didactic and clinical portions of the program.

Outstanding Didactic Student Award:

1. Maintains a full-time status throughout the program
2. Holds highest cumulative GPA for didactic aspect of the program
3. Meets all program and institutional obligations to graduate

Outstanding Clinical Student Award:

1. Maintains a full-time status throughout the program
2. Holds highest cumulative GPA for clinical aspect of the program
3. Meets all program and institutional obligations to graduate