

Lawrence Memorial Regis College Radiography Program *Associate of Science*

Medford, Massachusetts



STUDENT HANDBOOK 2025-2026

Welcome

We welcome you as a student of the Lawrence Memorial Regis College Radiography Program and extend our most sincere wishes that these school years may bring you not only the knowledge and skills you hope to attain, but also many lifelong friendships and pleasant memories. We hope this handbook will be of assistance to you in your role of student.

The policies contained in the *Student Handbook* are written in keeping with the Lawrence Memorial Regis College Student Handbook format. Information in this Handbook was current at the time of posting. Policies and regulations are subject to change. Lawrence Memorial Regis College Radiography Program reserves the right to change its curriculum, policies, tuition, fees, or other matters subsequent to the publication of this handbook. Students will be notified as policy changes occur. All updates will be included in MOODLE, the Program's course management platform.

The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, telephone number: (312) 704-5300.

Lawrence Memorial Regis College admits academically qualified persons without regard to basis of race, color, national origin, citizenship, alienage, religion, creed, sex, sexual orientation, gender identity, age, disability, or veteran status.

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Program Mission, Goals & Student Learning Outcomes

Mission

The Radiography program, sponsored by Regis College and supported by MelroseWakefield Healthcare through the Lawrence Memorial Regis College Radiography Program, endeavors to prepare qualified graduates to enter the profession as Radiographers who are:

- Competent in the performance of radiologic exams stipulated within the content specifications published for the American Registry of Radiologic Technologist's Radiography examination.
- Imaging professionals who provide patients with safe, ethical, and compassionate care in their practice.
- Effective communicators.
- Radiologic Science professionals who demonstrate a critical thinking based, scientifically founded, problem solving approach in their practice.

Program Goals and Student Learning Outcomes

The following goals are student centered, apply to all learners, consistent with the profession of radiography and support the Lawrence Memorial/ Regis College mission statement.

- Students will be clinically competent in Radiography.
 - Students will demonstrate knowledge and application of knowledge for all radiographic procedures.
 - Students will apply positioning skills during their clinical internships.
 - Students will practice safety in the clinical environment.
 - Students will practice compassionate and ethical patient care.
- Students will be effective communicators.
 - Students will demonstrate effective oral communication skills.
 - Students will demonstrate effective written communication skills.
- Students will utilize critical thinking and problem-solving skills.
 - Students will adapt positioning skills for non-routine exams.
 - Students will manipulate technical factors for non-routine exams.
 - Students will critique images to determine diagnostic quality.
- Students will demonstrate professionalism.
 - Students will demonstrate honesty and integrity in their clinical performance.
 - Students will place the needs of the patient and department before their own.

Program Effectiveness Goals

The major program goals.

- 80% of students will graduate within three years of their start date.
- Maintain a five-year average pass rate of 75% of graduates who pass the American Registry of Radiologic Technologists certification exam in Radiography on their first attempt.
- Maintain a five-year average of 75% of graduates who secure a position in radiography or pursue advanced education within twelve months of graduation.
- 80% of graduates report satisfaction with the program.
- 80% of graduates' employers report satisfaction with the Program.

In addition to the above goals/outcomes, the program determines its success through rigorous analysis of data obtained from the following:

- Student evaluations
- Academic and Clinical Faculty evaluations
- Academic and Clinical Course evaluations
- Graduate surveys
- Employer surveys

Radiography Curriculum

Radiography

Full-Time Sample Curriculum Plan

Course	Credits	Class Hours	Clinical/ Laboratory Hours	Total Hours
Year I, Fall				
MR 101 Radiologic Procedures & Related Anatomy I/Lab	3	37.5	15	52.5
MR 131 Radiologic Physics	3	45	0	45
MR 140 Patient Care in Radiography	3	45	0	45
MR 120 Radiologic Clinical Experience I	3	0	224	224
BI 105 Anatomy & Physiology I/Lab	4	45	30	75
*Non-Radiography Course	3	45	0	45
Subtotal	19	217.5	269	486.5
Year I, Spring				
MR 102 Radiologic Procedures & Related Anatomy II/Lab	3	37.5	15	52.5
MR 111 Radiologic Imaging I/Lab	3	37.5	15	52.5
MR 231 Radiation Biology & Protection	3	45	0	45
MR 121 Radiologic Clinical Experience II	3	0	224	224
BI 106 Anatomy & Physiology II/Lab	4	45	30	75
*Non-Radiography Course	3	45	0	45
Subtotal	19	210	284	494
Year II, Summer				
MR 220 Radiologic Clinical Experience III	5	10	320	330
*Non-Radiography Course	3	45	0	45
*Non-Radiography Course	3	45	0	45
Subtotal	11	100	320	420
Year II, Fall				
MR 201 Radiologic Procedures & Related Anatomy III/Lab	3	37.5	15	52.5
MR 211 Radiologic Imaging II/Lab	3	37.5	15	52.5
MR 221 Radiologic Clinical Experience IV	4	0	312	312

*Non-Radiography Course	3	45	0	45
*Non-Radiography Course	3	45	0	45
Subtotal	16	165	342	507
Year II, Spring				
MR 240 Advanced Radiologic Procedures	3	45	0	45
MR 250 Radiologic Pathophysiology	2	30	0	30
MR 260 Professional Readiness	2	30	0	30
MR 222 Radiologic Clinical Experience V	4	0	312	312
Subtotal	11	105	312	417
Total	76	797.5	1527	2324.5

***Non-Radiography Courses:** There are eight (8) non-radiography courses that are included within the Lawrence Memorial Regis College Radiography Program's Associate of Science degree requirements. Courses are held for 15 weeks each unless otherwise noted. The listing of non-radiography courses in the curriculum above provides a guideline of how many courses may be taken each semester. The eight (8) prescribed non-radiography courses are:

- * BI 105 Anatomy & Physiology I
- * BI 106 Anatomy and Physiology II
- * EN 105 Writing Seminar
- * EN 106 Critical Reading, Thinking and Writing
- * ID 304 Exploring Ethics
- * MA 210 Statistics
- * SO 201 Introduction to Sociology
- * Humanities Elective

**All non-radiography courses must be completed prior to entering final semester of radiography courses*

Authorization for the award of the Associate of Science degree with a major in Radiography cannot be made until all the radiography courses (academic, laboratory and clinical) and non-radiography courses have been completed with the passing grades stipulated in the *Academic Standards* policy.

Credit Ratio

- 1 credit = 15 contact/semester hours
- 1 hour theory = 1 contact/semester hour
- 2 hours lab = 1 contact/semester hour
- 5 hour clinical = 1 contact/semester hour

Academic Calendar

2025 Semester I/Fall Semester*

Fall Courses begin
 Last Day to Submit "I" Change of Grades from Spring 2025
 All-College Convocation (*Weston campus only*)
 Last Day of Course Add/Drop Period (w/o "W/P" or "WF" grades)
 Founders Day Celebration (*Weston campus only*)
 Indigenous Peoples' Day Holiday (*No classes or clinical*)
 Last Day to Withdraw from a Course (w/ "WP" or "WF" grade)
 Veterans Day (*No classes or clinical*)
 Registration for January/Spring 2026
 Last Day of Clinical Rotation
 Thanksgiving Break
 Classes Resume as scheduled
 Last Day of Radiography Courses
 Last Day of Non-Radiography Courses (*Regis*)
 Radiography Final Exam Period
 Non-Radiography Course Final Exam Period (*Regis*)
 Final Grades Due, Noon (EST)
 Radiography Winter Break (*after completion of course responsibilities*)

Tuesday, September 2
 Friday, September 5
 Tuesday, September 9
 Tuesday, September 9
 TBD
 Monday, October 13
 Thursday, November 6
 Tuesday, November 11
 Monday, Nov. 10 – Friday, Nov. 14
 Monday, November 24
 Wednesday, Nov. 26 – Sunday, Nov. 30
 Monday, December 1
 Wednesday, December 3
 Saturday, December 6
 Monday, Dec. 8 – Friday, Dec. 12
 Monday, Dec. 8 – Saturday, Dec. 13
 Tuesday, December 16
 Saturday, Dec. 13, – Monday, Jan. 19

2025-2026 Winter Intersession (Regis)

January 2026 Intersession Dates

Monday, Jan. 5 – Saturday, Jan. 17

2026 Semester II/Spring Semester*

Dr. Martin Luther King Holiday (*No classes or clinical*)
 Spring Courses begin
 Last Day to Submit "I" Change of Grades from Fall 2025
 Last Day of Course Add/Drop Period (w/o "W/P" or "WF" grades)
 Presidents' Day Holiday (*No classes or clinical*)
 Spring Break
 Classes resume as scheduled
 Last Day to Withdraw from a Course (w/ "WP" or "WF" grade)
 Heritage Week (*Weston campus only*)
 Easter Break
 Classes Resume as Scheduled
 Patriots' Day Holiday (*No classes or clinical*)
 Last Day of Clinical Rotation
 Honors Induction
 Last Day of Non-Radiography Course (*Regis*)
 Last Day of Radiography Courses
 Non-Radiography Course Final Exam Period (*Regis*)
 Radiography Final Exam Period
 Final Grades Due, Noon (EST)
 Pinning Ceremony for May 2026 Graduates
 Baccalaureate
 Commencement

Monday, January 19
 Tuesday, January 20
 Friday, January 23
 Tuesday, January 27
 Monday, February 16
 Monday, March 9 – Friday, March 13
 Monday, March 16
 Tuesday, March 17
 TBD
 Thursday, April 2 - Sunday, April 5
 Monday, April 6
 Monday, April 20
 Friday, April 24
 TBD
 Monday, April 27
 Wednesday, April 29
 Wednesday, April 29 – Tuesday, May 5
 Monday, May 4 - Wednesday, May 6
 Thursday, May 7
 TBD
 TBD
 Saturday, May 9

Note: *Schedule subject to change to meet the academic needs of the school

Telephone Directory

LMRC Radiography Program – LMH Campus

Main Number: (781) 306-6600

Fax Number: (781) 306-6710

Name	Title	Extension
Nancy Phoenix Bittner	Vice President for Education	6608
Kristen Fannon	Program Director	6753
Victoria Glassman	Clinical Coordinator	6758
Colleen Walsh	Director, Student and Alumni Services	6645
Classroom		6035
Lab		6659

Regis College – Regis Campus

Main Number: (781) 768-7000

Student Resources

Academic Advising & Support
Financial Aid
Disability Services
Health Records
Tuition Payments/Payment Plans

Colleen Walsh
Heather Shalley
Colleen Walsh
Kristen Fannon
Colleen Walsh

781-306-6645
heather.shalley@tuftsmedicine.org
781-306-6645
781-306-6753
781-306-6645

Web Access Addresses

Lawrence Memorial Regis College Website: www.lmregis.org

Student Portal: www.lmrc.jenzabarcloud.com

Course-Related Information: www.moodle.regiscollege.edu

Campus Security

The Program is committed to maintaining a safe and secure environment for its employees, students and visitors.

Security patrols on both campuses are conducted around the clock. A security officer is available to escort students or staff between buildings or to parking areas on either campus twenty-four hours a day.

The Campus Security departments maintain a close working relationship with the local Medford and Regis Police and Fire Departments, as well as state and federal law enforcement authorities.

Assault Prevention

Our program is fortunate to have safe campuses. However, students need to know how to be safe not only on these campuses, but in any other location. As part of the program's commitment to safety, assault prevention information is provided to all incoming students.

In addition, a variety of community agencies provide services for victims of assault and/or domestic violence. They are listed below:

Medford Police	911 or (781) 395-1212 - Emergency
	(781) 391-6404 (general number)
Domestic Violence Unit	(781) 391-6767
Mass Domestic Violence Crisis & Support Resources	(877) 785-2020
	www.aardvarc.org
Regis Police	911 or (781) 768-7777
Regis Sexual Violence Incident Report Line	(781) 591-7452
	www.barcc.org
Massachusetts Coalition Against Sexual Assault and Domestic Violence	(617) 248-0922
	www.janedoe.org

Should an assault event occur, the student should contact Security and seek immediate treatment through LMH Urgent Care or MWHC emergency department or through the students' primary health care provider. Even if you think you were not hurt, you may have internal injuries. Early testing and treatment for Sexually Transmitted Infections (STI's) and possible pregnancy can prevent further problems. Avoid eating, drinking, showering, bathing, douching, or changing your clothes before going to the doctor. These activities might result in destroying evidence. Evidence can be collected shortly after a sexual assault that can be helpful if you decide to prosecute. It is a good idea to have evidence taken even if you are uncertain about pressing charges. Evidence can be stored anonymously for up to six months. Should an assault occur, the student may choose to notify local police. Local police have officers trained within their Domestic Violence Unit to assist assault victims throughout the reporting, examination and follow-up processes.

Counseling - Counseling is available through the Regis College Counseling Service regardless of where the assault occurred. Counselors maintain lists of additional resources for victims of crimes. Referrals may be made through personal counseling or anonymously by telephone. Any student who is a victim of a crime and feels he or she needs assistance in living arrangements or a program schedule change should see the Director, Student and Alumni Services. The program will make reasonable accommodations for such persons whenever possible.

Discipline for Assault/Crimes – A full investigation will be made if a student is charged by another member of the Program with assault, rape or similar crimes. Based on findings of the investigation, the accused may be subject to judicial action up to and including dismissal. The complete dismissal policy and procedure are

included elsewhere in this handbook. In addition to program sanctions, legal action may be taken by police authorities.

Crime Statistics

The Program believes that an informed public is a safety-conscious public. The following are statistics of criminal offenses occurring on the LMH campus property and all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus and reported to the Security Office or local Police Department and are provided in compliance with the Crime Awareness and Campus Security Act of 1990.

Occurrences reported (calendar years):

	LMH campus		
	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests for the following crimes on campus

	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

There have been no Hate Crimes reported on campus for the past three years.

All students are urged to continue their vigilance in observing and reporting any unusual occurrences. Students are an important part of our campus security!

Exterior Security

The Program maintains a very strong commitment to campus safety and security. Exterior lighting and building security are an important part of this commitment. Motor vehicle parking lots, pedestrian walkways, and building exteriors are well lit. Exterior doors on campus buildings are secured each evening by Security. No exterior doors are to be propped open. Shrubbery, trees, and other vegetation on campuses are trimmed on a regular basis. Any defects in lighting or building security should be reported immediately to the Vice President of Education office, (781) 306-6602, so that repair orders can be initiated.

Identification Card Security System, LMH Campus

An identification card security system controls access to all buildings on the LMH campus. Each photo identification card is individually programmed to allow access only to necessary areas. This computerized system permits individual cards to be deleted from the access system if lost or stolen and records when and where each card is used. The MelroseWakefield Healthcare Security Department maintains a file of all identification cards issued. Lost or stolen identification cards must be reported immediately to the Director, Student and Alumni Services. All identification cards will be deactivated during leaves of absence, withdrawal from the program and graduation. No security or fire doors are to be propped open at any time.

Reporting of Criminal Actions or Emergencies

All students, staff, faculty and visitors are to promptly report emergency situations and events which they observe, are victims of, or of which they have any knowledge to Campus Security. On the LMH campus, the Security Office is located near Urgent Care on the hospital ground floor. LMH Campus Security is reached by dialing “0” and asking for security. On the Regis campus, Security is located in College Hall room 102, Campus Safety and Security may be reached at extension **7111** (for information) or extension **7777** (for emergencies only).

Whenever any emergency call is received, Security responds immediately. If necessary, other on-campus personnel are called to assist. Assistance from the local police department, fire department and the Physical Plant Departments can be obtained immediately.

The Program campuses continue to be safe due to the vigilance of the Security Departments, faculty, staff and students. Students are an important part of this network of awareness and reporting. Suggestions to enhance security from students are most welcome and should be addressed to the Director, Student and Alumni Services on the LMH campus.

Complaint Confidentiality

The Program makes every effort to release information regarding a complaint or investigation of harassment only on a need-to-know basis. Employees and students should be aware, however, that information must be shared in order for an effective investigation to be conducted and, also, that any manager, supervisor, or instructor who receives a complaint of harassment from an employee/student, or who otherwise knows or has reason to believe that an employee/student is or has been subjected to harassment is expected to report the incident promptly to the Vice President for Education, LMH campus, for investigation.

Commitment to a Drug & Alcohol-Free Workplace

Policy – See *Illness, Injury, or Impairment* policy

Drug and Alcohol Education Programs

Al-Anon and Al-Ateen of Massachusetts

The Al-Anon and Al-Ateen offer support groups for recovering alcoholics and their families. The meetings are free, confidential and anonymous. Meetings are held throughout the state; please visit their website for dates and times of meetings.

Website: <http://www.ma-al-anon-alateen.org>

Office Location: Al-Anon Family Groups of Massachusetts, Inc. 57 East Main Street, Suite 109, Westborough, MA 01581
Phone: (508) 366-0556

Foundation for a Drug-Free World

The Foundation for a Drug-Free World is a nonprofit public benefit corporation that empowers youth and adults with factual information about drugs so they can make informed decisions and live drug-free.

Website: <http://www.drugfreeworld.org/drugfacts.html> .

Phone: (888) 668-6378

Massachusetts Department of Health and Human Services

The Bureau of Substance Abuse Services (BSAS) oversees the substance abuse and gambling prevention and treatment services in the Commonwealth. Responsibilities include: licensing programs and counselors; funding and monitoring prevention and treatment services; providing access to treatment for the indigent and uninsured; developing and implementing policies and programs; and tracking substance abuse trends in the state.

Website: <http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse>

Office Location: Bureau of Substance Abuse Services, Department of Public Health, 250 Washington Street, Boston, MA 02108-4609
Phone: (617) 624-5111

Massachusetts Substance Abuse Information and Education Hotline

Provides free and confidential information and referrals for alcohol and other drug abuse problems and related concerns. The Helpline is committed to linking consumers with comprehensive, accurate, and current information about treatment and prevention services throughout Massachusetts. Services are available 24 hours a day, 7 days a week.

Website: www.helpline-online.com

Phone: (800) 327-5050

Narcotics Anonymous (NA)

NA is a community-based association for recovering drug addicts. Membership is open to all drug addicts, regardless of the particular drug or combination of drugs used and provides a recovery process and peer support network that are linked together. There are no dues or fees for membership.

Website: www.na.org

Helpline: (888) 624-3578

***Detailed information regarding the specific services provided by the institutions on this page have been copied directly from institutions' websites or acquired materials.**

Judicial Sanctions

The Program has established clear sanctions for violations of its standards of conduct. These sanctions, ranging from warnings and mandatory referral to substance abuse programs to dismissal and/or referral to civil authorities for major and/or multiple offenses, will be applied consistently and fairly.

It is the policy of the Program to remove from the premises any student or employee who is unfit due to being under the influence of alcohol or illegal drugs, for his or her own safety and the safety of others. Any employee found in violation of the standards of conduct may be subject to judicial action up to and including dismissal. Sanctions imposed will be consistent with standard personnel policies and local, state, and federal law. Any student found on the Program premises with alcohol or unlawful substances will be subject to the following sanctions depending on the severity of the violation and the offender's prior history:

- Judicial warning
- Suspension from the Program
- Dismissal from the Program
- Referral for drug/alcohol counseling and education
- Referral to civil authorities
- Other appropriate alternatives

It is important that all persons understand the health risks, Program Policy, and legal consequences of substance use and abuse.

Health Risks Associated with Alcohol and Drug Abuse

As health-care educators and providers, the Program is concerned with the health of its staff and students. Abuse of drugs or alcohol affects the physical, emotional and social well-being of the user and frequently also affect the user's family, friends and colleagues. Significant health risks are associated with drug and alcohol abuse. These risks vary considerably depending on the nature of the abused substance.

Illicit drug use and alcohol abuse problems have become a national health concern. Drugs and alcohol are chemicals, and any chemical is potentially harmful. Drugs by their very nature cause reactions in the body. When administered by physicians in therapeutic doses, drugs have mostly beneficial effects, though no drug is without its negative side effects. But when a drug is abused or taken in a non-therapeutic dose or frequency, the negative effects of the drug become magnified and could pose a serious threat to the user.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Standards of Conduct

Consistent with existing local, state, and federal laws, the use, manufacture, sale, purchase, transfer or possession of a controlled substance by any employee or student is prohibited. Being under the influence or in possession of illegal drugs or alcohol by any employee or student while performing Program business or while in a Program facility is prohibited. Under no circumstances should an employee or student consume any alcoholic beverage on campus at any time or off campus prior to going to work or class.

Students and employees found in violation of this rule will be subject to judicial action up to and including dismissal. In addition, federal, state and local laws carry significant penalties for alcohol and drug related offenses.

Fire Safety

Fire Rules

Fire drills may be held at any time. Participation is mandatory for all persons present in the building. All students are responsible for knowing the correct procedure for evacuating the classroom and lab.

The following are considered fire hazards and are subject to judiciary by the Administrative Committee or the Judicial Committee:

- failure to respond to fire drills
- tampering with fire detection or firefighting equipment, emergency lights, smoke detectors, or alarm systems
- propping fire doors open
- obstructing or blocking fire exits, corridors or stairways
- using electrical appliances such as hot plates, coffee pots, heating elements, toasters, frying pans, or popcorn poppers outside of the kitchen
- smoking in school, hospital buildings, or anywhere on campus, including parking lots
- burning candles, incense or potpourri

If anyone detects a fire, or a suspicion of a fire, that person must follow the acronym, RACE (Rescue, Alarm, Contain and Extinguish).

R.A.C.E.

1. **Rescue:**

Remove anyone in the immediate vicinity of the fire.

2. **Alarm:**

Sound the nearest fire alarm at once if it has not automatically been sounded. Telephone the switchboard in the hospital by dialing x246 and tell the exact location, type, and extent of the fire.

3. **Contain:**

Close the doors and windows of the room where the fire is located and close the doors in the hallway. This will prevent the spread of fire and smoke.

4. **Extinguish:**

If it is a small fire, use the nearest fire extinguisher to extinguish the blaze. (Remember the acronym PASS)

- P** - Pull the pin out of the extinguisher
- A** - Aim the hose at the base of the fire
- S** - Squeeze handle of extinguisher
- S** - Use a Sweeping motion across the fire

When you are notified of a fire, verbally or by alarm (this can mean a fire or a fire drill), walk quickly to the nearest exit. If this exit is blocked, use the alternate exit.

Students should gather outside of the Courtyard Nursing Care Center and remain until the "all clear" is announced.

It is mandatory for all persons in the classroom or lab to participate whenever the alarm is sounded.

Insurance Coverage

Health

Students are required to be covered by a health insurance plan while enrolled in the Program. All students enrolled in nine (9) or more credits will be enrolled in the Regis College's student insurance plan. Students who have other comparable insurance must submit proof of the alternate insurance to the Registrar for a revision of their bill. Students should know the terms of the insurance they have selected. Some insurance plans require referrals; others may require co-payments for each visit or treatment.

Liability Insurance

Students acting within the scope of their duties during assigned clinical experiences are protected under MelroseWakefield Healthcare's professional liability insurance policy. Students working in other roles (technician assistant), whether at MelroseWakefield Healthcare facilities or at outside agencies may not be covered by the hospital liability policy. Students may wish to purchase malpractice insurance to ensure coverage beyond student clinical experiences. Should a clinical site require student(s) be individually covered by malpractice insurance, the student(s) will be required to obtain individual malpractice insurance prior to attending clinical experiences at that site.

Student Health Program

Student Health

Policy: Students are fully responsible for meeting health and immunization requirements including submission of blood titer results (see *Required Immunizations/Titers for Students*). **Students will not be allowed to start/continue class/clinical experiences without documentation of all health and immunization requirements.** Student health compliance is monitored by the Health Records Coordinator.

For a student who had health issues or hospitalization that interfered with class or clinical activities, the Health Care Provider must provide a note to clear the student to return to class and clinical activities without restriction. This is submitted to the Program Director. If the student is unable to continue in the Program, he/she will be administratively withdrawn.

Required Immunizations for Students – AY 2025-2026

The following evidence of immune status is required for all students to be enrolled in any courses. These are required by Massachusetts General Laws, Chapter 79,s.15D; Massachusetts Department of Public Health (105CMR 220.700), as well as legal contracts with affiliating clinical agencies.

Immunity must be demonstrated through blood tests (titers) for some conditions as noted below. Copy of the complete laboratory report is required for each titer; physician's documentation of "positive titer" is not adequate.

Tdap	1 dose; and history of a DTaP primary series or age-appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥10 years since Tdap
Hepatitis B	3 doses; laboratory evidence of immunity acceptable; 2 doses of Heplisav-B given on or after 18 years of age are acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥28 days after first dose; laboratory evidence of immunity acceptable. Birth in the U.S. before 1957 acceptable only for non-health science students
Varicella	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable. Birth in the U.S. before 1980 acceptable only for non-health science students
Meningococcal	1 dose; 1 dose MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger. The dose of MenACWY vaccine must have been received on or after the student's 16 th birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form provided by their institution. Meningococcal B vaccine is not required and does not meet this requirement.

Two of the three doses of hepatitis vaccine should be completed prior to enrollment; failure to adhere to time schedule between vaccines may require re-vaccination or titer.

Flu Vaccine: Annual flu vaccine from current flu season.

Polio: (Strongly advised, but not required; more detailed information provided in Student Health Record)

1. Documented completed series of polio immunizations (In the absence of polio documentation, vaccination is assumed for students who attended school in the US. Students educated outside US may be at risk unless vaccinated).

TB (Tuberculosis):

A TB blood test is required. The QuantiFERON®-TB Gold Plus (QFT-Plus) or the T-SPOT®.TB test (T-Spot) are acceptable. If you are known to have a positive PPD or blood test prior, you will need a chest x-ray performed within one year prior to admission. You will also need to complete the symptom form. You may be asked to have additional TB testing if a clinical facility requires additional TB testing prior to conducting clinical there.

Health Services, LMH Campus

Student health services, designed to maintain the physical and emotional health of student nurses, are provided by the physicians in the Urgent Care Center in the hospital. All students may access these services but should realize that their health insurance will be billed. Some insurance plans require treatment or referrals through their own facilities.

Located on the ground floor of Lawrence Memorial Hospital, Urgent Care will provide services seven days a week, 7:00 a.m. to 10:30 p.m. Students wishing to be seen should be registered at least ½ hour before closing time.

The Urgent Care Center is dedicated to providing accessible, high-quality care for patients of all ages. They offer rapid, cost-effective, convenient access to most services with evening and weekend hours, all without needing an appointment.

Health Services, Regis Campus

Health services are located in Maria Hall (rear entrance) and are available to students who are covered by the Regis College student insurance plan. Students are seen by appointment. Blood tests, strep screens and urine tests are done at Health Services and sent to a local laboratory. Health Services telephone number is (781) 768-7290. Health Services is open on weekdays, appointments are recommended. Students must have a complete health record on file, including health history, physical exam, and immunization record to receive treatment at the Health Service, except for emergencies. Health records submitted to LMRC may be shared with Health Services on the Regis campus for students enrolled in the Regis College student insurance.

Reporting Illnesses

If a student is absent on a class day and attendance is required, the student must notify the Program Director before the scheduled class time.

If the absence is on a clinical day, the student must notify the clinical area before the scheduled clinical time.

If a student is absent for several days and will miss non-radiography courses, the Regis Office of Academic Affairs should be notified at (781) 768-7162.

Required Health Maintenance Activities

Evidence of immunity (titer results and vaccines as necessary) to Rubella, measles, mumps and varicella.

Evidence of Hepatitis B vaccine series or positive titer.

Blood tests for Tuberculosis exposure are required every year.

Documented immunizations for polio, tetanus, diphtheria, pertussis, meningitis, annual flu vaccine, and COVID vaccine, as per the recommendation of the CDC at the time. For 2025-2026 (at the time of printing), a student must have one (1) bivalent COVID vaccine dose.

Student Health Records

Students' health records are maintained by Castle Branch, the approved vendor for this information. For students covered under Regis College student insurance, a copy of the health record is also maintained in Health Services, Regis campus and is provided to them by the student.

Immunization records are shared with faculty for clinical facilities requesting such information. Otherwise, all student health records are confidential and information is not released without signed authorization from the student.

Student Responsibilities

Students are responsible for maintaining currency in immunization status. Failure to do this may result in being denied entrance or continued attendance to class or clinical experiences.

Students are responsible for knowing the provisions of their own insurance plan. Some plans, particularly HMO's require treatment only through their own facilities. Students covered by the Regis College insurance plan should get referrals to be seen outside the health services, Regis campus.

Students are fully responsible for carrying out prescribed treatments and medications. The Program cannot be held legally responsible if students fail to do so.

After prolonged absence students will be required to submit a note from their health care provider identifying that they may return to all academic activities (including clinical practice) without restrictions to the Program Director to return to class/clinical.

Students planning elective surgery, including dental surgery, should do so to avoid conflict with course responsibilities. Plans must be approved by current course instructor(s). Upon return, the student must submit a physician's note for clearance to return to the Program to the Program Director.

Program Policies

Academic Advising

Policy: All full-time radiography faculty members will serve as academic advisors to clarify, direct and support students in their academic endeavors. Each student will be seen by one of the faculty advisors at least once per semester once radiography courses begin.

Student responsibilities in the advisement process include communication with the advisor at least once each semester to share progress/problems and anticipated needs. Faculty advisor responsibilities include clarifying the goals, curriculum plan and requirements for the degree and communicating with assigned students at least once each semester. Documentation of advisement is kept by the advisor until graduation.

Registration of students for courses within the Program is managed by the Registrar, Medford campus in concert with the Director, Student and Alumni Services.

Procedure:

1. The Program Director will inform students of the advisement process upon enrollment in full-time radiography courses.
2. No later than one week prior to the end of a semester, each student must see one of the full-time faculty members. The faculty advisor will monitor the progress of assigned students and work in cooperation with the Program Director, the Director, Student and Alumni Services and the Registrar, Medford campus.
3. An academic advising form will be updated for each student each semester and is initialed by the student and the advisor.
4. Students experiencing academic and/or non-academic difficulty will be referred to available resources including counseling services, academic skills center services, tutoring programs, health services and financial aid advisement.

Academic Counseling Statement

Policy: The passing grade in all radiography theory and theory with lab courses is 78% (C+). A grade of "PASS" for clinical courses is 85% (B). Students receive an Academic Counseling Statement when, in either theory; theory with lab; or clinical courses, their grade is below the respective passing grade.

The grade average is determined at mid-semester, after midterm examination and mid-semester clinical performance evaluations are completed, or any time thereafter. A student may be placed on clinical warning at any time. Counseling statements are not issued for non-radiography courses.

Procedure:

1. The faculty member, intending to issue the Academic Counseling Statement, will confer with the Program Director prior to issue of the counseling statement.
2. If the counseling statement is for unsatisfactory clinical performance, a copy of the form should be prepared specifying objectives/performance competencies not being met and any appropriate comments.
3. The faculty member will have a conference with the student who is receiving the counseling statement.

4. The counseling statement is to be signed by the Program Director, the faculty member and the student.
5. The original copy is retained in student record in the Registrar's office and two (2) copies are distributed by the faculty member as follows:
 - One (1) copy to the student
 - One (1) copy to appropriate Program Faculty
6. The Program Director may confer with the Vice President for Education, as needed.
7. Counseling statements are removed from the student record upon completion of the Program.

Academic Failure

Policy: A student may fail and repeat only one course within the entire curriculum.

A student who withdraws from a course and is failing or on clinical warning at the time of withdrawal will have this course counted as a failure. Withdrawn/Failing (WF) will be noted on the transcript for the course.

A student who fails more than one course or fails the same course twice, whether taken at Lawrence Memorial Regis College or elsewhere, is administratively withdrawn from the Program.

Academic Integrity

Student integrity is defined as honest, ethical and professional behavior in the academic and clinical settings.

Lawrence Memorial Regis College (LMRC) is dedicated to the development of the student as a beginning practitioner. Inherent in that goal is the education of the student in the ethical standards of the profession.

Any violation of the *Academic Integrity* policy will be evaluated individually. The Program Director, Vice President for Education and/or Judicial Committee will determine any further action.

Policy: Enrolled students are expected to maintain integrity in all academic pursuits including written work, presentations, examinations, assignments, and other details relating to the assessment of student performance. In addition, enrolled students are expected to uphold the ethical standards of the radiography profession by demonstrating responsibility, accountability for safe clinical practice, and protection of the rights of the patient. Any dishonesty is subject to disciplinary action, which may extend from a failing grade in the work in question to dismissal from the Program.

Academic dishonesty includes but is not limited to:

- Accessing an exam without a faculty member present
- Opening a window or application while taking an exam or during an exam review
- Fabricating data, quotes, or citations for written assignments
- Dishonesty regarding absences, requests for extensions, and the need for make-up exams
- Copying or sharing answers on exams or bringing "cheat sheets" to closed-book examinations, or using any electronic device in an exam/exam review for unapproved purposes., Discussing what is/was on a specific examination with someone who has not yet taken it
- Copying or sharing answers on assignments without faculty permission.
- Purchasing or selling academic assignments (i.e. papers, projects, care plans, etc.)
- Falsifying records, transcripts, recommendations, or other documents indicative of student qualifications
- Submitting the same paper in more than one class without prior permission
- Plagiarism i.e., presenting someone else's ideas or words (including internet sources) as your own in written work, presentations, or other assignments
- In the clinical setting students must provide timely accurate assessments and documentation.
- Demonstrating dishonest communication with patients, faculty, and the healthcare team.

The initial responsibility for resolving situations of academic dishonesty lies with the faculty member and student. If there is a breach in integrity the matter is referred to the Program Director and/or the Judicial Committee.

All students are to demonstrate responsibility and accountability, a conscious dedication to academic and clinical integrity and follow the LMRC Standards of Safe Clinical Practice and the American Registry of Radiologic Technologists Standard of Ethics. The LMRC Standards of Safe Clinical Practice are as follows:

1. Practice within the scope of the course competencies and role
2. Comply with Program and agency policies and procedures
3. Prepare for clinical assignments according to course expectations
4. Provide care that promotes health, safety and optimal patient care
5. Demonstrate the application of previously learned knowledge, competencies and values in providing care
6. Safely prepare, administer and document all medications and treatments
7. Report and record patient information to appropriate persons in a timely manner
8. Promote, advocate for and strive to protect the health, safety and rights of the patient, including confidentiality

The following terms and definitions of violations in academic integrity have been developed as examples only, to assist in the identification of behaviors that are in conflict with the *Academic Integrity* policy. These examples include, but are not limited to the following:

A. CHEATING – to violate rules of honesty and ethical behavior

- copying the answers of another person(s) during a test
- providing test-related information (or answers) to another student
- consulting unauthorized materials during a test (notes, calculators, electronic devices)
- assisting a student to copy or use unauthorized material
- taking an examination for another student or having another take an exam for a student (i.e., false representation)
- facilitating cheating or failure to report cheating to faculty
- altering examination results
- consulting with another student to complete an assignment and representing the work as one's own without the knowledge of the faculty
- deception in compliance with course requirements
- deception in the provision of patient care

B. FABRICATION – to create information to deceive

- falsifying any information, e.g., citation, transcript, clinical assignment, any materials used for qualification/evaluation
- inventing a source or reference
- including non-related sources in the bibliography

- C. PLAGIARISM – to present as one's own the ideas or words of another
- failure to cite the source of the information on course assignments
 - failure to use quotes
 - failure to identify the use of paraphrasing (Academic Integrity Handbook, Regis College)
- D. LIMITING ACCESS TO INFORMATION AND LEARNING RESOURCES
- destroying or removing materials for use of all students, e.g., library books, journals, media hardware and/or software, laboratory supplies
 - stealing materials belonging to another person, e.g., clinical evaluation tool and related papers, classroom, or study notes

Academic Standards

Policies for Passing Courses:

1. Radiography courses are either theoretical, integrated theoretical with laboratory, or clinical courses.
2. In order to pass radiography theory or theory with lab courses, students must achieve a cumulative minimum of 78% (C+) grade. The formula used to combine theory and lab grades is listed in each course curriculum sheet. Students are evaluated at the end of each course. The student is responsible for achieving the established objectives in each course.
3. In order to pass radiography clinical courses, students must achieve a minimum of 85% (B). The grades for all radiography clinical courses are recorded on the transcript as Pass/Fail.

The grade for radiography clinical courses is based on a compilation of numeric scores achieved on:

- Exam Competency Evaluations
 - Overall performance evaluations (inclusive of affective domain performance and overall clinical involvement)
 - Image assessment evaluations
 - Degree of completion of stated course objectives
4. A minimum course grade of (C) is required for all non-radiography courses.

Policies for Progression and Graduation:

1. In order to progress from one semester to the next, a student must have successfully completed all previous radiography courses in the curriculum and received a "Pass" grade for all previous clinical courses.
2. The student who does not attain, at the end of each semester, a cumulative grade point average GPA of 2.0 will be placed on academic probation (refer to the *Academic Probation* policy).
3. A student may fail and repeat only one course within the entire curriculum.
4. A full-time student has a maximum of three (3) years from the date of matriculation to complete the educational program of studies (curriculum).
5. In order to be eligible for graduation, a student must have:
 - a. successfully completed all courses within the curriculum;
 - b. achieved at a minimum, a cumulative grade average of 75% (C);
 - c. fulfilled financial obligations; and
 - d. completed the program exit clearance process

Annual Disclosure to Students

Policy: As required by U.S. Department of Education, Lawrence Memorial Regis College annually provides a notice directly to all enrolled students describing the following consumer information and its location:

1. General financial aid information
2. General Information about the school
3. Availability of employees for information dissemination
4. Drug and Alcohol abuse prevention information
5. Program's completion or graduation rate
6. Placement of and types of employment obtained by graduates of the Program
7. Clery Act (campus security)
8. Family Educational Rights and Privacy Act (FERPA)

Attendance: Clinical Courses

Policy: LMRC, in concert with our affiliates, evaluates student clinical performance based on many facets. One of these areas of evaluation pertains to punctuality and attendance. The goal is to ensure that all students understand the importance of reporting to work as scheduled. The ability of any medical facility to provide quality care largely depends on employees' attendance. The purpose of this policy is to encourage attendance patterns that satisfy the goals below:

- Students receive the required patient contact experience needed to function as a healthcare professional.
- Students have the opportunity to practice radiography procedures consistent with department and school protocols.
- LM/RC and our students make full use of the assigned teaching staff time, and respective departments' schedules.
- Ensure that the students meet the necessary clinical hour requirements as set out by our accreditation body.

Students must follow the attendance policy outlined below. Failure to do so may result in a failing clinical grade or program dismissal.

1. Attendance Is Mandatory

- Students are expected to be in clinic during all assigned days.
- Scheduled clinical hours are typically 7am – 3pm weekdays and may vary depending on site availability.
- Students are expected to arrive and be ready to engage in clinical activity by their scheduled start time (for example 7am), unless another start time has been approved prior to the start by the clinical instructor or the school.
- Students are expected to remain in clinic until their scheduled end time (for example 3pm), unless another end time has been approved prior to the start by the clinical instructor or the school.

2. Tardiness, Early Dismissal, and Absence Notification

- Prior to the clinical start time, students must notify all program faculty and clinical instructor(s) via email regarding absence or tardiness.
- If a student is dismissed early from clinical, they must notify all program faculty and clinical instructor(s) via email.
- Tardiness, early dismissals, and absences will be documented in Trajecsys.

3. Warning and Program Dismissal

- A student will receive a Document of Concern for greater than two clinical absences.
- Patterns of tardiness or unacceptable attendance will result in judicial action. This constitutes but is not limited to three or more absences by the student during the clinical semester.

- An absence may include multiple days in the following special circumstances:
 - Medical emergency, illness, or personal injury: This will require a note from a medical provider, discussion with program faculty, and clearance to return without restrictions.
 - Bereavement/family emergencies: This will be approved on an individual basis and will require evaluation by program faculty.
- The clinical coordinator and clinical instructor(s) will determine the necessary makeup schedule for student absences during the clinical semester. Makeup times for absence and/or tardiness are at the discretion of the clinical instructor and clinical coordinator.
- Individual clinical sites may have their own attendance standards, and may take other corrective actions, such as dismissal from clinical rotation.
- If a clinical site rejects or dismisses a student for attendance, or any other reason, the student's ability to progress in the program may be in jeopardy.

4. Inclement Weather

- Closure of the Lawrence Memorial/Regis College Radiography Program will be officially announced on the designated television and radio stations. **Program closure may differ from Regis College (Weston Campus)**. Additional announcements may be communicated via email or text message from the program director. In the event of inclement weather and program closure has not been announced, the decision to attend clinical is left to the best judgment of the student. While clinical attendance is mandatory, if the student believes that driving to their clinical site would pose an unacceptably high risk of harm/accident, the student must notify all program faculty and their clinical instructor of their absence prior to the start of the clinical day. If inclement weather begins while students are in attendance at their clinical site, the clinical instructor(s) or the school may determine that early dismissal is warranted, as clinical responsibilities allow.

Attendance: Radiography Courses

Policy: Attendance will be taken at every class session. Class attendance is expected for all Radiography courses. Any pattern of absenteeism that impacts learning will result in a Document of Concern. A continuation of the pattern will result in judicial action.

Should the Lawrence Memorial/Regis College Radiography Program be officially closed, notice will be announced on the designated television and radio stations. **Program closure may differ from Regis College (Weston Campus)**. Additional announcements may be communicated via email or text message from the Program Director. In the event of inclement weather and program closure has not been announced, the decision to attend class is left to the best judgment of the student. While class attendance is expected, if the student believes that driving to class would pose an unacceptably high risk of harm/accident, the student must notify all program faculty of their absence.

Procedure:

In the event of a radiography class absence:

1. The student must notify all program faculty before the scheduled class time.
2. On the day of return to the program, the student must contact the course faculty whose class was missed to plan make up assignments and/or examinations. Assignments may be given at the discretion of the course faculty.
3. The course faculty will advise the student on when the makeup examination will be granted. The student may be required to make up the missed examination on the day of return to the program. The examination must be made up within one week of return.

Canceled Classes

Should inclement weather force the cancellation of all classes, official notice will be given on local radio and television stations.

Regis College is committed to the safety of its community members and recognizes that individual commute times and distances do vary. In short, students, faculty and staff are advised to use their own best judgment regarding their personal safety when inclement weather conditions exist.

Each campus (Medford and Weston) makes its own decision regarding class cancellation. Cancellation of one campus does not necessarily result in cancellation at the other campus. Students should listen for both announcements.

All students are encouraged to listen to the listed station(s) and not to call the Hospital or Program switchboards or secretaries.

In the event storm conditions are not better the next day, please follow the same procedure.

LMH Campus

Class cancellation notices are made on Channels 7 and 56 News. Decisions regarding closure will be made as early as possible; the word "CLOSED" will be used.

Channels 7 and 56 carry both Regis College, Regis campus and Lawrence Memorial, LMH campus closing announcements.

Regis Campus

Occasionally, inclement weather will require the College to cancel classes, delay the start of classes, or close the school. The decision to close the College due to inclement weather for all or part of day, or to have a delayed opening, is made as early as possible, but is often affected by rapidly changing conditions. In general, decisions regarding all day closings and delayed openings are made by 6 a.m. and decisions affecting evening classes are made by 3 p.m. Announcements will be made on the following radio and television stations:

WBZ Channel 4 and News Radio 1030/AM
WCVB Channel 5
WRKO Channels 7 and 56
WFXT FOX 25

In cases in which the college has sufficient advance notice of an instructor's inability to meet a class, a class cancellation will be posted on the Academic Dean's bulletin board outside College Hall 216.

If an instructor is absent from a class that has not been officially canceled, students should wait for 15 minutes, and then a member of the class should report to the Academic Dean, who will dismiss the class.

Off-Campus Classes and Activities

Cancellation of classes and other activities at off-campus locations will be based on the situation governing the location where the classes or activities are held.

Class/Clinical Entry

Policy: Prior to class and/or clinical entry, students must meet all health and immunization requirements, pay all tuition and fees, and enroll in a health insurance plan. A Criminal Background Check will be required of every student prior to enrollment in radiography courses and thereafter in keeping with relevant Massachusetts regulations and policies and if required by an assigned clinical agency. Evidence of completion/enrollment in prerequisite/corequisite courses is also required for class and clinical entry. In addition, current Basic Life Support (BLS) provider level from the American Heart Association or American Red Cross is required for clinical participation. Some clinical agencies may have further requirements that

students will need to meet to participate in clinical. Students will not be allowed to start/continue class/clinical experiences without the appropriate documentation.

Furthermore, students may be blocked from class and clinical entry at any time for failure to comply with Program policies or, in certain instances, until judicial proceedings are completed.

Clinical Supervision

Policy: Student participation at their assigned Clinical Affiliate must without exception be appropriately supervised as per the “Direct Supervision” and “Indirect Supervision” policies of the Joint Review Committee on Education in Radiologic Technology. The JRCERT defines “Direct Supervision” as there being an ARRT-certified technologist present in the room, observing the student at close hand while the student is performing the study. The JRCERT defines “Indirect Supervision” as there being an ARRT-certified technologist in the immediate area, close enough to be vocally called should the student require assistance.

Procedure:

1. Until the student has covered a given radiologic exam/study in class, has passed their laboratory competency assessment, and their exam competency assessment in the clinic, they **MUST** be **DIRECTLY** supervised while performing any radiologic exam.
2. Once the student has passed the clinical exam competency evaluation, they may perform that specific exam under “INDIRECT Supervision”.
3. Should a repeat exposure be necessary, the student **MUST NOT** perform the repeat until and unless an ARRT-certified technologist ascertains that the student knows how to correct the error causing the repeat **AND** comes in and **DIRECTLY** supervises all portions of the repeat exam exposure.
4. All images **MUST** be approved by a technologist before being submitted to the Radiologist.
5. Failure of a student to follow this Clinical Supervision policy will result in disciplinary action being taken with possible expulsion from the Program.

Complaint of Alleged Violation of JRCERT Standards

Policy: If after completing the program’s Grievance procedure, a student or students are still not satisfied with the result if the issue directly refers to an issue or issues of the Program’s being in non-compliance with the JRCERT Standards, the student(s) may submit, in writing, a signed complaint about issues to:

The Joint Review Committee in Education in Radiologic Technology (JRCERT)
Attention: Chief Executive Officer
20 North Wacker Drive, Suite 2850
Chicago, IL 60606

Complaints must cite the specific JRCERT Standard and Objective(s) thought to be violated. Evidence substantiating the allegation must be included. Once the Program has received notification from the JRCERT, the Program must respond, in writing, within two work weeks. Any corrective action recommended by the JRCERT must be implemented within four weeks of receipt.

A permanent file of complaints and actions is to be kept in the Program Office Files.

Confidentiality

Policy: Information regarding patients, faculty, staff, students and clinical site personnel is considered confidential. Confidentiality is defined as safekeeping of data and/or information that is restricted to individuals who have need, reason and permission for access. Preserving confidentiality is a requirement by law and a basic foundation of the health care profession. As future healthcare providers, students have a legal and ethical responsibility to safeguard patient and employee information. Furthermore, student information is protected under the Family Education Rights and Privacy Act (FERPA).

All students and faculty are expected to respect and reserve the confidential nature of all information related to patients to the extent required by regulatory and federal agencies. Protected Health Information (PHI), whether in a medical record, electronic data, or as information shared with co-workers is confidential and may be disclosed only to those with a need to know. Employees or other authorized users have a responsibility to safeguard all medical and personal information about patients and their families. Students receive detailed information regarding Health Insurance Portability and Accountability Act (HIPAA) of 1996 at the start of courses and must adhere to all provisions of this Act.

Student information, whether in a student record, program database or as information shared among administrators, faculty and staff is confidential and may be disclosed only to those with need to know. Administrators, faculty and staff have a responsibility to safeguard all academic and personal information about students. Administration, faculty and staff receive detailed information regarding FERPA at the start of employment and must adhere to all provisions of the act.

The indiscriminate or unauthorized review, use, or disclosure of personal information, medical, educational or otherwise, regarding any patient, faculty, staff, student and clinical site personnel is strictly prohibited. Violation of confidentiality may be grounds for disciplinary action, up to and including dismissal/termination. Legal action, including fines and/or imprisonment may be imposed under federal and state law.

GUIDELINES

1. Individuals with access to information about patients, employees, students, or business matters may only obtain information that is necessary for patient care or educational purposes. Data access must not occur simply to satisfy a curiosity. Regardless of the format in which information is obtained, i.e., verbal, written, electronic, etc., it must be treated with the same level of confidentiality.
2. Access of information other than what is required in the care of patients or teaching of students is a violation of HIPAA, even if you don't tell anyone else.
3. Taking photographs or video of patients, employees or students without written permission is strictly prohibited. Photographs of patients and employees require additional written agency permission.
4. Verbal Communication:
 - a. Patient and student information should not be discussed where others can overhear the conversation, e.g., in hallways, on elevators, on public transportation, at restaurants, at social events, etc. It is not acceptable to discuss clinical or student information in public areas, even if a name is not used. This can raise doubts with patients, students and others about our respect for privacy and maintenance of confidential information.
 - b. Telephone conversations or communication of patient or student information should not occur in locations where others can overhear.
5. Written Information:
 - a. Students are strictly prohibited from printing patient information from any computer at any clinical agency.
 - b. Printing patient information is strictly prohibited at all MelroseWakefield Healthcare or SON campuses. Printing will be monitored by Information Services.
 - c. Confidential papers, reports, and computer printouts should be kept in a secure place. Information about patients and students must always be protected. Any patient or student identification information must be deleted. Communication about patients, faculty, staff, students, clinical sites or their personnel over social networks, (e.g., Twitter, Facebook, on other social networks; e-mail; text messaging) is strictly prohibited (See Social Media policy).

6. Computers:

- a. Do not share passwords.
- b. Passwords should not be written down where others can find and/or use them.
- c. Do not log on and let someone else use a computer under your password.
- d. Log off the computer system when leaving a workstation.

EXAMPLES OF HIPAA BREACHES

- A student accesses the electronic health records of a high-profile patient who is treated at one of our clinical sites.
- A student forgets to log off a computer screen with identifiable patient information and others can view it.
- A student accesses the electronic health records of a patient who they cared for previously: just for curiosity.
- A laptop is stolen that contains Protected Health Information (PHI) and/or Personally Identifiable Information (PII).
- A student posts about the care of a patient or a situation at a clinical facility on Facebook.
- A student texts patient initials, room number and the hospital name to the instructor.
- Misdirected e-mail that lists a patient's identifiable information.
- A student accesses the records looking for information on friends or family members out of curiosity (without a business-related purpose).
- A student takes a cell phone picture of a patient, a census board, or a computer screen.
- A student prints patient information and takes it home.
- An unencrypted mobile device that is used for e-mail has e-mails containing patient or hospital information and is lost or stolen.
- Intentional non-work-related access by a student of her neighbor's information.
- A student talks about a patient in the cafeteria or elevator.
- A student misplaces the paperwork that has initials, diagnosis and room number.
- Violations of confidentiality are not limited to these examples.

- **ONLY ACCESS NEED TO KNOW INFORMATION**
 - **NEVER TAKE PICTURES IN THE CLINICAL AREA**
 - **NEVER PRINT ANY PATIENT INFORMATION**
 - **NEVER PUT THE HOSPITAL NAME ON ANY FORM**
 - **NEVER COPY PATIENT INFORMATION**

Copyright Compliance

Overview and Guidelines: The Lawrence Memorial Regis College Radiography Program *Copyright Compliance Policy* refers to copyright and fair use in the course management system and classrooms. Information in this policy derives from and adheres to the Regis College *Copyright Compliance Policy*, available at <https://regiscollege.edu/academics/library/library-services/copyright-policy> and provides practical advice and guidance to LMRC faculty, staff, students, and others on appropriate and inappropriate use of print and electronic resources under US Copyright law. It is not a substitute for legal advice which should be obtained, when necessary, as the law has many gray areas.

In addition, The Higher Education Opportunity Act (HEOA) of 2008 includes provisions to combat the unauthorized distribution of copyrighted material through illegal peer-to-peer distribution of intellectual property and requires all institutions participating in Title IV, HEOA programs, to have a plan in place to combat such distribution.

Policy:

Faculty, staff and students are expected to be compliant with the U.S. Copyright Act (Title 17, U.S. Code and HEOA) as relates to the use of print and electronic copyright-protected works in educational settings including peer-to-peer file sharing. In addition, faculty, staff and students are required to demonstrate knowledge of copyright laws by participating in those learning activities required by the Lawrence Memorial Regis College Radiography Program.

Annual Disclosure, Education, and Consumer Information

The LMRC *Copyright Compliance* policy, which includes HEOA information, is posted:

- On the LMRC student web site as part of the *Student Handbook*
- In the community section of the MOODLE courseware system
- In the LMRC *Student Handbook*

General Information about Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

A work is protected by copyright from the moment it is fixed in any “tangible medium of expression and can include but is not limited to print and web-based documents, videos/motion pictures/sound recordings, print and web-based images/pictures/photos, works of art, and CDs/DVDs even if it does not contain a formal copyright notice such as the word “copyright” or the © symbol.

This means that virtually any creative work print, non-print/electronic, or unpublished, is almost certainly protected by copyright. Copyright law does not protect ideas, data, processes, or facts. Works created by the US federal government are in the public domain and can be used freely unless otherwise designated.

All LMRC-produced materials (print or digital) are copyrighted unless a written statement by the work’s creator (faculty or staff) is included or posted granting permission to use including any specific restrictions/circumstances.

Copyright Rules Depending on Type of Use of Material(s)

- ✓ **Classroom Handouts:** Based on fair use analysis, classroom handouts fall into two categories – one that requires permission and one that does not. If the handout (e.g., journal article, newspaper article) is a new work for which the individual could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, they may use that work without obtaining permission for that one time. However, if use of the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, permission must be obtained to use the work.

- ✓ **Coursepacks [Print and Electronic]:** All articles, chapters and other individual works in any print or electronic coursepack require copyright permission. Copyright permission is usually granted for only the academic period the coursepack is in use, e.g., if a faculty member asks permission to use an article for a course in Spring 2023 and permission is granted, they cannot use that article in a coursepack in Fall 2023 without requesting permission again. Faculty should request permission for the ENTIRE PERIOD the material(s) is to be used in class.
- ✓ **Course Management Systems (e.g., MOODLE):** One may not post any type of files electronically in course management system sites. Faculty may post the link (when available) through which the article, image, chapter, etc. can be retrieved or post the citation to it and have people retrieve it on their own.
- ✓ **Reserves:** If the library owns a copy of a publication or work, the library may place that copy on reserve without obtaining copyright permission.
- ✓ **Photocopying by Students:** Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies for distribution to classmates, or copying material from consumable workbooks all require copyright permission.
- ✓ **Peer-to-Peer File Sharing:** Downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- ✓ **Obtaining Copyright Permission(s):** The copyright advisor is available to provide copyright clarification or information on whether or not copyright permission is needed, but it is the responsibility of the individual to obtain the permission.

Alternatives to Illegal File Sharing

Educause provides and maintains a list of alternatives for legally downloading copyrighted materials at <https://www.educause.edu/legalcontent>.

Technology-Based Deterrents

Illegal file sharing is prevented by the MelroseWakefield Healthcare (MWHC) IT Department (of which the LMRC computer network is a part) via a web security filtering tool. The MWHC Technical team also monitors for inappropriate file sharing activity on a regular basis.

Summary of Penalties

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information see the Web site of the U.S. Copyright Office at: <https://www.copyright.gov> In addition, the Lawrence Memorial Regis College reserves the right to use Judicial Warning or convene the Judicial Committee should any student be found to be in copyright infringement.

Periodic Review of Effectiveness

The plan will be reviewed every five years in accordance with the LMRC *Policy Review* administrative policy. The following criteria may be used in assessing plan effectiveness:

- Periodic review and update of disclosure and education information for clarity, relevance, and accuracy
- Periodic review of other institutions’ practices to determine if there may be different approaches applicable to the LMRC environment
- Review results of student acknowledgments regarding their awareness of copyright obligations under the law.
- Monitor/track judicial warnings and actions related to copyright infringement incidents.

Cumulative Grade Point Average (GPA)

Policy: The cumulative Grade Point Average (GPA) begins with the original date of enrollment. Averages are computed using only the grades of the courses that are taken at Lawrence Memorial Regis College. Courses taken elsewhere are exempt and appear on the transcript but are not computed in the cumulative grade point average.

If a student repeats a course, the highest grade achieved is used in determining the GPA. The student's transcript will show both grades with a notation that the course was retaken. The Grade Point Average (GPA) is computed by the Registrar.

Disabilities and Educational Accommodation

Policy: Lawrence Memorial Regis College is committed to ensuring the full participation of all students in its programs. Students with previously documented disabilities that interfere with the student's ability to learn and to meet course and clinical student learning outcomes must disclose their disability in order to request accommodations. Students who feel they may have a disability, but have never been tested or diagnosed, should contact the Director, Student and Alumni Services to request information regarding outside testing services. Testing and completion of disability documentation is the responsibility of the student.

Upon receipt of all required documentation, the student with disabilities will be provided with reasonable educational accommodations. No accommodations will be made without completed documentation submitted to the Director, Student and Alumni Services. Accommodations are not retroactive; therefore, students are advised to seek disabilities services as early as possible.

The most recent copy of the educational accommodation plan remains a part of the student's academic record. An accommodation plan may be modified at any time after meeting with the Director, Student and Alumni Services, and mutually agreeing on changes. Students must see the Director, Student and Alumni Services each semester to review/modify their educational accommodation plan to maximize their success in the Program. It is the student's responsibility to share and review the educational accommodation plan with the Course Coordinator or Program Director for each course in order for the plan to be implemented.

Educational accommodations do not guarantee success in the program but are intended to guide the student and faculty members in ways to assist student learning.

Although accommodations will be made while in the program, the student/graduate must request accommodations for the professional licensing examination from the appropriate licensing board.

Document of Concern

Policy: The Document of Concern is to be used to write an anecdotal note, describing any event, or incident, or behavior, which an instructor/faculty member deems worthy of being documented and placed in the student's file for future reference/use. It is to be used to document instances of performance behavior which may appear to fall below Radiography Program standards.

NOTE: This form does NOT replace the Academic Counseling Statement or Judicial Warning forms which should continue to be used for the more serious situations such as patterns of sub-optimal behavior, absence, and for any instance of clinically unsafe/illegal/unethical behavior, etc.

1. Document of Concern is to be used for all appropriate situations.
2. Document of Concern will be placed in the student's record in the Registrar's office.
3. Document of Concern issued for clinical purposes may be completed by a faculty member or clinical preceptor through the Trajecsyst electronic maintenance system. A copy will be sent to the Registrar's office to be placed in the student's record.

4. All Documents of Concern will be kept in the student record following the *Student Record* policy.

Dress Code

Policy: Students are representatives of the Radiography Program, Regis College, and MelroseWakefield Healthcare. They are expected to maintain a professional image both in and outside the hospital. In clinical areas, a neat and clean professional appearance is important for safety/infection control and to confirm patient's expectations that they are cared for by professional staff. Any student who does not adhere to the dress code may be asked to leave the class or clinical area until properly dressed/groomed.

Clinical areas:

In the clinical area while caring for patients, students wear the approved program uniform. This consists of a regulation scrub top and pants, stockings or socks and shoes. Students may wear a navy blue or white short- or long-sleeved t-shirt under the scrub top. Shoes must have rubber or composition soles. Open toe shoes may not be worn. Student photo ID badge must be worn visibly while on patient units. Patch should be affixed to the right shoulder.

Jewelry must be simple and basic and not interfere with patient care. Simple rings and stud earrings or piercings are allowed if they do not interfere with patient and personal safety or personal protective equipment (PPE). Any tattoos that contain profanity, weapons, or nudity must be covered. If an agency policy has more restrictions regarding tattoos and piercings, that agency's policy will be followed. Perfume, heavy scents and fragrances are not allowed in patient areas, and, in non-clinical areas, any fragrance should be mild and considerate of others' intolerance or allergies. Make-up, if worn, must not be excessive. Nails should be short and neatly trimmed; artificial nails are not allowed due to infection control standards. If polish is used, it should be in-tact.

Students are expected to be neat and clean. When caring for patients, hair must be worn away from the face and off the shoulders. Beards and mustaches must be neatly trimmed. Basic hygiene practices should be followed to avoid offensive breath, body odor, or smoke odor. Chewing gum is not allowed in the clinical setting.

Some clinical agencies may have additional dress regulations beyond the school's requirements. Students are required to follow the school and the clinical agency dress code.

Non-clinical areas including classrooms:

Clothing must reflect a neat and clean appearance. Transparent or revealing attire is not acceptable; midriffs should be covered and low necklines avoided.

Emergency Contact

Policy: The issue of student safety and well-being is very important to our community. For this reason, we ask that all students provide and regularly verify contact information for a designated emergency contact. This information must be current, kept up-to-date, and include various ways to contact this designated individual. In the event of a student's personal emergency, an Administrator will contact their emergency contact(s) on their behalf. Please note that failure on the student's part to communicate with the Program for five (5) consecutive days (no attendance, no email, and/or no phone calls) constitutes a need for a wellness check with their emergency contact due to concern about the student's whereabouts. By providing emergency contact information to the Program, students are also authorizing permission for Administration to reach out to this individual in an emergency and in cases where there are ongoing concerns about a student's whereabouts. Registrar will email all enrolled radiography students at the start of each semester to ask that they add/update their emergency contact information in SONIS.

End of Course Evaluation

Policy: By the end of each course, students will complete an evaluation of the course and of the instruction in the course via use of the appropriate evaluation tool. Results of these evaluations will remain confidential until grades have been submitted to the Registrar.

Examinations: Radiography Courses

Policy: Examinations/Assessment - Evaluation mechanisms, administration of exams, and weighting of examinations for each radiography course are determined by the faculty and are specified in the course syllabus.

Each radiography course may have a comprehensive mid-term and final examination covering material presented to date.

Failure to take examinations by the end of the semester will result in an incomplete grade. Please refer to Regis College's Incomplete Course Work Policy.

A pattern of tardiness or absenteeism from examinations or quizzes will result in a Document of Concern. Grades will be finalized and made available as determined by course faculty. Testing accommodations will be made for those students who have an educational accommodation plan on file.

Procedure for examination review:

1. Any student who receives an exam grade below 78% will be strongly encouraged to schedule a meeting with their course instructor for content review.
2. Students will be given the opportunity to review exams once completed.
3. Students may take notes pertaining to areas of weakness but may not copy examination questions or responses during exam reviews. To maintain examination security, notes recorded by the student may be reviewed by the faculty in attendance.
4. At the discretion of the faculty, students may be allowed continued access to certain exams.
5. Sharing exam questions is prohibited.
6. Private reviews may be scheduled at the discretion of course faculty.
7. Students seeking clarification of an exam item should contact the faculty member that taught the material after all students have completed the exam.

Exemption

CLEP

Students may be exempted from non-radiography courses if they have completed an appropriate College Level Examination Program (CLEP) exam(s) in keeping with the *Prerequisite/Corequisite* policy. Students may take CLEP tests to demonstrate college-level competency no matter where this knowledge was acquired, by successfully completing a CLEP examination at or above the standard score (determined by Regis College). All CLEP exam scores are reviewed by the Registrar, Regis College.

SCIENCE REVIEW COURSES

Students may take science review courses at Regis College in the following subjects:

- Anatomy & Physiology I
- Anatomy & Physiology II

Review courses are only available to students who have successfully completed a comparable course that was not eligible for transfer due to having been taken over seven years ago.

ARTICULATION AGREEMENTS

Students may receive an exemption of non-radiography courses and/or radiography clinical courses, as part of a Joint Review Committee on Education in Radiologic Technology (JRCERT) approved articulation agreement. (see also *Validation policy*).

Exemption from Non-Radiography Courses

Policy: Students may be exempted from six (6) of the eight (8) non-radiography courses if they have completed equivalent, approved courses, appropriate CLEP or national Advanced Placement Examinations in keeping with the pre-requisite/co-requisite policy. If a student upon acceptance has satisfactorily completed six (6) transferable courses, the person may petition the Registrar, Regis College campus for consideration of one (1) additional exemption. To be considered for exemption the course grade must be 2.0 (C) or better. Courses taken at Regis College will not be counted as exemptions. Students that have completed seven (7) or all eight (8) of the courses in the Associate's Degree curriculum, may petition the Registrar to take the one to two non-radiography courses in the BS in Imaging curriculum to satisfy the residency requirement.

Equivalent courses in Anatomy and Physiology will be accepted for exemption if they have been taken within the past seven (7) years. There is no time limit on other equivalent required courses. Students who have taken an equivalent Anatomy and Physiology I and II course sequence beyond the time limits may be eligible to take approved review courses.

CLEP or national Advanced Placement examinations are acceptable for certain courses.

A non-radiography course that is canceled by Regis College must be taken in keeping with the pre-requisite/co-requisite policy and, if taken at another college, will not be counted toward the six allowable course exemptions.

Exit Interview Prior to Graduation

Policy: Students at the completion of the Radiography program, will have an exit interview with an assigned member of the Administrative Committee to share their evaluation of the Program and make recommendations for improvement. All written and verbal data collected is confidential and will be reported in the aggregate.

Financial Assistance

Policy: Financial assistance may be available to students experiencing unanticipated financial hardship.

Procedure:

1. Student requesting financial hardship completes the Request for Financial Assistance form. This form is available in the office of the Director of Student and Alumni Services
2. The student obtains required financial information from the Financial Aid Administrator who also signs the form. The completed form is submitted to the Director, Student and Alumni Services.
3. The Director, Student and Alumni Services meets with the Vice President for Education to determine student's eligibility.
4. The Financial Aid Administrator notifies the student regarding the decision.
5. For amounts over \$500, a no-interest promissory note will be signed by the student.

Grade Calculation

Grading Radiography Courses

Policy: The Radiography course grades indicate the extent to which the student has achieved the objectives of the course. For all didactic radiography courses students must achieve a C+ (78%) grade or better, and for lab courses, pass all lab practical exams. For each clinical course, the student must achieve a grade of "PASS" to progress in the Program.

Percentages are used to compute all grades. All work is weighted as determined by the faculty teaching the course in consultation with the Program Director. The total weight for all evaluation methods in each course must equal 100%.

Courses not completed are recorded as incomplete, withdrew/pass or withdrew /fail. All course work must be completed within two (2) weeks after the end of the course. Failure to meet this completion date will result in the conversion of the incomplete grade to a grade of F (0.0) and this grade will be submitted to the Registrar, Medford campus.

Grading Non-Radiography Courses

Non-radiography course grades are determined by a combination of class work and examinations. A minimum course grade of 2.0 (C) is required in all non-radiography courses. Courses taken at other colleges also require at least a 2.0 (C) for course exemption.

Procedure: Grading Radiography Courses

1. All theory work is graded and recorded on a percentage basis rounded to the hundredth (second digit after the decimal place):

To round to the nearest hundredth, look at the number in the thousandth's place (just to the right of the hundredth).

Examples: 77.459 = 77.46
 77.449 = 77.45

2. Each grade is multiplied by its percentage of worth, e.g., an exam worth 15% of the theory grade would be calculated as follows:

77.50 x .15 = 11.625 = 11.63 (a product)
74.30 x .15 = 11.145 = 11.15 (a product)
77.20 x .15 = 11.582 = 11.58 (a product)

3. The final theory grade is the products added together, rounded, and recorded as a whole number:

To round to a whole number, the first number ONLY after the decimal place is considered.

Examples: below 77.5 rounds down to 77
 77.5 and above rounds up to 78

4. The grades are then submitted to the Registrar, LMH campus, to be recorded on the student's transcript and for determination of grade point average (GPA) and awards.

95 – 100%	4.0	A
90 – 94%	3.7	A-
86 – 89%	3.3	B+
83 – 85%	3.0	B
80 – 82%	2.7	B-
78 – 79%	2.3	C+
73 – 77%	2.0	C
70 – 72%	1.7	C-
66 – 69%	1.3	D+
63 – 65%	1.0	D
60 – 62%	0.7	D-
59 and below	0.0	F

5. Letter grades are recorded on transcripts

6. Courses not completed are recorded as
I - Incomplete

WP - Withdrew/Pass

WF - Withdrew/Fail

Procedure: Grading Non-Radiography Courses

The quality of a student's course work is indicated by grades with the following significance descriptors:

<u>Grade</u>	<u>Quality Points</u>	<u>Grade</u>	<u>Quality Points</u>
A	4.0 (superior)	D	1.0 (less than satisfactory)
A-	3.7	D-	0.7
B+	3.3	F	Failure
B	3.0 (better than average)	P	Pass
B-	2.7	I	Incomplete
C+	2.3	WP	Withdrew/Pass
C	2.0 (satisfactory)	WF	Withdrew/Fail
C-	1.7	AU	Audit
D+	1.3		

Graduation

Policy: In order to be eligible for graduation, a student must have successfully completed all courses within the curriculum with a cumulative GPA of 2.0 (C), fulfilled financial obligations, and completed all program exit requirements.

1. A student who achieves a final cumulative average of 3.45 or above at the end of the program graduates with honors. College honors are based solely on the courses taken within the LMRC curriculum.

College honors are based on the following grade point average criteria:

- 3.90 summa cum laude
- 3.70 magna cum laude
- 3.45 cum laude

Grievance

Policy: Through the Grievance Process and Committee, students have an opportunity to resolve academic and non-academic conflicts when other means have not resulted in satisfaction. The Grievance Committee shall be established as an ad hoc committee when a written grievance is submitted to the Vice President for Education. All information related to the Grievance Committee proceedings is strictly confidential.

The duties of the Grievance Committee are to:

1. Provide students an opportunity to resolve academic and non-academic conflicts when other means have not resulted in satisfaction.
2. Provide students with an easily accessible and fair means of being heard.
3. Insure a mechanism for prompt and equitable response.
4. Contribute in a positive way toward the development of mutual respect and trust between students and faculty through communication and ultimate reconciliation.

The membership of the Grievance Committee is selected by the Vice President for Education and shall include:

1. Four faculty members – a combination from Regis College (Weston) and Radiography not involved in the grievance or participating in the same course as the grievant.
2. Four student representatives not involved in the grievance.
3. A mediator who is not associated with the program.

Meetings will be held as follows:

1. The ad hoc Grievance Committee is established by the Vice President for Education whenever the need arises.

2. The Vice President for Education is responsible for calling a preliminary meeting within two weeks from the time a written grievance is received and will notify the members of the committee in writing.

Procedure:

1. Student(s) may initiate the grievance procedure by submitting a written grievance to the Vice President for Education. The Vice President for Education will establish the Grievance Committee. Student(s) filing a grievance will be referred to as the grievant(s).
 - a. The grievance must be a well-defined written statement of the grievance. Factual evidence and background information must be included.
 - b. The name(s) of the person(s) against whom the grievance is filed must be included. This person(s) will be referred to as the respondent(s).
 - c. Group grievances should be prepared and submitted by representatives selected by the group. The signatures of all those being represented must be included.
2. All written communication between the committee and the grievant or group grievance representative(s) and respondent(s) shall be sent by registered mail or e-mail.
3. The Vice President for Education will schedule a preliminary meeting within two weeks of receiving the grievance to determine if there is justification for the grievance. At the preliminary meeting, an orientation to the policy and procedures of the committee will be provided.
 - a. Notification will be sent at least three days in advance to committee members.
 - b. The grievant or group grievance representative(s) will be notified of the date of the meeting and should be available to the committee in the event that clarification is needed.
 - c. A faculty committee member will be elected by the Grievance Committee to serve as Chairperson.
 - d. A faculty committee member shall be appointed secretary by the Chairperson.
 - e. If the committee finds no justification for the grievance, the grievant or group grievant will be notified in writing of the reason for such a finding within two weeks of the preliminary meeting. The Chairperson will also notify the Vice President for Education that the grievance will not be pursued by the committee and the reason for such a finding.
 - f. If the committee finds justification for the grievance, the committee will proceed with steps 4 through 13.
4. When there is justification for the grievance, the Chairperson notifies the grievant or group grievance representative verbally and in writing that the grievance will be heard within two weeks. In the interest of time, if the chairperson and committee agree to move forward immediately, and the grievant is available and agrees, the waiting period for the second meeting will be waived and the grievance meeting will be held.
5. If the meeting is not held immediately, the Chairperson will schedule a subsequent meeting within two weeks of the preliminary meeting and will send written notification at least three days in advance to:
 - a. Committee members
 - b. Grievant or group grievance representatives(s)
 - c. Respondent(s)
6. Both parties may be accompanied by a support person who will remain silent during the proceedings unless called as a witness. Legal representation is not allowed. The grievant may not bring a member of the faculty/staff/administration.
7. At this meeting, both respondent(s) and a grievant or group grievance representative(s) will be present and the nature of the grievance and evidence leading to the grievance will be shared by the Chairperson.
 - a. Both parties will be given full opportunity to present factual evidence and witnesses that are relevant to the issue at hand.
 - b. The committee is not bound by legal rules of evidence. It relies on reasonable evidence and application of program policies. It is mindful of due process as it is the responsibility of the committee to determine if evidence presented does or does not validate the grievance.

8. Voting
 - a. A quorum (2/3), representing an equal student/faculty ratio, is required for voting.
 - b. A majority vote is required for determining justification of a grievance and for committee decisions on a grievance.
 - c. The mediator may only vote to break a tie.
 - d. Voting is done by written ballot.
 - e. The mediator counts the ballots and destroys them.
9. Minutes of meetings relating to a grievance
 - a. The secretary will record accurate minutes for all meetings related to a grievance.
 - b. The minutes must be signed by the Chairperson and the secretary of the committee.
 - c. To ensure accurate record keeping, a recording may be utilized.
 - d. Minutes and recordings will be secured in a designated place determined by the committee.
 - e. Minutes and recordings will be made available to members of the Grievance Committee for the purpose of review.
 - f. To maintain confidentiality, the submitted written grievance, minutes and recordings will be secured upon resolution of the grievance and will be kept according to the record retention policy by the Vice President for Education. After that time, this information will be destroyed by the Vice President for Education.
10. The decision of the committee will be delivered by the Chairperson in writing to the respondent(s) and grievant or group grievance representative(s) within two weeks following the committee decision. The Vice President for Education will be notified of the committee decision at this time.
11. If the grievance is validated, the Vice President for Education will initiate the appropriate action.
12. If the respondent is the Vice President for Education, and the grievance is validated, the selected mediator will confer with the Vice President for Education and together they will initiate the appropriate action.
13. If the committee decision results in dissatisfaction, either party may seek appeal, through a written statement to the Vice President for Education (or the mediator, if the respondent is the Vice President for Education) within two weeks of notification of the committee finding. Appeals will be heard on issues of due process only. The decision of the Vice President for Education or Vice President for Education and mediator is final.

Hazing

Policy: No form of hazing is allowed. Although no instances of hazing at the Program have ever been reported, Massachusetts General Laws (MGL c. 269, ss 17, 18 and 19) requires that all students enrolled in post-secondary education receive copies of the provisions of this law which relates to hazing. Please see these provisions below:

MGL c. 269, ss 17, 18 and 19 provisions

Section 17.

Whoever is principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine or not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any

such student or other person, or which subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18.

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19.

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

**Taken from website <https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269>*

Identity Theft Prevention

Policy: In order to detect, prevent and mitigate identity theft, the following procedures will be followed in keeping with the Federal Trade Commission (FTC) "Red Flag Rules" regulation of the Fair and Accurate Credit Transactions Act (72 FR63718, Sections 114 and 135). A Red Flag is a pattern, practice or specific activity that indicates possible identity theft. Red Flags include:

- Name discrepancies
- Address discrepancies
- Presentation of suspicious identification or other documents that may have been altered or forged

- Photograph on identification documents that do not match the appearance of the person presenting the documents
- Notification from student, employee or a service provider that a security breach may have occurred

Instances of suspected identity theft must be reported immediately to the Registrar and to the Director, Student and Alumni Services, for full investigation. This *Identity Theft Prevention* policy will be reviewed/revised at least every four years.

Procedures:

Detection:

1. Application to Programs require the applicant's full name. Names on all supporting materials (transcripts, certificates, test scores, financial aid applications) must match names on application. In cases where names do not match, the applicant will be requested to provide verification (marriage license, court record of name change).
2. Official transcripts from previously attended high schools and colleges are required as part of the application to the Programs.
3. Students that have attended school outside of the United States are required to send official transcripts from foreign schools to an approved documentation service for translation and verification. Prior education assessment reports are sent directly from the translation service company to the Admissions Office.
4. All students must have a Criminal Background check prior to clinical courses (see *Criminal Background* policy for details).

Prevention:

1. All students are required to complete a student information form at the start of each semester to ensure information is current including name, address, telephone number, cell phone number with cell service provider, and e-mail. This information is updated each semester in the student database system.
2. Student academic and financial records are maintained in locked files in the offices of the Registrar, Financial Aid Administrator and Bursar. Access to student records is limited to those who require access in the performance of job responsibilities per the *Student Record* policy. Offices and files are locked when offices are not occupied.
3. Access to the web-based programs are limited to administrators, faculty and staff whose job responsibilities require access. Access is further restricted by individual password protection.
4. The student management database is hosted at a secure off-site facility through a contracted service provider. Details of the database security protection are included in the vendor contract located in the office of the Director, Student and Alumni Services.
5. Student identification numbers are randomly assigned by the student management database system. Social security numbers are not used as identification numbers and are classified as non-directory student data.
6. Service providers involved in billing and collection of tuition and loans must have written security processes that comply with federal government requirements including the "Red Flag Rules." The only information that is shared with service providers is information required to perform credit checks, perform address searches and properly bill and collect payments. Such student information includes student name, address, telephone numbers, social security number and date of birth.
7. Administrators, faculty and staff whose job responsibilities require access to student/employee records are trained in Family Educational Rights and Privacy Act (FERPA) and no

student/employee information is provided to others without documented permission of the student unless compelled by law.

Mitigation:

1. Reports of suspected identity theft will be investigated by the Director, Student and Alumni Services to determine if there has been a security breach.
2. If a breach is detected, action will be taken to prevent further identity theft breaches. The targeted student/employee will be notified of the breach. Additional actions may be taken including disciplinary actions and notification of the attempted fraud to law enforcement.

Illness, Injury, or Impairment

The intent of this policy is to minimize/control risks and to assist students who are ill, injured, or impaired.

ILLNESS/INJURY

Policy: Students who become ill or injured in the classroom or clinical setting will report to the faculty responsible for the student to determine the appropriate course of action.

1. In the event of student accident/injury on the LMH campus:
 - a. The student is to report the illness/accident/injury to the faculty. In non-emergency situations, the student is directed to LMH Urgent Care or for illness, the student may choose to see their own primary care provider.
 - b. In an emergency situation faculty member will call 911. The student or faculty must fill out an incident report on the online patient safety reporting system.
2. In the event of illness or injury at a clinical site, the ill/injured student, is directed per the policy of the agency to appropriate level of care. In acute/emergency situations, the policy of the agency is followed for accessing care urgently. Reporting of the event is to be completed per the agency policy. Associated medical and hospitalization charges not covered by insurance are the responsibility of the student.

During clinical learning experiences in the hospital(s), students are not employees, and thus, are not covered by Workman's Compensation. Accident/injury care expenses will be billed to student's health insurance plan.

DRUG/ALCOHOL USE

Policy: The Lawrence Memorial Regis College is committed to maintaining an environment free of drugs and alcohol for all members of the Program community and is committed to meeting its obligations under the Drug-Free Schools and Communities Act Amendment of 1989 and Drug and Alcohol Abuse Prevention Regulations (1990). The Program's policy is to assure a safe and efficient environment free from the effects of drug and/or alcohol abuse. All current and future students shall be given a copy of this drug and alcohol policy. Students may be asked to volunteer for drug screening if it is required by an assigned clinical agency.

Drug and alcohol use/abuse affects performance and the safety of employees, students and patients.

The Program prohibits the unlawful manufacture, transfer, purchase, possession, or use of alcohol or any illegal drug by employees or other members of the Program community, whether on or off its premises, while working for or representing the Program. Students found in violation of this statement of a drug and alcohol-free workplace will be subject to judicial action up to and including dismissal.

It shall be a condition of enrollment that each person abide by the terms of this statement, and must, under federal law, notify the Program of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Program will notify the federal contracting agency or granting agency within ten (10) days after receiving actual notice of a criminal drug statute conviction occurring in the clinical setting.

The Program may discipline the student up to and including dismissal.

1. When a student is found to have a positive drug screen for illegal drugs, the student will be subject to the *Judicial Process* policy of the Radiography Program.
2. Confidential Program counseling services will be offered to the student.

IMPAIRMENT

Policy: Is the inability for the student to demonstrate reasonable judgment, skill, and safety by reason of alcohol or drug abuse, use of other substances, a physical or mental illness or condition, or by any combination of the foregoing. Students who are impaired will not be able to attend class or clinical.

1. When a student is suspected of being impaired:
 - a. The responsible faculty will assess the student in person.
 - b. If it is concluded that the student does not appear to be impaired and if the student is able to perform clinical duties, the student will return to his/her clinical responsibilities.
 - c. If there is reasonable cause to believe that the student is impaired or the student admits to being under the influence of drugs (prescription or illicit) or alcohol, the faculty should:
 - i. On the LMH or Melrose campus: remove the student from the department, classroom, or unit and inform the student of their observations and concerns.
 - ii. At non-MelroseWakefield Healthcare clinical sites: follow the policies of the clinical facility.
 - iii. The faculty should assist the student to obtain safe transportation home and initiate *Judicial Process* policy of the Radiography Program.
2. Alert Program Administration about the situation.

Judicial Process

Policy: The faculty reserves the right to discipline with or without a judicial warning any student whose conduct, pattern of tardiness/absenteeism, breach of academic integrity, or unsafe clinical practice may make it inadvisable for the student to remain in the Program. All information related to the Judicial Committee proceedings is strictly confidential.

Participation in any criminal conduct, including but not limited to, any criminal felony or misdemeanor conviction by a student results in immediate temporary suspension or permanent dismissal from the program.

Participation in an illegal act is grounds for immediate dismissal from the Program.

The ad hoc Judicial Committee will make decisions regarding status of a student in case of:

1. Criminal conduct
2. Unsafe clinical practice (e.g., serious errors potentially affecting patients' life or safety)
3. Breach of academic integrity (see *Academic Integrity* policy)
4. Inappropriate conduct (e.g., breach of patient confidentiality)
5. Pattern of tardiness or absenteeism

The membership of the Judicial Committee shall include:

1. Vice President for Education, Chairperson
2. Program Director
3. Director, Student and Alumni Services
4. One uninvolved faculty member from Regis College (Weston) appointed by the Chairperson.
5. In the event that one of the members initiates the judicial procedure, the chairperson will appoint an alternate, uninvolved faculty member from the program or Regis College (Weston).
6. In the event that one of the members is unable to attend the meeting of this Committee, the chairperson will appoint an alternate, uninvolved faculty member from the program or Regis College (Weston).

Procedure:

1. A faculty member who is involved in the issue requests the Vice President for Education to convene a meeting of the Committee.
2. The Committee must convene within a reasonable period of time after the request for a meeting has been initiated. However, if the student under consideration wishes more time prior to the meeting, the student may petition, in writing, the Vice President for Education, who will try to establish mutually satisfactory arrangements.
3. The student will be notified of the charges, and the Vice President for Education may not allow attendance at class and/or clinical assignments until the committee reaches a decision.
4. The student may have a non-participating support person/advisor present. Legal representation is not allowed.
5. The Vice President for Education will appoint a secretary to tape, record or keep minutes of the proceedings up to the time of committee deliberation. These records will be kept by the Vice President for Education. Confidentiality of the records will be maintained by following the same procedure used by the Grievance Committee.
6. Both the person initiating the judicial proceedings and the student involved will present their side of the case in each other's presence to the committee. The committee may question both parties after they have presented their case. The student may question or comment to the person(s) making the allegations. Neither party may be present during deliberation of the committee.
7. There will be a formal motion and a vote taken -- the votes, pro and con, to be recorded. All members will be required to be present, and a majority vote is necessary for whatever discipline the committee deems appropriate, up to and including dismissal.
8. The student will be verbally informed of the decision of the committee and counseled by the Vice President for Education.
9. Written notification will be sent to the student.

Judicial Warning

Policy: Students are placed on judicial warning when professional conduct in class or clinical, breach of academic integrity, pattern of tardiness/absenteeism in clinical, or unsafe clinical practice may make it inadvisable for the student to remain in the Program. Absences occurring due to a verified health problem are addressed in the policy, *Student Health*.

If the action for which a judicial warning is being issued occurs in an Affiliate Clinical Education Setting, the appropriate Clinical Instructor and/or Clinical Supervisor may, if the situation is sufficiently serious, immediately remove the student from the clinical site and advise the student to report to the Program Director or Program Clinical Coordinator immediately after leaving the clinical premises. The Clinical Agency Supervisor or designated Clinical Instructor shall as soon as possible, notify the Program Director or Program Clinical Coordinator, regarding the removal of the student from the clinical site and follow up the verbal notice in writing.

If the behavior for which the student was placed on judicial warning continues, any faculty may request to convene a meeting of the ad hoc Judicial Committee.

Procedure:

1. The faculty member, intending to place a student on judicial warning, will confer with the Director prior to issuing the judicial warning.

2. The faculty member has a conference with the student who is being placed on judicial warning. Both the faculty member and student sign the warning.
3. The Vice President for Education will be informed, meet with the student, and sign all judicial warnings. This copy is retained in the student record in the Registrar's office.
4. Electronic copies of the Judicial Warning are distributed as follows:
 - 1 copy to the student
 - 1 copy to the Vice President for Education
 - 1 copy to the Program Director
 - 1 copy to the Director, Student and Alumni Services
5. Judicial Warning notices are removed from a student's record when the student successfully completes the Program.

Maintenance of Professional Boundaries with Co-Workers and Students

Purpose: It is the policy of the school to maintain clear and professional boundaries in the workplace. As an academic organization that is student-centered, we recognize the importance of a supporting learning relationship while maintaining a clear delineation of roles among our faculty, staff, and students.

Policy Statement: The organization prohibits relationships with students that fall outside the limits of the employee's normal job description and role. The expectation is that all employees treat students according to accepted standard protocol and avoid any socialization that goes beyond a professional relationship. In addition, employees who enter into any close personal/romantic relationship with another employee may be re-assigned to another area to avoid any conflict of interest. All employees must read and accept the terms of the policy on sexual and other unlawful harassment in the workplace.

Responsibilities and Requirements:

Student-Staff/Faculty Relationships shall occur only within the limits of the job description of each faculty or staff. Examples of unacceptable behaviors include, but are not limited to the following:

- ☐ Sexual Relationships
- ☐ Giving or receiving of money or extravagant gifts
- ☐ Relationships with students outside of school –personal or via social media
- ☐ Violating social or accepted academic advisement boundaries
- ☐ Sharing of inappropriate personal information
- ☐ Inappropriate social relationships

If a student attempts to initiate an inappropriate relationship with an employee, it is the responsibility of the employee to notify their supervisor promptly. Examples of reportable interactions include but are not limited to:

- ☐ Telephone calls from a student to an employee to their home/cell other than to discuss course related content. Faculty may choose to not release their personal phone numbers to students and communicate via school email only.
- ☐ A student who initiates conversation of a sexual nature or makes inappropriate advances
- ☐ A student who is unwilling or unable to accept limits or boundaries

Employee-Employee Relationships should observe the boundaries compatible with professionalism and decorum in the workplace. Employees who embark on a more personal relationship with another staff member may be subject to reassignment to a different course or division. Employees who share a close personal relationship or who are related to one another should not work within the school at the same time and should never be in a situation where one reports to the other. If one employee attempts to initiate an inappropriate relationship with another staff member, the employee should report the situation to their supervisor promptly. All employees are subject to the terms of the policy on Sexual and Other Unlawful Harassment. The policy on Sexual and Unlawful Harassment is distributed annually as part of the core competency e-learning.

Military Applicants Credit Awarding

Policy: Credit for prerequisite courses may be accepted in transfer (per our *Transfer* policy) from accredited institutions, through CLEP (per our *Exemption* policy) or through courses taken at Regis. The program does not offer credit for experiential learning or military training.

Payment Policies

Billing:

Students will be billed for tuition and fees prior to each semester/summer session in which they are enrolled. The timely payment of tuition and fees is the student's responsibility. Bills are payable by the due date schedule listed below:

Semester/Session	Bill Available on Student Portal	Bill Due Date
Fall	Mid-June	July 15 th
Winter	At time of registration	At time of registration
Spring	Mid-November	December 15 th

The discharge of all financial obligations is prerequisite to class entry, promotion and graduation. Students will not be considered enrolled in the Program until tuition and fees are received or a payment plan contract is in place.

Students receiving financial aid must pay any remaining balance not covered by financial aid, by the above due dates. Students' financial aid is not considered final until students have completed all necessary paperwork to ensure disbursement of funds.

****Late accepts to the Program:** Students accepted after the published semester bill due dates, will be given two (2) weeks to make their payment or payment plan arrangements.

Payment Options:

Pay your bill online: go to www.lmregis.org and click "Pay My Bill"

Check, money order, or debit/credit card (in-person ONLY): Students may pay their bill in full by the above bill due dates. Acceptable payment options include check, money order or debit/credit card. CASH is no longer accepted.

Monthly payment plan: Students may also pay tuition and fees through a monthly payment plan administered by the Bursar. **Payment plans are available for the Fall and Spring semesters ONLY.** There is a **\$50 / semester Payment Plan Service Fee (PP fee)**. Re-enrollment is required each semester. Payment plan schedule is listed below:

Fall Semester	Spring Semester
July 15 th – 25% of tuition balance	December 15 th – 25% of tuition balance
August 15 th – 25% of tuition balance	January 15 th – 25% of tuition balance
September 15 th – 25% of tuition balance	February 15 th – 25% of tuition balance
October 15 th – 25% of tuition balance	March 15 th – 25% of tuition balance

Students with a financial hardship may submit a request to the Bursar for a 5-month payment plan arrangement, which will be reviewed by the Director of Student and Alumni Services.

Students that are late on their payment plan will be charged late fees based on schedule below:

1st time late = \$50

2nd time late = \$100

For example: Payment due August 15th. If not paid by September 1st a \$50 late fee will be assessed to the student's account. Next payment due September 15th. If not paid by October 1st an additional \$100 fee will be assessed to the student's account.

Removal from Payment Plan: Any student that is late more than two (2) times will lose their privilege to utilize a payment plan for subsequent semesters. All future semesters will need to be paid-in-full by the tuition due date.

Private Educational Loans/PLUS Loan: In many cases, students need to borrow additional loans after exhausting their Federal Stafford Loan eligibility (we recommend students first apply for financial aid and borrow with federal student loans). Information regarding private educational loans can be found at www.finaid.org. LMRC does not endorse any individual lender. Students who have questions regarding private loans are encouraged to contact the Financial Aid Administrator.

Delinquent Accounts/Bursar Holds

Any student that has not satisfied their financial obligations to the Program will have a Bursar hold placed on their account, which will have the following consequences:

- Grades, official transcripts and diplomas will be withheld
- Blocked from future course registration
- Assessed a late fee
- Dropped from class and/or clinical
- Be referred to a collections agency. The student will be liable for the outstanding balance, collection costs, and any legal fees incurred by the Program during the collection process. LMRC has the right to report accounts placed with collections agencies to the credit bureaus.

Return Check Fee:

The return of a check (electronic or paper) issued to Lawrence Memorial Regis College will result in a \$25.00 returned check fee being placed on the account of the student on whose behalf the check was presented for each returned check, no matter the reason.

Each account will be allowed two (2) returned checks after which payment by check will not be accepted. This includes returned electronic payments. Email notification on how to resolve the returned check will be sent to the person whose account was affected. A hold will be placed on the account affected until the returned check has been redeemed.

Important Note: A returned check will automatically result in a hold on the account affected, which will preclude participation in any or all of the following activities: further check writing privileges, class registration, receipt of grades, issuing official transcripts and/or diplomas.

Returned Check Payment Methods

1. Certified Funds: Make cashier's check, money order, or other certified funds payable to Lawrence Memorial Regis College. Include your name, current address and phone number on the face of the check.
2. Deliver in person or mail certified funds to:
Lawrence Memorial Regis College
Attn: Bursar's Office
170 Governors Avenue
Medford, MA 02155

Withdrawal from Program:

Students have 30 days after withdrawing from the Program to pay any outstanding balance.

Billing disputes:

Discrepancies in your bill should be addressed in writing to the Bursar. Include your name, permanent home billing address, email address, dollar amount in question, and any other information you believe is relevant.

If there is a billing problem, pay the undisputed part of the bill to avoid responsibility for any late fees or financial holds. Disputes must be made within two (2) months of the final date of the semester charges being disputed.

Prerequisites/Corequisites in the Curriculum

Policy: Prerequisites must be successfully completed before enrolling in the requisite courses.

Corequisites must be taken concurrently with requisite courses, if not successfully completed in advance.

Requisite Course & No.	Prerequisite Course & No.	Corequisite Course & No.
MR 101 Rad. Procedures & Related Anat. I & Lab	None	MR 140; MR 120; MR131
MR 131 Radiologic Physics	None	MR 101; MR 140; MR 120
MR 120 Radiologic Clinical I	None	MR 101; MR 140: MR131
MR 140 Patient Care in Radiography	None	MR 101; MR 131; MR 120
MR 102 Rad. Procedures & Related Anat. II & Lab	MR 101; MR 140; MR 120; MR131	MR 111; MR 121; MR 231
MR 111 Radiologic Imaging I & Lab	MR 101; MR 140; MR 120: MR131	MR 102; MR 121; MR 231
MR 231 Radiologic Biology & Protection	MR 101; MR 140; MR 120; MR131	MR 102; MR 111; MR 121
MR 121 Radiologic Clinical II	MR 101; MR 131; MR 120: MR131	MR 102; MR 111; MR 231
MR 220 Radiologic Clinical III	MR 102; MR 111; MR 231; MR 121	
MR 201 Rad. Procedures & Related Anat. III & Lab	MR 220	MR 211; MR 221
MR 211 Radiologic Imaging II & Lab	MR 220	MR 201; MR 221
MR 221 Radiologic Clinical IV	MR 220	MR 201; MR 211
MR 240 Advanced Radiologic Technology	MR 201; MR 211; MR 221	MR 222; MR 250, MR 260
MR 250 Radiologic Pathophysiology	MR 201; MR 211; MR 221	MR 222; MR 240, MR 260
MR 222 Radiologic Clinical V	MR 201; MR 211; MR 221	MR 240; MR 250, MR 260
MR 260 Professional Readiness	MR 201; MR 211; MR 221	MR 240, MR 250, MR 222
BI 105 Anatomy & Physiology I	None	
BI 106 Anatomy & Physiology II	BI 105	
EN 105 Writing Seminar	None	
EN 106 Critical Reading, Thinking & Writing	EN 105	

Requisite Course & No.	Prerequisite Course & No.	Corequisite Course & No.
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ID 304 Exploring Ethics	None
MA 210 Statistics	None
SO 201 Introduction to Sociology	None
Humanities Elective	None

**All non-radiography courses must be completed prior to entering final semester of radiography courses*

Program Exit

Policy: To exit the Program, all student obligations must have been met including the return of all library books; receipt of all required transcripts; all financial obligations are met; financial aid exit interview completed, and student ID and radiation monitoring badges returned. Failure to complete all required obligations will result in a hold on transcripts until all requirements are met. In addition, for all graduating students, a hold will be placed on obtaining an official letter from the Program Director for a student's MA RCP application for state licensure, and the required verification signature of the Program Director to finalize the student's score on the ARRT credentialing exam.

Procedure: Graduating Students

1. Student clearance information will be posted and verified on the shared drive after each student has completed the respective graduation requirements.
2. Student ID badges and radiation monitoring badges will be collected by the Program Director. The Program Director will review posted clearances. If not yet cleared the student will be informed to see the appropriate person to be cleared.
3. The Clinical Coordinator will verify that a student's ARRT competencies and clinical course requirements are complete. The Program Director will verify that the didactic courses are complete.
4. The Program Director will sign off on the ARRT verification form that the student has completed all program requirements ONLY after all items on the checklist have been appropriately verified. Should there be any items NOT verified and the Program Director responds to the ARRT that the student has NOT completed all requirements, the ARRT will nullify the student's score if the exam has been completed. This attempt will count as one of the three (maximum) attempts to successfully pass the ARRT credentialing exam.

Radiation Safety and Monitoring

Overview: The National Council on Radiation Protection (NCRP) has published, as its guideline, and state and federal agencies have promulgated regulations for a recommended annual exposure dose limit for individuals employed as radiation workers. NRC: 10 CFR Part 20 – Standards for Protection Against Radiation, subpart C – Occupational Dose Limits, states, "20.1201 The licensee shall control the occupational dose to individual adults to the following dose limits: The total effective dose equivalent (per Year) being equal to 5 rems (0.05 Svi, 5,000 mrem)." The Commonwealth of Massachusetts Department of Public Health, Radiation Control Program has adopted and enforces these guidelines within its regulations.

The Radiography Program Administration and Faculty have established as the annual exposure dose limit for students enrolled in its program, the level of 5mSv (500 mrem) per annum. Upon consultation with Certified Radiation Health Physicists, and in the experience of the Program administration and faculty, this level (which is 1/10th that recommended for the radiation worker), is "As Low As is Reasonably Achievable" (ALARA) for radiography students. The program has established a trigger dose of 1.25 mSv (125mrem).

Policy: To help assure that this ALARA level is not exceeded by its students, the Radiography Program Administration will:

- Require all Program students, administrators and faculty to wear their assigned radiation monitoring device, at all times, while attending their assigned Clinical Education Center for program-related activities, or during energized lab activities on campus. The monitoring device is to be worn at the collar, outside of any personnel radiation-shielding apron.
- Communicate the procedure for students who arrive to their clinical site without their school-issued radiation monitor. If a student arrives to clinical without their monitor but is co-monitored by their site, they may remain. If the student is not co-monitored by their site, they must obtain their monitor or report to the school for a spare monitoring badge and then return to their site. If they are unable to make it back to their clinical site, they are then required to make up their missed experience.
- Require students to immediately request a spare radiation badge from the Clinical Coordinator if their badge is missing or lost.
- Forbid the practice of any student ever actively “holding for support or restraint” any patient or imaging receptor while that patient is being exposed to X-Radiation.
- Maintain, in perpetuity, radiation exposure measurement records for all enrolled students, program administrators and faculty.
- Make available for review by all students, administrators and faculty, their respective exposure measurement readings, both cumulative and periodic.
- Regularly monitor radiation exposure levels for all radiography students and faculty while they are attending their regularly scheduled clinical education activities at their assigned Clinical Education Setting and during laboratory exercises on campus, which involve the use of the lab’s energized equipment.
- Require all Program administrators, faculty and students to review and initial their dosimetry reading on the periodic radiation monitoring report.
- Notify, in writing, any individual monitored by the Program, of any radiation exposure levels which exceed the Program’s trigger dose levels.
- Require the individual so notified to respond, in writing, to the Program Director: 1) describing where they were assigned during the monitoring period and 2) offering a possible reason for their dose to exceed the Program’s ALARA level.
- Ensure that the Program’s notification to the student shall be made within a period not to exceed three weeks from receipt of the report. The individual receiving the notification must respond within fourteen calendar days of receipt of the notification.
- Forbid any student or faculty member from remaining within either of its energized lab rooms while an X-Ray exposure is being made.

Any student who knowingly and/or willfully breaks any of the above stipulations will be subject to judiciary action up to and including expulsion from the Program.

Recognition of Exemplary Student Behavior

Policy: Recognition of Exemplary Student Behavior is to be used to write an anecdotal note, describing any event, or incident, or behavior, which an instructor/faculty member deems worthy of being documented and placed in the student’s file for future reference/use. It is to be used to document instances of performance or behavior which may appear to exceed the Radiography Program standards.

Residency

Policy: All students in the radiography program must establish residency with Regis College by taking two (2) courses through Regis. The two courses may include on-site courses, on-line courses, or hybrid courses. The selection of courses should be determined in conjunction with students’ Enrollment Advisor and/or Faculty Advisor.

Students are encouraged to first take any non-radiography courses (general education requirements) that are still needed as part of the associate degree curriculum. If all courses have been completed and either

transferred or exempted from (see *Transfer Policy & Exemption Policy*), the student may choose to take either:

- Science review course(s)
- Courses in the Bachelor Completion program (BS in Imaging)

Students selecting to meet their residency requirement of two (2) courses, through classes in the BS programs, must meet with the appropriate advisor to ensure these courses are acceptable.

*Radiography students clinical and theory courses (MR101, MR102, MR111, MR120, MR121, MR131, MR140, MR201, MR211, MR220, MR221, MR222, MR231, MR240, MR250, MR260) do not count towards their residency requirement.

Return of Title IV Refund Policy (R2T4) for Financial Aid Recipients

Policy: Federal regulations require Title IV federal financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal.

Once 60% of the semester is completed, a student is considered to have earned 100% of his/her financial aid during that period and will not be required to return any funds.

Note: there is no correlation between the College's Withdrawal/Refund Policy and the Return of Title IV Refund Policy.

The Financial Aid Office is required to recalculate students' eligibility for federal funds when they withdraw, are dismissed, or take a leave of absence before completing 60 percent of the semester. This is known as Return of Title IV (R2T4) calculation.

The recalculation determines how much federal aid a student has "earned" by dividing how many calendar days the student has attended class by the number of calendar days in the semester (excluding scheduled breaks of five days or more). This is based on the date of the official withdrawal received by the Registrar's Office.

If the student has completed at least 60 percent of the semester, then they are said to have "earned" 100 percent of their federal financial aid, and none of it need be returned to the federal government.

Any "unearned" aid must be returned to the federal government in the following order (each fund is fully refunded before moving to the next fund):

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal Direct Parent PLUS Loans
- Pell Grant
- Supplemental Educational Opportunity Grant

Any unearned Title IV funds required to be returned to the Department of Education will be processed within 45 days of the student's withdrawal date.

If the student has received a refund before withdrawing from school, then the student may be required to repay some or all those funds to the institution.

If the R2T4 calculation results in a credit balance on the student's account, the credit balance must be disbursed to the student as soon as possible and no later than 14 days after the calculation of R2T4.

If the R2T4 calculation results in an amount to be returned to the Department of Education that exceeds the school's portion, the student must repay these funds.

Post Withdrawal Disbursements

A student may be eligible for a post-withdrawal disbursement of federal Title IV aid if the return of funds calculation indicates the student earned more aid than was disbursed prior to the student's withdrawal. Post-withdrawal disbursements of Title IV grants must be disbursed within 45 days of the student's withdrawal date. Loan funds must be offered within 30 days, allowing student at least 14 days to respond. All post-withdrawal disbursements are applied to student account first. If this results in a credit balance on the student's account, credit balances will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

Satisfactory Academic Progress (SAP)

The US Department of Education requires that all students who receive financial aid make progress toward their program of study. Satisfactory Academic Progress (SAP) is the measure of a student's overall academic progress. Students who fail to meet SAP may not receive financial aid. A student's entire academic history is reviewed for the purposes of SAP, including credits NOT paid for by financial aid.

Policy

Standard 1: Cumulative Grade Point Average (GPA): Students must maintain a minimum cumulative 2.0 GPA.

- Incompletes, withdrawals, repeated courses: Repeated courses as well as grades of F, course withdrawals (W), courses for which a student has been dropped and courses that are not completed (I) at the end of the semester are calculated in the cumulative GPA.
- Transfer courses are not calculated in the cumulative GPA.

Standard 2: Completion Rate: Students must successfully complete a minimum of 67% of all courses attempted.

- Incompletes, withdrawals, repeated courses: all credits in which a student has registered are considered attempted credits whether or not the course is completed (unless the course is dropped during the formal add/drop period). Repeated courses as well as grades of F, course withdrawals (W), courses from which a student has been administratively withdrawn and courses that are not completed (I) at the end of the semester are included as attempted credits.
- Transfer credits are counted as attempted and earned.

Standard 3: Maximum Timeframe (150% Rule): Students must complete their program within 150% of the published length of the educational program. Part-time attendance counts in the maximum timeframe calculation. Students who do not complete their program within this timeframe are no longer eligible to receive financial aid.

Timeframe

SAP is evaluated at the end of each semester (including summer and winter intercession) by the Financial Aid Administrator.

SAP Review

Financial Aid Warning: Students who do not meet the SAP standards are placed on financial aid warning but are eligible to receive financial aid during that time. Student is only allowed one semester of SAP Financial Aid Warning. At the end of the financial aid warning period, the following action will occur:

- Student is removed from Financial Aid Warning if the student is now meeting SAP standards.
- Student is placed on Financial Aid Suspension if, after the warning period, the student has not met the requirements.

Financial Aid Suspension: If the SAP standards are not met after the warning period, a student is placed on financial aid suspension and is no longer eligible to receive any form of financial aid, including loans. Financial aid eligibility can be reinstated if:

- A student either raises his/her GPA and / or completion rate to meet the SAP standards; or
- Successfully appeals the suspension status (see below for process).

Appeal Procedure

A student has the right to appeal a Financial Aid Suspension due to mitigating circumstances such as, but not limited to, illness, military service, death in family, or a previously undiagnosed learning disability. The following must be completed and submitted to the Financial Aid Administrator:

- Appeals must be submitted using the Satisfactory Academic Progress Appeal Form. The form must include an academic plan outlining the steps that will be taken to ensure the student's academic success. The student meets with the Director, Student and Alumni Services to complete this. Academic plan must be signed by the student and the Director, Student and Alumni Services.
- Letter detailing the issues that affected the student's studies and successful completion of the courses attempted, and what has changed/will change that will allow student to achieve SAP. Student should include any documentation verifying the special circumstance (i.e., doctor's letter, third party letter).

All appeals will be considered. The Financial Aid Administrator and the Director, Student and Alumni Services meet to decide on appeal. Notification of the decision is sent to the student within two (2) weeks of the date the appeal is received.

Financial Aid Probation

If the appeal is granted, the student's academic progress is reviewed, and the conditions of the student's appeal are monitored at the end of that term. Probation status lasts for one payment period, during which the student may continue to receive FSA funds. Conditions may be established that the student must meet by the end of the probationary period. Students who fail to make SAP, or meet the established conditions, at the end of the probation period lose their aid eligibility. If the conditions of the appeal are not met, the student is no longer eligible for financial aid until such time that SAP is met. If the conditions of the appeal are met, the student continues to be eligible for aid. However, the conditions of the appeal are reviewed each term until the student is making satisfactory academic progress.

Social Media

Policy: Lawrence Memorial Regis College (LMRC) reserves all rights to social media accounts, sites and applications bearing the Program name and/or marks. This includes photo, audio and video sharing sites and all social networking applications/sites. LMRC accounts, sites, pages and applications may only be created by authorized representatives of the Program. No student may establish an account on behalf of the Program. Communication about patients, faculty, staff, students, clinical sites, or their personnel over social networks, (e.g., Twitter, Facebook, on other social networks; e-mail; text messaging) is strictly prohibited. LMRC reserves the right to request deletion of posts that conflict with this policy.

Student Records

This policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended in 2001. FERPA is a federal law which states that: (a) the Program must have a written institutional policy governing education records, and (b) that the Program make available a statement of adopted procedures covering the privacy rights to students. FERPA provides that the Program will maintain the confidentiality of student education records and permit student access to them in accordance with law. Students will be notified of their FERPA rights annually by publication in the Student Handbook. All records are maintained under the supervision of the Vice President for Education. Records are confidential and are only accessible to those persons noted in this policy.

Education Record:

FERPA defines education records as any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche which contains

information directly related to a student and which are maintained by the Program or a person acting for the Program. A student is any individual who is or has been in attendance in the Program. A student's attendance commences upon the individual's acceptance of admission and payment of the required deposit.

The term "education record" does not include records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto that are in the sole possession of the maker of the record and which are not accessible or revealed to any other person except a substitute; records on a student who is 18 years of age or older that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity and in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice; records of students as employees unless the employment results from the employee's status as a student; and alumni records (records that are created or received by the Program after an individual is no longer a student and that are not directly related to the individual's attendance as a student).

Access to Records:

No one outside the Program shall have access to, nor will the Program disclose students' education records without the written consent of students except as permitted by FERPA. FERPA permitted disclosures include, but are not limited to, disclosures to Program officials with legitimate educational interests, persons or organizations providing students financial aid, accrediting agencies carrying out their accrediting function, parents of a student who is their "dependent" for federal tax purposes, and persons in connection with a health or safety emergency. The Program's decision to release information that is covered by a FERPA exception is discretionary with the Program. Lawrence Memorial/Regis College will also release information in compliance with a judicial order or lawfully issued subpoena. In most cases the Program will make a reasonable attempt to notify the student of the order or subpoena in advance of compliance at the student's last known address.

A "school official" is a person employed by the Program in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Program has contracted as its agent to provide a service instead of using Program employees or officials (such as an attorney, auditor, or collection agent); a person serving on the [Board of Trustees](#); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Program. The Program also responds to requests for information pursuant to applicable Federal Laws.

Disclosure of Education Records with the Student's Consent:

The Program will disclose a student's education records at a student's request when the Program receives a signed and dated written consent from the student that specifies: (i) the records that may be disclosed; (ii) the purpose for which they may be disclosed; and (iii) the persons or classes of persons to whom they may be disclosed. The Program will comply with requests only after using reasonable methods to identify and authenticate the identity of the student and the designated recipients of the education records.

Directory Information:

At its discretion the Program may provide Directory Information in accordance with the provisions of FERPA to include: Name, Address, Phone Number, Dates of Attendance, Degrees Earned, Dates of Degrees, Awards/Honors/Scholarships, Advisor, and Computer User Name. It should be known that it is the Program's choice to release information, and careful consideration is given to all requests to ensure that the information is not released indiscriminately. A student may withhold all Directory Information by notifying the Registrar's office in writing. Requests for non-disclosure will be honored by the Program until the Registrar is notified in writing by the student to remove the action.

Review Process:

FERPA provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the

challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel are unacceptable. The Vice President of Education has been designated by the Program to coordinate the inspection and review procedures for student education records. Students wishing to review their education records must make written requests to the Vice President of Education listing the item or items of interest. Records covered by FERPA will be made available within 45 days of the request. All documents will be reviewed in the presence of a designated official. A student may have copies of any document he/she sees, unless a financial hold exists, the document involves another person, or the student has waived his/her right to access. These copies will be made at the student's expense.

Challenge Process:

Procedure for Record Amendment:

1. A student wishing to have a record amended must write to the Vice President for Education and clearly identify what part of the record they want changed and specify why it is inaccurate.
2. The Vice President for Education will either amend the record or will notify the student of the decision and advise the student of the right to a hearing.
3. The student may request a formal hearing by writing to the Vice President for Education.
4. The Vice President for Education will arrange for a hearing by an official of Regis College who does not have a direct interest in the outcome.
5. A student who is dissatisfied with the results of a hearing may submit an explanatory statement for inclusion in the record.

Student Records

All student records are maintained in compliance with Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party. For specific information about definitions, access to records, disclosures, directory information, and review process, please see the *Student Record* policy. These records are retained electronically and/or in hard copy in the following locations and according to the *Program Records Retention* policy.

Document	Maintenance/Retirement
Admissions Materials Counseling/Advising Records Course Progression Form	Destroy after graduation or one (1) year after withdrawal
Transcripts Status letters (LOA, Change of Division, etc). Final Clinical Evaluation Summaries Judicial Warning Notices, if applicable	Permanent
Counseling Statements; Note to File, if applicable	Destroy hard copy after the course has been completed or student withdrawal
Health Record and Criminal Background Check Information	Housed by 3 rd party vendor; Student may access ad infinitum
Accommodation Plan, if applicable	Destroy three (3) years after graduation
Certificate of Graduation & NCLEX-RN Results	Until a pass or five (5) years – then discarded.
Grievance Records	Kept 5 years – then destroyed

Document	Maintenance/Retirement
Student Financial Aid Records	Destroy seven (7) years after graduation
Withdrawal Records	Kept 10 years – then destroyed Transcript is kept permanently
Graduate Records	Permanent
Graduate Health Record	Housed by 3rd party vendor; Student may access ad infinitum

Complaints regarding FERPA compliance may be made to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4606
Phone: 202-260-3887
Website: www.ed.gov/offices/OM/fpc

Portions of this policy were adapted from Regis College policy (available on Regis College website: www.regiscollege.edu).

Tobacco-Free Environment

Policy: The MelroseWakefield Healthcare has a *Tobacco Free* policy on all of its campuses. This includes cigarettes, cigars, chewing tobacco, pipes, electronic cigarettes and any other tobacco-related products. No use of any of these products is allowed on MelroseWakefield Healthcare property at any time.

The Program bans the student and/or faculty from smoking or tobacco use at any time on MelroseWakefield Healthcare property.

Students who fail to follow the smoke-free-policy on MelroseWakefield Healthcare property may be subject to a judiciary action and/or dismissal from the Program.

Transcripts

Policy: Transcripts are maintained on all students who have been or are currently enrolled in the Program. Transcripts are retained in the student and/or graduate record ad infinitum.

College transcript paper is utilized for official transcripts. The transcript is official if stamped by the Registrar and imprinted with the Program seal. An official transcript will only be released to the student in a sealed envelope, which is signed across the closure and labeled with “official transcript enclosed.”

Upon request by the student, two (2) official transcripts are issued at no charge upon graduation; additional copies are issued for a fee established by the College. Official transcripts are not released if there is any outstanding indebtedness to the Program.

Procedure:

1. Final grades are recorded in letters.
2. Cumulative grade point averages are automatically calculated at the end of each grading period.

3. Official transcripts are signed or stamped by the Registrar, LMRC campus.

Procedure for Transcript Request:

1. Transcripts must be requested utilizing the National Student Clearinghouse. The link to the transcript service is on the Program's website, <https://lmregis.org/about-the-programs/transcript-requests/>.
2. Transcript requests must be paid at the time of order.

Transfer

Policy: Students may transfer their non-radiography courses if they have completed equivalent, approved courses in keeping with the *Prerequisite/Corequisite* policy. To be considered for transfer, the course grade must be a minimum of 2.0 (C), be from a regionally accredited college/university, and carry the same number of credits.

Equivalent courses in Anatomy and Physiology and Microbiology will be accepted for transfer only if they have been taken within the past seven (7) years. An equivalent Human Development course must have been taken within the past seven (7) years. There is no time limit on other equivalent required courses.

Clinical courses will not be accepted for transfer.

Students must meet the residency requirement (see *Residency* policy).

Use of Program Name/Logo

Policy: No person or group shall use the name/logo of Lawrence Memorial Regis College Radiography Program, unless approved and authorized by the Vice President for Education or designee. The name/logo of the Program may not be used for unauthorized commercial purposes.

Voluntary Declared Pregnancy Policy for Radiography Students

Overview: This policy has been formulated to be in full accord with the published guidelines of the Nuclear Regulatory Commission (NRC) regarding radiation exposure to the embryo/fetus.

Policy: Should a student become pregnant while enrolled in the Radiography Program, they are under no requirement to declare their pregnancy status to any individual associated with the program. Should they voluntarily elect to declare their pregnancy status, they may do so by submitting the "*Voluntary Declaration of Pregnancy for Radiography Program Students*" form to the Program Director. At any time after they declare, should they wish to reverse that decision, they may do so by submitting their intention in writing to the Program Director.

Should they elect not to declare their pregnancy status, or reverse their declaration, it is understood that the program is under no requirement to afford any measures regarding radiation safety other than those which are routinely afforded to all radiography students.

Should they declare and submit the declaration form to the Program Director, the following measures will become effective for the duration of their pregnancy or declaration, while they are enrolled within the program:

1. The student will be issued a copy of the applicable state regulations (105CMR 120.203, 105CMR120.218, 105CMR120.267) which deal with exposure to the embryo/fetus, and a copy of the U.S. Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure and Guide 8.29 Instructions Concerning Risks from Radiation Exposure.
2. The student will be issued a second radiation-monitoring device. During the gestation period, the device

is to be worn at waist level at all times within the clinical environment and during scheduled lab sessions at the school where the energized x-ray equipment will be in use. Should the student wear a personnel-shielding apron, the radiation-monitoring device must be at the waist level, underneath the apron.

3. The program will monitor the student's radiation dosimetry reports to ensure compliance with NRC guidelines and requirements of The Commonwealth of Massachusetts Regulation 105CMR120.218, which requires that "the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 500 mrem (5 millisievert)".
4. The program will inform the appropriate individuals at the student's assigned clinical education setting of the declaration.
5. To inquire about additional considerations, please contact the Program Director.

Whether or not the student decides to voluntarily declare their pregnancy status, it is strongly advised that they confer with their own private health care provider(s) about the physical performance requirements and demands which are associated with the practice of radiography.

Should the student decide, for personal or medical reasons, to suspend their enrollment in the program, they are to contact the Program Director.

Withdrawal

Administrative Withdrawal

Students on leave of absence, or who have requested an admission deferral, who do not confirm their intent to begin classes by the date specified by the Admission and Progression Committee, will be administratively withdrawn from the Program.

Enrolled students who fail to attend classes/clinical for two weeks and do not contact the school will be administratively withdrawn from the Program.

Withdrawal: Radiography Course

A student may request to withdraw from radiography courses within specific time periods indicated on the Academic Calendar. The last date of attendance will be documented by the Program Director and this date will be used for any refunds.

Withdrawal: Non-Radiography Course

A student may request to withdraw from a non-radiography course within specific time periods indicated on the Academic Calendar. A student who withdraws from a non-radiography course that is being taken as a co-requisite with a radiography course, will be administratively withdrawn from the radiography course.

Tuition & Fees

Lawrence Memorial Regis College commits to helping qualified students reach their educational goals by providing a variety of financial aid programs and resources. Awards and scholarships will be given based on academic achievement and available funding. Please contact the Financial Aid office for more details.

Bursar

For assistance with all payments for tuition bills and fees, please email the Director of Student and Alumni Services, Colleen.Walsh@tuftsmedicine.org.

	Fall II*	Spring II*
*Tuition for radiography lab & clinical courses (\$1,088/credit)	\$10,880.00 10 credits	\$11,968.00 11 credits
Non-Radiography courses \$375/credit		
*Science review courses \$1,264/course		

Fees

Registration Fee	\$52 / semester (<i>non-radiography courses</i>)
Comprehensive Fee (Year 2 Fall semester)	\$585 / semester
Comprehensive Fee (Final semester)	\$850 / semester
Science Course Lab Fee	\$224 / science course

Other charges

Health Insurance	TBD (2024-2025 rate was \$2,859)
Supplemental (make up) Lab	\$50 / hour

Fees and other charges are non-refundable.

Tuition charges are refundable depending on date of drop or withdrawal. Please refer to the Program's *Cost, Billing & Refund* and *Return of Title IV Refund Policy (R2T4)* for Financial Aid Recipients policies.

The above tuition, fees and other charges are subject to change. Lawrence Memorial Regis College reserves the right to change the above amounts and will notify students in a timely manner of changes as they occur.

Costs, Billing and Refunds

Costs and Billing:

Students should refer to the *Payment Policy* for details on payments, due dates and billing options.

Students are required to purchase uniforms from the designated uniform company before entrance to the program.

Students are required to have their own mobile device to access required reference software. Whether using a currently owned mobile device or purchasing a new device, the device must be compatible with our selected vendors' required software.

Textbooks and required software for radiography courses may be ordered online each semester. Payment must be made at the time the order is placed. Books for non-radiography courses may be purchased at the Regis College bookstore.

In addition to published fees, graduates will be required to pay for the cost of the licensure examination and pinning and graduation attire.

Costs are subject to change without notice.

Refunds:

Tuition and selected other fees are refundable according to the following conditions. Notice of withdrawal must be made in writing to:

Registrar
Lawrence Memorial Regis College
170 Governors Avenue
Medford, MA 02155

Withdrawal Date	% Tuition Charged	% Tuition Refund
Prior to start of classes	0%	100%
During Add/Drop period	0%	100%
Within first two weeks	20%	80%
Third week	40%	60%
Fourth week	60%	40%
Fifth week	75%	25%
After fifth week	100%	0%

No refunds issued after 5th week.

Non-Radiography courses taken in the Winter Intersession must follow Regis College's *Refund* policy.

The following fees are non-refundable:

Acceptance Deposit
Comprehensive
Criminal Background Check/Immunization
Library Overdue Materials
Return Check
Return from LOA Deposit
Validation Testing

Miscellaneous

- Non-radiography courses are required unless equivalent courses have been taken and exemptions granted.
- Radiography students are required to purchase navy blue scrub tops and pants to be worn during clinical rotations. Scrubs may be purchased from any uniform supplier. A minimum of two (2) pair of scrub tops and pants are suggested to begin the Program.
- Students order texts either online or directly from a suggested textbook distributor. Books for non-radiography courses are purchased separately at the Regis College Bookstore, Weston campus.
- Students are required to be covered by a health insurance plan and are enrolled in the Regis College plan unless proof of comparable insurance coverage is provided.
- Meals may be purchased on both campuses and at most clinical sites. Students are expected to make provisions for their own meals when scheduled for learning experiences away from the school.
- Students are responsible for arranging their own transportation.
- Bills are payable according to the payment due dates (see *Payment Policy*). The discharge of all financial obligations is prerequisite to class entry, promotion and graduation. Students will not be considered registered in the Program until tuition is received.

- Costs are subject to change without notice.
- Graduates will be required to pay for the cost of the licensure examination application.

Tuition Discount

Melrose Wakefield Hospital (MWH) and Lawrence Memorial Hospital (LMH) Employee Tuition Discount

Policy: A **25%** tuition discount on radiography courses only is available to eligible MWH or LMH employees and their immediate family members (spouse and children). To qualify, the employee must have worked for MWH or LMH at least 24 hours per week for a period of six (6) months or more and must continue employment (at least 16 hours/week) during the enrollment period.

Procedure:

1. Upon acceptance into the Program, the eligible student may apply to the Human Resources Department for the tuition discount. The employee's work status will be verified with the Human Resources Department by the Bursar to determine eligibility.
2. The Bursar will apply a **25%** discount to the clinical radiography course tuition on the bill each semester after verifying eligibility.

Tufts Medicine [Lowell General Hospital/Circle Health, VNA/Home Health Foundation & Tufts Medical Center, New England Quality Care Alliance (NEQCA)] Employee Tuition Discount

Policy: A **20%** tuition discount on radiography courses only is available to eligible Tufts Medicine employees and their immediate family members (spouse and children). To qualify, the employee must have worked for Tufts Medicine at least 24 hours per week for a period of six (6) months or more and must continue employment (at least 16 hours/week) during the enrollment period.

Procedure:

1. Upon acceptance into the Program, the eligible student may apply to the Human Resources Department for the tuition discount. The employee's work status will be verified with the Human Resources Department by the Bursar to determine eligibility.
2. A **20%** discount will be applied to the radiography course tuition on the bill each semester after verifying eligibility.

Tuition Reimbursement

All employees may continue to be eligible for tuition reimbursement for non-radiography courses in accordance with the health system policy. Log on to <https://www.benstrat.com/education/> and click on Tuition/Certificate Reimbursement Application.

Student Services

Academic Advisement

Policy: All full-time radiography faculty members serve as academic advisors to clarify, direct and support students in their academic endeavors. Each student will be seen by one of the faculty advisors at least once per semester once Radiography courses begin.

A student or faculty member may request a change in the advisor assignment if such a change will improve the advising situation.

Student responsibilities in the advisement process include communication with the advisor at least once each semester in order to share progress/problems and anticipated needs. Faculty advisor responsibilities include clarifying the goals, curriculum plan and requirements for the degree and communicating with assigned students at least once each semester. Documentation of advisement is kept by the advisor until graduation.

Registration of students for courses within the Program is managed by the Director, Student and Alumni Services.

The Program Director will inform students of the advisement process upon enrollment to full-time radiography courses.

Computing Resources

PCs, network and printing

PCs for shared student use are available 24/7 at the LMRC campus provided the PCs are not scheduled for use by classes. The shared PCs are located in the Radiography Lab.

WiFi is available. On your device, go to Settings/WiFi and tap "TuftsMedGuest" to connect.

Local network access is available so students can log onto shared LMRC computers on campus. New students are issued an on-premise-only network account (no email or cloud access) required to log onto LMRC shared computers.

Printing is not available to students on campus, as many students are finding that digital apps of personal choice are a much more dynamic and portable solution for their learning needs. Any handouts required by faculty during the course of instruction are provided by LMRC; anything the student desires to be printed for their own use is provided by the student using their own printing resources.

Cloud & digital learning resources

LMRC uses a variety of cloud-based applications and other digital learning resources in all aspects of the curriculum to enable all learning modes, styles and speeds as well as to manage student information in a highly-secure environment.

Email and Microsoft Office: LMRC students are required to use an official school email account for all communications with LMRC faculty and staff. Students are also required to have Microsoft Office. When LMRC students are issued their Regis College user account, this account comes with Microsoft Office and email access, as well as access to additional Regis College resources.

- Learning Management System (LMS): The LMRC faculty uses the Moodle LMS – hosted by our education partner Regis College (Weston, MA) to provide to students a wide array of learning resources: learning materials, presentations, quizzes, exams, grades, assignments, library information, schedules, etc.
- Website: LMRC's website (www.lmregis.org) provides a wealth of information about the programs; tuition; learning outcomes; financial aid; this handbook and others; etc.
- Student Information System portal: LMRC's SONIS Jenzabar Student Portal (<https://lmrc.jenzabarcloud.com>) provides access to financial aid award letters; tuition statements; payment plan schedules; 1098-T's tax forms; etc., in a highly secure cloud environment.

Technical support resources

LMRC offers these technical support resources:

- For issues with purchased online learning resources, students have access to the support that comes with their purchases.
- For issues with local network access (such as logging onto shared computers on LMRC's campus), the Tufts Medicine IT Service Desk is available by phone.
- For issues with Regis College accounts, Regis College ITS HelpDesk is available by either phone or their online support portal.

Disability Services/Educational Accommodations

Lawrence Memorial Regis College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability of any nature) and, as a result, need reasonable academic accommodation to participate in class, take tests, or benefit from the Program's services, then you should speak with the Director, Student and Alumni Services, for a confidential discussion of your needs. This should be done at the earliest possible time in the semester to maximize your academic success. See *Disabilities and Educational Accommodations* policy for full details and procedures.

Please note that academic accommodation will not be provided unless appropriate documentation is submitted. Educational accommodations are not retroactive.

Financial Aid

A comprehensive financial aid program is administered by the Program. Detailed information is contained in a separate *Financial Aid Handbook*, published annually and distributed to all enrolled students. Please refer to the *Financial Aid Handbook* for further information. Questions regarding Financial Aid may be directed to the Financial Aid Administrator.

Parking

Parking, LMH & MWH

Policy: All students must register their cars with Security on the Medford campus. Students are responsible for knowing and adhering to parking policies to facilitate the operation of the hospital in order to best serve patients, visitors, staff and students. **Students are not permitted to park on streets in the hospitals' neighborhoods.** Failure to comply may result in the student being blocked or removed from class and/or clinical experiences, fines assessed, loss of campus parking privileges and/or booting or towing of the car. The student may also be placed on judicial warning. All fines must be paid to the Bursar prior to completing the course during which the fine(s) were assessed. Students whose fines remain unpaid at the end of the course will not be allowed to progress into the next course(s) and may lose their space in the class.

Parking, Regis Campus

1. All students who own or use a motor vehicle on campus must register it with the Campus Police Office and obtain a valid parking decal which must be displayed on the vehicle. Parking decals must be renewed each academic year. This must be completed at the time of registration.
2. At the time of registration, it will be necessary for each student to have in his/her possession a valid driver's license, registration certificate, and license plate number.
3. Unregistered vehicles may not use the College' parking facilities and will be towed at the owner's or user's expense.
4. Students must park in the lower lot next to the Athletic Facility or the lot at the side of the Student Union.
5. Student parking is not authorized in any areas on campus other than those listed above at any time between 7:00 a.m. and 5:00 p.m., Monday through Friday. Students may, however, park in the upper lots before and after these designated hours and on weekends, provided vehicles are moved prior to 7:00 a.m. on weekday mornings.
6. There is no student parking at any time in the parking lot directly behind College Hall.
7. A copy of the current campus parking and traffic regulations will be issued at the time of vehicle registration. Included in these regulations is the monetary fine assigned to each type of violation. All fines and towing charges related to Regis campus parking are payable to the Controller's Office, Regis campus.
8. Temporary parking permits for less than 14 days are available from Campus Police. Vehicles remaining on campus longer than 14 days must display a valid parking decal.

Miscellaneous

ATM Machine

There is an ATM machine located on the ground floor of the hospital in the corridor leading towards Urgent Care.

Book Purchase

Information on the purchase of required radiography textbooks is provided prior to the start of each semester. Students may purchase at any book vendor or retailer.

Cellphones and Classroom Courtesy

The answering of cellphones while seated in the classroom and library is disruptive to the teaching process and is not allowed. Cellphones should be turned off or on a low volume/vibrate mode when in the classrooms. If a call comes in and the student must answer, the student must exit the room to take the call.

Identification Cards

LMH Campus

An identification card security system controls access to the Radiography classrooms & lab in the basement of the Courtyard building on the LMH campus. Each photo identification card is individually programmed to allow access only to necessary areas. This computerized system permits individual cards to be deleted from the access system if lost or stolen and records when and where each card is used. The MelroseWakefield Healthcare Security Department maintains a file of all identification cards issued. Lost or stolen identification cards must be reported immediately to the Director, Student and Alumni Services. All identification cards must be returned prior to leaves of absence, withdrawal from the program and graduation. There is a charge for replacement identification cards.

Students who do not have an identification card to access LMH campus buildings may be asked to show valid ID cards before Security will unlock doors for them.

Note: Students found to be responsible for altering an ID card or possessing any official form of ID card which has been altered may be immediately suspended or dismissed from the Program. Students found to be in possession of another student's ID card, regardless of their attempt to utilize it, may be immediately suspended or dismissed from the Program, LMH campus.

Regis Campus

Photo identification cards are required to utilize the College services, attend specific functions, or gain entry to specific buildings or events. ID cards are issued to all new students at the beginning of each semester and are retained until graduation or departure from the institution.

Campus Police and other authorized personnel of the College reserve the right to request that a student provide such identification when the student is on the premises of the College. Students must be able to produce a valid ID card at all times. It is the responsibility of each student to secure and retain an identification card. Lost or stolen cards should be reported immediately.

To request a new ID, please e-mail ids@regiscollege.edu with first and last name and student ID number. E-mails received prior to 12:00 noon will be available for pick up at 4:30 p.m. E-mails received after 12:00 noon will be available the following day. A \$20 replacement charge will be required at the time of pick up.

Prior to receiving the ID card or validation sticker, the student must satisfy the following conditions:

1. Register for courses during the semester for which the card is valid.
2. Satisfy all financial obligations to the Program.

Note: Students found to be responsible for altering an ID card or possessing any official form of ID card which has been altered may be immediately suspended or dismissed from the Program. Students found to be in possession of another student's ID card, regardless of their attempt to utilize it, may be immediately suspended or dismissed from the radiography program, LMH campus.

Mail and Messages, LMH Campus

All students are required to notify the Registrar on the LMH campus promptly if their name, address, e-mail and/or telephone numbers change.

The Internet is another communication source for the school community. Currently, the school's website, **www.lmregis.org**, provides general school information, including all catalog information, articles about the school, forms for application or transcript and the Academic Calendar. Most items are directed towards people who are interested in learning about our program. MOODLE serves the LMRC community with announcements and information of interest to students, which can be accessed at **<https://moodle.regiscollege.edu>**. MOODLE provides course information for selected courses, which will allow students to download a course syllabus or course schedule from home. It also may be used for grade postings, electronic discussion groups and bulletins, depending on how each course implements it. Students' MOODLE accounts are set up after they are registered for courses each semester. Contact the Multimedia Specialist if you have any questions regarding these services.

Notification Regarding Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. "Education records" are "those records, files, documents and other materials" which 1) contain information directly related to a student; and 2) are maintained by an educational institution. (20 U.S.C § 1232g(a)(4)(A); 34 CFR § 99.3). FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally speaking, FERPA allows schools to disclose education records or personally identifiable information from education records in the following circumstances: with the written consent of the student, if the disclosure meets one the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information.

Pursuant to WAC 478-140-024(5), directory information at Lawrence Memorial Regis College may include:

- Student's name
- Street address
- E-mail address
- Telephone number
- Date of birth
- Dates of attendance
- Degrees and awards received
- Major and minor field(s) of studies
- Class

FERPA allows schools to release a student's directory information to anyone unless the student informs the Registrar that he or she does not wish directory information to be released.

NO to Release of Directory Information

Students who do not wish to authorize the release of directory information may request non-disclosure when they sign the Handbook and Directory Acknowledgement form each year. Furthermore, students may choose to opt out of directory information at any time by informing the Registrar in writing.

Students must be aware that restricting the release of their directory information has other consequences. For instance, a FERPA restriction makes it difficult or impossible for potential employers to verify students' enrollment, or to verify the fact that the student has earned a degree from Lawrence Memorial Regis College. The Program cannot notify hometown papers about awards and honors received (e.g., Honor's list). For this reason alone, many students choose to remove their FERPA restriction.

Voter Registration

As part of the Higher Education Amendment, this institution must provide you with the opportunity to register to vote. You may request a voter registration form on-line using the Voter Registration link on the Program's internal website:

<https://moodle.regiscollege.edu> under "LMRC Community"

Student Organization

Student Advisory Board

Purpose: The Student Advisory Board will consist of a group of student volunteers to serve as a liaison between the student body and program administration. The board will provide feedback on policies, programs, and campus initiatives, helping to ensure that student voices are heard in key decision-making processes. Members will collaborate with faculty and staff to improve the student experience and promote a positive, inclusive campus environment. The Student Advisory Board will meet with the Director of Student Services twice each semester.



Lawrence Memorial Regis College Radiography Program
Associate of Science
170 Governors Avenue
Medford, Massachusetts 02155-1643
781-306-6600
www.lmregis.org