This Handbook is for informational purposes and does not create a contract, nor does it constitute a guarantee of continued enrollment. Covenant School of Nursing and Allied Health continuously attempts to improve each program and reserves the right to modify admission criteria, course content, and policies as deemed necessary.

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REVISED DATE: June 2019
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The information contained in this Student Handbook is correct at the time of publication. Recognizing that conditions change, the School of Radiography reserves the right to appeal, change or amend the policies, rules and/or regulations contained here within.
Section 1: Mission, Goals, Core Values, Overview

Introduction

Mission, Values, Vision and Promise – Covenant Health

Covenant Health History
  Corporate Officers and Board of Directors

Covenant School of Radiography Mission Statement

Covenant School of Radiography Goals and Student Learning Outcomes

The Radiologic Technologist

Program Description/Overview

Accreditation
Introduction

The purpose of this manual is to inform students of the policies, rules, and regulations of the School of Radiography at Covenant Health. The program director will discuss the manual at length during the school’s orientation. It is important that you fully understand and comply with all policies of Covenant Health and the School of Radiography. A policy violation is not justifiable, and some violations may result in the student’s expulsion from the program. If questions arise, please feel free to discuss them in class or in the privacy of the program director’s office.

Mission, Values, Vision and Promise – Covenant Health

Covenant Health Mission Statement:
As expressions of God’s healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.

Covenant Health Values:

Compassion

Jesus taught and healed with compassion for all. – Matthew 4:24
We reach out to those in need and offer comfort as Jesus did. We nurture the spiritual, emotional and physical well-being of one another and those we serve. Through our healing presence, we accompany those who suffer.

Dignity

All people have been created in the image of God. – Genesis 1:27
We value, encourage and celebrate the gifts in one another. We respect the inherent dignity and worth of every individual. We recognize each interaction as a sacred encounter.

Justice

Act with justice, love with kindness and walk humbly with your God. – Micah 6:8
We foster a culture that promotes unity and reconciliation. We strive to care wisely for our people, our resources and our earth. We stand in solidarity with the most vulnerable, working to remove the causes of oppression and promoting justice for all.

Excellence

Whatever you do, work at it with all your heart. – Colossians 3:23
We set the highest standards for ourselves and our ministries. Through transformation and innovation, we strive to improve the health and quality of life in our communities. We commit to compassionate, safe and reliable practices for the care of all.

Integrity

Let us love not merely with words or speech but with actions in truth – 1 John 3:18
We hold ourselves accountable to do the right things for the right reasons. We speak the truth with courage and respect. We pursue authenticity with humility and simplicity.

Vision

Health for a Better World

Promise

“Know me, care for me, ease my way.”

Reviewed July 2019
Covenant Health History

Organization
Covenant School of Radiography (CSOR) is organized under Covenant Health. Covenant Health is a private, not-for-profit healthcare agency accredited by The Joint Commission and is a member of St. Joseph Health of Orange County, California. Covenant Health has facilities to care for medical, surgical, obstetrical, pediatric, emergency, and geriatric patients.

Covenant Health
Covenant Health is the largest health institution in the West Texas and Eastern New Mexico region. It serves a 62-county area with a population of more than 1.2 million people, with more than 50 percent of the patients coming from outside of Lubbock County.

Covenant Health consists of 4 cornerstone facilities, plus a network of 14 leased, and managed community hospitals, including Covenant Hospital Levelland and Covenant Hospital Plainview, 20 Healthcare Centers and Family Healthcare Centers. The cornerstone facilities are located in Lubbock, Texas: Covenant Medical Center (CMC), Covenant Medical Center-Lakeside (CML), Covenant Children’s Hospital (CCH) and the Covenant Specialty Hospital (CSH)—that house a number of specialty treatment centers, including:

- Covenant Heart and Vascular Institute
- Covenant NeuroScience Institute
- Owens-White Outpatient Rehabilitation Center
- Joe Arrington Cancer Research and Treatment Center
- Covenant Women’s Hospital
- Covenant Children’s Hospital

Background
Covenant Health is a member of St. Joseph Health, one of the most successful not-for-profit health systems in the United States. It was founded in 1998 through the merger of two of Lubbock’s most venerable health care facilities, St. Mary of the Plains Hospital and Lubbock Methodist Hospital System.

St. Mary Hospital was founded in 1937 as the 10-bed Plains Hospital and Clinic, becoming St. Mary of the Plains Hospital in 1939, when the Sisters of St. Joseph of Orange, California, purchased the facility. Today, St. Mary of the Plains Hospital is known as Covenant Medical Center—Lakeside (Women’s & Childrens’).

The facility now known as Covenant Medical Center began as the 25-bed Lubbock Sanitarium in 1918. The facility became known as Lubbock General Hospital in 1941, then Lubbock Memorial Hospital in 1945. In 1954, it became Methodist Hospital.

Corporate Officers and Board of Directors:

Corporate Officers:
Richard Parks, President/CEO of CHS
Walt Cathey, President/CH/Operations/Lubbock
John Grigson, CFO
Karen Baggerly, CNO, Vice-President of Nursing
Mission Statement of Covenant School of Radiography (CSOR)

Mission Statement of the School of Radiography
Covenant School of Radiography will strive to foster and support creative and positive learning experiences within an atmosphere of academic excellence and continuous improvement. Through the ministry of Jesus and through our core values of Compassion, Dignity, Justice, Excellence and Integrity, the Program will utilize a competency level of skill, proficiency and utilization of critical thinking and problem solving skills relative to clinical procedures and patient care.

Goals and Student Learning Outcomes for CSOR

Goal 1. Students will be able to safely and competently perform radiographic procedures.
   
   **Outcome 1-1:** Students will practice radiation safety at all times.
   **Outcome 1-2:** Students will demonstrate an understanding of equipment operation by utilizing psychomotor and critical thinking skills

Goal 2. Students will evaluate the importance of professional development and growth.
   
   **Outcome 2-1:** Students will be able to identify unprofessional and unethical behavior and understand how ethics and professional behavior impact the lives of patients, their families, their health care providers, their communities, and the country.
   **Outcome 2-2:** Students will understand their legal obligations to their patients and to the hospital/institution.

Goal 3. Students will use critical thinking and problem solving skills.
   
   **Outcome 3-1:** Students will be able to identify and correct technical and positional errors on radiographs.
   **Outcome 3-2:** Students will be able to select acceptable technical factors by utilizing critical thinking skills

Goal 4. Students will be able to communicate effectively.
   
   **Outcome 4-1:** Students will practice written communication skills
   **Outcome 4-2:** Students will be able to communicate orally and interact effectively with physicians and coworkers.

Reviewed July 2019
The Radiologic Technologist

The radiologic technologist is a person trained, skilled, and educated in providing patient services using imaging modalities as directed by physicians qualified to order and/or perform radiographic procedures. The radiographer uses x-radiation to produce images used to aid the physician in making a diagnosis.

Program Description/Overview

The Covenant School of Radiography (CSOR), a member of Covenant Health System in Lubbock, Texas, is a twenty-month program. Graduates entering the CSOR program with an associate degree or higher will receive a certificate of completion after satisfying the requirements of the program. Graduates entering the program without an associate degree or higher will receive an Associate of Applied Science Degree in Radiologic Technology through St. Joseph’s College Online after satisfying the requirements of the CSOR program and St. Joseph’s College Online requirements (for more information please see Admission Criteria and ASRTSA requirements in this handbook). Program graduates are then eligible to sit for the certification examination given by the American Registry of Radiologic Technologists (ARRT).

One class of a maximum of 19 students is admitted in August. Total enrollment in the school may not exceed 38 students.

This program includes academic and clinical education in the sponsoring hospital (Covenant Medical Center) and affiliations: CMG Northwest Clinic, CMG-Southwest Diagnostic Clinic, CMG Urgent Care, Covenant Hospital Levelland, HealthPlus, LDC-CMG Orthopedic Center, Lubbock Heart Hospital, Lubbock Radiology (L.P.), Medical Office Building at Covenant, Covenant Women’s & Children’s Hospital, Northstar, Southwest Medical Park, Texas Physicians Group 1-Quaker, Texas Physicians Group 2-Stonecrest and Texas Physicians Group 3-Slide. Some modality rotations will be done at our observation site, Joe Arrington Cancer Center.

Qualified personnel, including both registered radiographers and radiologists, supervise the students in the clinical areas. Students are required to demonstrate competence in the clinical procedures courses in both written and demonstration test conditions.

The radiography program at Covenant Health requires many hours of study to be successful. The program faculty has determined the basic individual characteristics and qualities that one must possess to meet success as a student radiographer.

After successful completion of the examination, given by the American Registry of Radiologic Technologists, the graduate is registered in the field of radiologic technology in radiography and may use the initials RT(R) after his or her name.

Accreditation

The program at Covenant Health is accredited by the Joint Review Committee on Education in Radiologic Technology:

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
Website: www.jrcert.org
E-Mail: mail@jrcert.org
Section 2: Admission and Attendance Information

Admission Criteria
Admission to Covenant School of Radiography

Saint Joseph’s College Online
ASRSA Degree Requirements

Application Requirements/Process
Nondiscriminatory Policy

Admission Requirements

Accommodations

Personal Requirements/Physical Characteristics

Personal Business

Personal Radiation Monitoring

Records

Pregnancy
Pregnancy Policy

School of Radiography Program Outcomes

General Qualifications for Certification by the ARRT

Job Placement

Clinical Sites
## Admission Criteria

### Admission to Covenant School of Radiography

Admission to CSOR depends upon selection by an admissions committee. The decision of the committee is based on the following criteria: GPA from college courses, degree held, personal interview, direct patient care, additional license, employment as a technical assistant in radiography, previous applicant to CSOR, current or former Covenant Health employee, motivation, and character.

The American Registry of Radiologic Technologists (ARRT) now require all graduates of schools of radiography to hold an Associate's degree in order to sit for the national board registry exam for licensure. Eligibility requirements for the ARRT certification in Radiography calls for candidates to have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT.

ARRT believes that the general education courses required for an academic degree will provide a firm foundation to support the evolving role of the technologist and the lifelong learning necessitated by the increasing rate of technological change. Quantitative and communication skills and understanding of human behavior that are acquired through general education classes are believed by ARRT to have value in continuing to shape professionalism and advancement of a Registered Technologist's role in healthcare.

The degree will not need to be in radiologic sciences, and it can be earned before entering the educational program or after graduation from the program. The degree requirement will apply to graduates on or after January 1, 2015. Covenant School of Radiography has chosen to have their students earn the degree prior to entering their program.

Recognizing the importance of education, Covenant School of Radiography and Saint Joseph's College Online has formed a partnership that provides a seamless coordination for the conferral of an Associate's degree for those candidates who presently do not hold an Associate's degree. This agreement allows applicants to complete a certain number of required Associate of Science courses in preparation for admission to Covenant School of Radiography. Enrollment at Saint Joseph's College Online (SJC) **DOES NOT GUARANTEE ADMISSION** into Covenant's Radiograph Program. Students still need to meet Covenant's admission requirements. Students who have completed the required pre-requisite Associate Degree course work at SJC and **ARE NOT** accepted into Covenant's Radiography Program will have a choice of another degree option for completion at SJC, or may apply to transfer their credits to another institution. As the total number of admissions is limited at Covenant's School of Radiography, applicants can re-apply the following year.

Options:

1. Students can apply for Covenant School of Radiography that already have a minimum of an Associate Degree. This meets the requirement for ARRT.
2. Students to receive an Associate Degree through the Covenant School of Radiography and Saint Joseph's College Online: All of the prerequisite courses can be taken through Saint Joseph College Online or at least 25 % must be completed through SJC.

Reviewed July 2019
Saint Joseph's College Online

Saint Joseph's College Online will grant up to 30 credits for clinical work that has been completed during the 20-month radiology program for the Associate of Science in Radiologic Science Administration degree (ASRSA). Credits are accepted across degrees with no statute of limitation and ease of admission, because the certificate program will have already been reviewed for credit transfer.

Online courses are "open" 24/7, affording students the flexibility of doing coursework at times that are convenient for them.

Optional summer courses allow students/graduates to accelerate their degree program.

Contact information for Saint Joseph’s College Online:

Saint Joseph's College Online
278 Whites Bridge Road
Standish, ME 04084
Web: www.sjcme.edu/online
Phone: 1-800-752-4723
Email: onlineadmissions@sjcme.edu
Text: 207-893-7841

For further information, please contact CSOR.

Reviewed July 2019
# St. Joseph’s College Online ASRSA Degree Requirements

## Exhibit A: Covenant School of Radiography to Saint Joseph’s College Online AS Radiologic Science Administration

<table>
<thead>
<tr>
<th>Covenant Program Requirements</th>
<th>SJC Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name(s)</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>Radiology Training</td>
<td>30</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td><strong>Course Name</strong></td>
</tr>
<tr>
<td>RADXFR</td>
<td>Radiologic Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Credits Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

## Remaining Courses

<table>
<thead>
<tr>
<th>Course Name(s)</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 106</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EH 107</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MA 205</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HY 104</td>
<td>Modern Global History</td>
<td>3</td>
</tr>
<tr>
<td>TH 100 OR TH 101</td>
<td>Intro to Judeo-Christian Traditions OR Catholic Doctrine &amp; Theology</td>
<td>3</td>
</tr>
<tr>
<td>ES 101</td>
<td>Introduction to Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 OR SO 201</td>
<td>Introduction to Psychology OR Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HA 205</td>
<td>American Health Care Systems</td>
<td>3</td>
</tr>
<tr>
<td>HA 330</td>
<td>Health Administration</td>
<td>3</td>
</tr>
<tr>
<td>HA 343</td>
<td>Healthcare Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>HA 353</td>
<td>Legal Aspects of Healthcare Administration</td>
<td>3</td>
</tr>
<tr>
<td>HA 355</td>
<td>Ethics in Health Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remaining Courses Total Credits</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credits to Earn Degree</td>
<td>66</td>
</tr>
</tbody>
</table>

*Students must earn a minimum of 25% of the credits towards their degree at Saint Joseph's College.*

*Students must complete at least 66 credits in order to receive an Associate's Degree*

*This template should be used as a guide. Official evaluations will take place after the student is accepted at Saint Joseph's College and all official transcripts have been received.*

Reviewed July 2019
Most, if not all, prerequisites are encouraged to be completed before admission into Covenant School of Radiography (CSOR). If 1 or 2 classes are needed, they can be taken while attending CSOR.

A grade of “C” is required in each course and a grade point average of 2.5 or higher is recommended.

For questions concerning specific courses to enroll in at a chosen institution, contact the School of Radiography at (806) 725-8965.

Covenant School of Radiography (CSOR) does not accept transfer credits from any other radiologic program.

Reviewed July 2019
Application Requirements/Process

Nondiscriminatory Policy
This policy is used to define the enrollment requirements for individuals who wish to enroll at COVENANT SCHOOL OF NURSING AND ALLIED HEALTH programs as a regular student. Covenant School of Radiography seeks to provide educational opportunities to qualified students without regard to race, color, religion, marital status, national origin, gender, sexual orientation, or age.

GENERAL APPLICATION REQUIREMENTS
To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following application requirements:

Application Submission Deadlines
Radiography Program (CSOR)
CSOR accepts applications year round for classes beginning in the fall. The application deadline for fall admission is April 15th.

Application Materials to Include
Completed online application
All applicants must complete an online application and submit a printed copy with your application. Online applications are available at https://covn.empower-xl.com. If you need assistance with your application please call the school you are applying to for assistance.

Application Fee
An application fee of $50 must be turned in along with your application. The application fee must be paid by check, credit/debit card, or money order. Cash is not accepted for this fee—no exceptions. (The School of Radiography will decrease the application fee to $25 if the application is turned in before the application deadline).

Resume/CV
The Resume/CV should include current contact information, educational experience related to healthcare, work experience related to healthcare (listing dates of employment for each), and any volunteer or shadowing experience. Also include any community service hours or special recognition you have earned.

High school diploma or GED verification
CSOR requires a copy of high school transcript, verified GED or successful completion of an approved home school program

Official unopened college/university transcript
“Official” sealed transcripts from all colleges and universities attended to date must be submitted with the Application for Admission. They must be submitted with all application documentation by the application deadline determined by the program. If a student applies before all prerequisites are completed, all final official transcripts that reflect any outstanding course work are due prior to the first day of classes by the date stated in the admission packet.
Pre-entrance Examination
CSOR does not require an entrance exam.

Reference forms
Each candidate must submit 3 reference forms along with the application packet. Evidence of the applicant's character, personality, and other qualities that are important in predicting probable success in the program will be substantiated by recommendation forms completed by individuals selected by the applicant. The required forms and instructions are available online. References from family members will not be accepted.

Immunization Verification Form
You must provide proof of Hepatitis B Vaccine (series of injections) or a lab titer proving immunity to Hepatitis B. Please have the Immunization Verification Form completed by a physician or healthcare provider. It is required to be submitted with your application packet.

Proof of Permanent Residency
Unfortunately COVENANT SCHOOL OF NURSING AND ALLIED HEALTH is not equipped to accept foreign students. Therefore all applicants must be U.S. Citizens or have established Permanent Residency. If you were born outside the United States you will be asked to provide proof of citizenship or permanent residency. Example of identification accepted would be permanent residency card, certificate of naturalization, or a United States Passport.

Letter of Standing
If you have begun a program of radiography in the past and not successfully completed it, you will need to request a letter of standing from that program. This letter simply states that you are eligible to apply to their program again in the future. The letter must be mailed directly to the school.

Letter of Eligibility
CSOR requires a Letter of Eligibility from applicants with the following circumstances: Criminal proceedings including: Misdemeanor charges and convictions, felony charges and convictions, military court-martials; and/or Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or Honor code violations. The Ethics Review Pre-Application provides an early ethics review of violations that would otherwise need to be reported on your Application for Certification when you have completed an ARRT-recognized educational program and may be used for the offenses. The Ethics Review Pre-Application is reserved for those who are: not enrolled in an ARRT recognized program, or enrolled in an ARRT recognized educational program and are at least six months away from graduation.

Interviews
CSOR will schedule applicants for individual interviews after receiving the application.

Background Checks
CSOR requires a background check to be completed and cleared prior to the first class day of enrollment. CSOR will not require a background check until the applicant has been offered a conditional acceptance for admission. The fee for the background check is the responsible of the student enrollee and will be completed after conditional acceptance, but must be completed before the first day of admission. If the pre-enrollment drug screen is positive for an illegal substance the candidate will be denied admission to Covenant School of Radiography and will not be eligible to reapply for 2 years (See Policy #107 for additional information).
Pre-requisite Courses
CSOR requires pre-requisite courses to be completed prior to enrollment in the radiography program. Click here for required pre-requisite courses: http://www.covenanthealth.org/About-Us/Facilities/School-of-Radiography/Future-Students/Requirements.aspx

Transfer Students
Covenant School of Radiography will give consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation for “prerequisite courses only.” The approved courses will not count as clock hours earned.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours. Transfer hours are not accepted from other Radiography schools.

Additional Application Information:
All application materials must be submitted together in one packet to successfully complete your application. Incomplete applications will not be accepted.

How Eligibility is determined for TITLE IV, HEA
To be Eligible to receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include:

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
- Males born before 1960;
- Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
- Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the FAFSA stating that:
   - you are not in default on a federal student loan
   - do not owe a refund on a federal grant
   - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition Covenant School of Nursing and Allied Health will not admit students who do not have proof of permanent residency, you must meet one of the following:

1. **Be a U.S. CITIZEN or U.S. NATIONAL**
   You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. **Have a GREEN CARD**
   You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. **Have an ARRIVAL-DEPARTURE RECORD**
   You’re Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
   - Refugee
   - Asylum Granted
   - Cuban-Haitian Entrant (Status Pending)
   - Conditional Entrant (valid only if issued before April 1, 1980)
   - Parolee
4. **Have BATTERED IMMIGRANT STATUS**
   You are designated as a **“battered immigrant-qualified alien”** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. **Have a T-VISA**
   You are eligible if you have a T-visa or a parent with a T-1 visa.

**Note:** All students not born in the United States that are admitted to Covenant Schools must provide proof of permanent residency prior to being accepted.

**Veterans Benefits/Other Funding Sources**
Selected programs of study at Covenant School of Nursing and Allied Health are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the Texas Veteran’s Commission. Additional funding may be obtained for eligible candidates through many different programs including: Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

**Incarcerated Applicants**
Covenant School of Nursing and Allied Health does not admit or enroll incarcerated Applicants.

Revised July 2019
Conviction for possession or sale of illegal drugs
A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for. Covenant School of Nursing and Allied Health is not required to confirm this unless there is evidence of conflicting information.

- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drug</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
<td>2 year from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 year from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3+ Offense</td>
<td>Indefinite period</td>
<td></td>
</tr>
</tbody>
</table>

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.

- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.

- When a student regains eligibility during the award year the institute may award Pell and/or Loan for the current payment period.

- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Reviewed July 2019
Admission Requirements

Admission Status
After the application deadline, each school will consider all qualified applicants whose application files are complete and up to date. Selected applicants are then sent an email and/or letter regarding their status as accepted admission, alternate admission, disqualified admission or declined admission. Upon receipt, further instructions are provided. Accepted and alternate candidates will be required to complete all of the requirements according to the deadlines listed in their admission packet.

Enrollment Agreement
An enrollment agreement must be signed and returned with the admission packet.

Health Requirements/Guidelines
All accepted or alternate students will schedule an appointment with Employee Health Services at Covenant Health to perform the following:
- Document a medical history
- Update required immunizations
- Lab titer to ensure immunization for the Varicella Zoster
- Undergo a respirator FIT test
- TB baseline and secondary test
- Physical Demand Analysis
- Other items needed to complete the student health file
- All of these items must be completed by the date specified in the admission packet

IMPORTANT NOTICE TO APPLICANTS: please be aware that all of our students are required to have completed the bacterial meningitis and HEP B series before the start of school. If you have not yet begun to receive this series, or if you will not have it completed before classes begin, you will not be eligible for admission. THIS IS A NON-NEGOTIABLE REQUIREMENT.

- Covenant Health (CH) will not pay for any on-school related injury/illness, nor any illness that existed before the student was accepted into the Covenant School of Radiography (CSOR). CSOR is not financially responsible for private physician fees, diagnostic examinations, hospitalization, eye examinations, or dental treatment. Note: CSOR students are strongly recommended to procure their own personal health coverage insurance.
- Students are not covered by Workman’s Compensation.
- Students must report any injury/occupational exposure, no matter how slight, to their instructor and EHS immediately. An Injury Report must be completed for all accidents incurred during the student experience.
- EHS will provide First Aid treatment and/or over-the-counter medications for temporary relief of minor illnesses.
- EHS has the primary responsibility for coordinating medical treatment and follow-up for any clinical/school related injury or occupational exposure.
- Student Health Records will be maintained in Employee Health Services. Upon graduation, students are responsible for obtaining immunization records from EHS; otherwise these records will be destroyed after six (6) months. If however, following graduation, students become CH employees, EHS will continue to maintain the records as part of their employee health record.

CPR Certification
CPR must be taken through the CSOR orientation period during the first two weeks of the program. You must submit a copy of your CPR card for your admission file as specified in the admission packet.

Final Admission Status
A final letter of admission is mailed to the student after all medical requirements are met, all final official sealed transcripts have been received, and the admission file is complete. Until receipt of this final notification, the student's admission remains tentative.

Financial Aid
The financial aid application must be received by the dates listed below. Your application will not be considered complete until ALL required forms are on file in the Financial Aid Office and have been verified for completeness and accuracy. Contact the Financial Aid Office for further assistance.

June 1st for the August admission

Verification
Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Office) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student’s, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Office, there are any changes to the financial aid package the student will be notified in writing.

Reviewed July 2019
Accommodations

Covenant School of Radiography complies with the Americans with Disabilities Act of 1990. The school will provide reasonable modifications and/or accommodations for students with learning disabilities depending on the student’s need. Students are required to meet the physical demand requirements for the program. The following are Essential Program Requirements:

- Intact gross and fine motor skills; precise hand/eye coordination and dexterity.
- Able to discriminate tactile sensations.
- Clear speech (exception SPT program).
- Congruent verbal/nonverbal behavior; emotional stability; cooperative; no signs of impaired judgment.
- Able to walk, bend, stoop, kneel, stand, twist, sit, carry, lift, reach hands overhead. Able to evacuate a 4-story building in less than 3 minutes.
- Able to sit and stand long periods of time (4-7 hours in class; 8 hours in clinical).
- Able to pull 75 lbs; lift 35 lbs; push 100 lbs.
- Able to travel independently to clinical sites as assigned.
- Intact short and long-term memory.
- Visual color discrimination and depth perception; near and far vision 20/20 (may be corrected with lenses).
- Able to hear and discriminate alarms; hears whispered voice at 8 ft. (may be corrected with hearing aid).
- Able to detect odors sufficient to maintain environmental safety, including smoke and noxious odors.
- Frequent exposure to electricity, electromagnetic fields, electronic media and latex; chemical hazards including not limited to disinfecting solutions, dyes, acetone, bleach, and alcohol.
- Possible exposure to toxic drugs; anesthetic gases; ionizing radiation; infectious agents (blood, urine, mucus, saliva, etc.)

It is the student’s responsibility to notify the program of any learning disabilities which might interfere with his/her learning and performance as a student and necessitate special accommodations while in school. Furthermore, the student understands that if he/she requires special accommodations because of disability, he/she must request in writing such consideration and submit a current letter from an appropriate licensed professional describing the nature of the learning limitation and specific accommodations needed while a student. Only after written documentation is presented can reasonable accommodations be provided.

Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Financial Aid Office
Sue Hendrix
Work: 806.725.8903
Email: shendrix@covhs.org

Reviewed July 2019
Personal Requirements/Physical Characteristics

- Age – Minimum of 18 years of age
- Read and write at high school completion level or above.
- Perform basic mathematical functions including algebra.
- Have adequate vision, hearing, and the use of both arms and legs to move and lift patients.
- Be physically fit with the ability to move wheelchairs, stretchers and heavy portable x-ray equipment.
- Mentally stable in order to function within a high stress hospital department.
- Able to make independent judgment in decision making with patient care and technical procedures.
- Communication and cooperation skills needed in getting along with other students, technologists, personnel and medical staff.
- Be clean and neat in dress and personal hygiene.
- Demonstrate self-motivation in accomplishing personal goals within the program.
- Communicate effectively in verbal and written aspects of the English language.
- Have the willingness to follow school and hospital policies and procedures outlined in Student Handbook.
- Demonstrate empathy for patients.
- Be of good moral character.

Personal Business

Students are not to be contacted for personal business during school or rotation hours without permission of the program officials. Emergencies are an exception.

Telephone: Telephones are necessary in our care of the patients and should be limited to hospital use only. Students should place and receive personal calls only when absolutely necessary. No personal cell phones or beepers in classroom or clinical areas allowed. Answer promptly with the department or section name followed by your name. Speak pleasantly and use the words “please” and “thank you”. Limit emergency personal calls to two to three minutes. Learn how to transfer and hold calls.

Lost and Found: Turn any items you find into the supervisor in radiology. If he/she is not present, turn the item in at the hospital information desk with a note stating the place you found the article and any other available information.

Mail: Students should never have mail sent to them at the hospital address since facilities are for hospital business only.
Personal Radiation Monitoring

Students should not hold patients or remain in the radiographic room during exposures. Students will learn further protective measures at the radiography school and apply that knowledge during the use of ionizing radiation. All students in the radiography program must wear a radiation detection badge during clinical rotations. The hospital pays for the badge, which measures radiation exposure and is monitored by a radiation physicist. If a badge is lost, mutilated, washed, dried, or is accidentally exposed to radiation, you must notify program faculty immediately, and if possible, you should return the old badge to the program faculty.

Records

Student records are on file in the School of Radiography office. Access to these files is limited to school administrative staff. All information is considered confidential, and all documents and forms are the property of the School of Radiography and will not be forwarded or returned. A student may request in writing an opportunity to inspect or review his/her student file. The school will not release personally identifiable record information to a third party. To protect student records, the School of Radiography adheres to the Family Educational Rights and Privacy Act of 1974, as amended, which limits the conditions by which information about students may be released. Records of students withdrawing from the program prior to completion are maintained for a period of five years. Graduate records are maintained permanently in the School of Radiography. These records contain appropriate documents from the student file. Records of applicants not admitted to the school will be held for five years.

Pregnancy

Students who become pregnant during the 20-month educational program may continue in the program on the advice of their physician, as long as they are able to meet the requirements of the program. A pregnancy related absence would be handled as a medical leave of absence. If the student declares her pregnancy to the school staff, it is then her responsibility to complete the appropriate form so the radiology department’s pregnancy policy can be followed.
**Pregnancy Policy:**
According to Nuclear Regulatory Commission (NCR) regulations, a female does have the option of whether or not to inform officials of her pregnancy. Since it is possible for excessive radiation to harm the fetus, for safety reasons, a student is strongly encouraged to inform the program director as soon as possible if she becomes pregnant during the course of school or on admission. If a student chooses to inform the program director of pregnancy, it must be in writing. In the absence of voluntary, written disclosure, a student cannot be considered pregnant. When the student gives written disclosure, she will be required to present a statement from her physician to the program director indicating her physical condition and if any restrictions are to be followed on giving program assignments. Severely limiting restrictions may result in the student wanting to take leave from the program for the duration of the pregnancy and return after delivery.

The fetus of a radiation worker should not receive a dose equivalent in excess of 500 mrem during the entire pregnancy. The monthly fetal dose equivalent should not exceed 50 mrem over the course of the pregnancy.

Attendance for didactic classes and clinical education can continue if the student feels she is able, but she will have to abide by the radiology department’s pregnancy policy for the duration of the pregnancy.

If a pregnant student fails to report such pregnancy to the school officials, the hospital and school are not to be held responsible for any danger to the student or her fetus.

Listed below are some of the options for a pregnant student as long as she is not severely restricted in activities.

- The student may remain in didactic and clinical rotations but defer clinical rotations including portables, fluoroscopy and surgery until after delivery.
- Even though the risk is minimal, the student may risk possible harm to mother and/or fetus and continue with the normal clinical rotation in all areas. (This is not advisable by the program or the hospital.)
- The school cannot guarantee that a pregnancy during the course of the program will not result in make-up time.
- The student, by choice, may remain in didactic and clinical rotations during her pregnancy, including portables, fluoroscopy and surgery.

I, __________________, understand the possible risks to the mother and/or fetus and the options offered to me.

Date Signed (please return signed with application)

Reviewed July 2019
School of Radiography Program Outcomes:

- Use oral and written medical communication.
- Apply knowledge of anatomy, physiology, positioning and image quality techniques.
- Select through computation the exposure factors needed to achieve optimum radiographic techniques with minimal radiation exposure to the patient.
- Evaluate radiographs for appropriate positioning and image quality.
- Apply radiation protection guidelines for the patient, self and others.
- Provide the very best patient care and comfort.
- Recognize emergency patient conditions and aid in lifesaving procedures such as CPR.
- Evaluate the performance of radiologic systems, know and understand the safe limits of equipment operation, and report malfunctions to the proper authority.
- Exercise independent judgment and direction in the technical performance of medical imaging procedures.
- Apply principles of good body mechanics in the movement and lifting of patients.
- Modify routine procedures to accommodate for patient condition and other variables.
- Process radiographs and understand the chemistry of processing.
- Demonstrate skills and knowledge relating to quality assurance or quality control.
- Demonstrate responsibility and accountability in carrying out clinical assignments and by the attendance record.
- Behave in a professional manner and be able to get along with Radiology staff and Physicians.
- Have knowledge of the computer to operate equipment and participate in record keeping.

Reviewed July 2019
CSOR Program Effectiveness Data

Five-year average job placement rate
• of not less than 75 percent within twelve months of graduation.

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent job placement</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>92.8%</td>
<td>14 of 14 graduates completed graduate F/U questionnaire or were contacted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 13 employed in the field of radiography</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1 not actively seeking employment in radiography</td>
</tr>
<tr>
<td>2015</td>
<td>100%</td>
<td>11 of 16 graduates completed graduate F/U questionnaire or were contacted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 15 full-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1 part-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 unemployed</td>
</tr>
<tr>
<td>2016</td>
<td>100%</td>
<td>16 of 16 graduates completed graduate F/U questionnaire or were contacted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 16 full-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 part-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 unemployed</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
<td>15 of 15 graduates completed graduate F/U questionnaire or were contacted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 15 full-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 part-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 unemployed</td>
</tr>
<tr>
<td>2018</td>
<td>100%</td>
<td>17 of 17 graduates completed graduate F/U questionnaire or were contacted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 15 full-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2 part-time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0 unemployed</td>
</tr>
</tbody>
</table>

5 year average 98.56%
Program completion rate

- is defined as the number of students who complete the program within 150% of the stated program length. The program length is 20-months.

Program Completion Rate

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent of students that completed program</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>81.25%</td>
<td>16 began, 13 graduated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1 dismissed for grades</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2 withdrew</td>
</tr>
<tr>
<td>2016</td>
<td>100%</td>
<td>16 began, 16 graduated</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
<td>15 began, 15 graduated</td>
</tr>
<tr>
<td>2018</td>
<td>94.4%</td>
<td>18 began, 17 graduated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1 dismissed for academic dishonesty</td>
</tr>
<tr>
<td>2019</td>
<td>83.3%</td>
<td>18 began, 15 graduated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 3 dismissals for grades</td>
</tr>
<tr>
<td>5 year average</td>
<td>91.79%</td>
<td></td>
</tr>
</tbody>
</table>
Five-year average credentialing examination
- (American Registry of Radiologic Technologist Radiography exam) pass rate of not less than 75 percent at first attempt within six months of graduation.

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent passing on 1st attempt</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>83.33%</td>
<td>10 of 12 students passed on 1st attempt</td>
</tr>
<tr>
<td>2015</td>
<td>84.62%</td>
<td>11 of 13 students passed on 1st attempt</td>
</tr>
<tr>
<td>2016</td>
<td>86.67%</td>
<td>13 of 15 students passed on 1st attempt (one student took exam after 6 months and was not included in this assessment)</td>
</tr>
<tr>
<td>2017</td>
<td>93.33%</td>
<td>14 of 15 students passed on 1st attempt</td>
</tr>
<tr>
<td>2018</td>
<td>82.35%</td>
<td>14 of 17 students passed on 1st attempt</td>
</tr>
<tr>
<td>5 year average</td>
<td>86.06%</td>
<td></td>
</tr>
</tbody>
</table>

Five-year average credentialing examination
- (ARRT exam) pass rate – Students taking exam within 6 months of graduation

<table>
<thead>
<tr>
<th>Year</th>
<th>Taking Exam</th>
<th># Passing Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>2015</td>
<td>13</td>
<td>11</td>
</tr>
<tr>
<td>2016</td>
<td>15</td>
<td>13</td>
</tr>
<tr>
<td>2017</td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>2018</td>
<td>17</td>
<td>14</td>
</tr>
<tr>
<td>5 year average</td>
<td>72</td>
<td>62</td>
</tr>
</tbody>
</table>

Raw Data Calculation: 62/72 = 86.11%
Note: For more information regarding program effectiveness data visit the JRCERT website at www.jrcert.org.
General Qualifications for Certification by the ARRT

Candidates must comply with the “Rules of Ethics” contained in the ARRT Standards of Ethics. The Rules of Ethics are intended to promote the protection, safety, and comfort of patients. Registered Technologists and applicants engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of said conduct or activities with the respect to them, have violated the Rules of Ethics and are subject to sanctions as described. One issue addressed by the Rules of Ethics is conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in the provision includes a criminal proceeding where a finding or verdict of guilty is made or returned, but the adjudication of guilt is either withheld or not entered or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Convictions, which have been expunged, must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Those who do not comply with the Rules of Ethics must supply a written explanation, including court documentation of the charges, with the application for examination. Additional information may be found in the ARRT Rules and Regulations (APPENDIX D) and in the ARRT Standards of Ethics (APPENDIX E).

Individuals who have violated the Rules of Ethics may file a pre-application with the ARRT in order to obtain a ruling of the impact on their eligibility for examination. The individual may submit the pre-application at any time either before or after entry into an accredited educational program. This process may enable the individual to avoid the delays in processing the application for examination, which is made at the time of graduation. The pre-application is not contained in this handbook and must be requested directly from the ARRT or downloaded through the Internet (www.ARRT.ORG). Submission of a pre-application does not waive the application for examination, the examination fee, the application deadline or any of the other application procedures.

Job Placement

Completion of the radiography program does not guarantee employment at Covenant Medical Center. The school does not offer a placement service. Our office receives information periodically from employers who have job openings. The information is passed on to the class that is graduating.
Clinical Sites for Covenant School of Radiography

**Purpose:** Clinical instruction provides the student opportunities to correlate didactic learning from the classroom with the performance of radiographic procedures in the radiology department and patient room. Students will be supervised by ARRT registered radiologic technologists at each clinical site and will experience exposure to a variety of radiographic examinations and equipment.

Covenant Medical Center Hospital  
3615 19th Street  
Lubbock, Texas 79410  
Radiology number: (806) 725-4350

LDC-CMG Orthopedic Center  
3506 21st, Suite 202  
Lubbock, Texas 79410  
(806) 725-4824

Covenant Women’s & Children's Hospital  
4000 24th Street  
Lubbock, Texas 79410  
Radiology number: (806) 725-0561

Southwest Medical Park  
9812 Slide Road  
Lubbock, Texas 79424  
(806) 725-1000

HealthPlus Medical Group  
7601 Quaker Avenue  
Lubbock, Texas 79424  
(806) 793-5444

CMG Urgent Care  
1910 Quaker Suite 101  
Lubbock, Texas 79410  
(806) 725-8984

Lubbock Radiology (L.P.)  
3707 21st Street  
Lubbock, Texas 79410  
(806) 792-2354

CMG-Southwest Diagnostic  
3801 50th  
Lubbock, Texas 79413  
(806) 771-5543

Medical Office Building  
4102 24th Place, Suite 104  
Lubbock, Texas 79410  
(806) 725-6881

Lubbock Heart Hospital  
4810 North Loop 289  
Lubbock, Texas 79416  
(806) 687-7777

Levelland Hospital  
1900 College Avenue  
Levelland, Texas 79336  
(806) 894-4963

Texas Physicians Group – #1  
10507 Quaker Avenue  
Lubbock, Texas 79424  
(806) 701-5425

Northstar Surgical Center  
4640 North Loop 289  
Lubbock, Texas 79416  
(806) 761-4880

CMG Northwest Clinic  
611 North Frankford Ave  
Lubbock, TX 79416  
(806) 725-5480

Texas Physicians Group – #2  
6102 82nd Unit 14  
Lubbock, Texas 79424  
(806) 712-0446

Texas Physicians Group – #3  
7202 Slide Road, Suite #100  
Lubbock, Texas 79424  
(806) 712-0150

Observation Site:  
Joe Arrington Cancer Center  
4101 22nd Place  
Lubbock, Texas 79410  
(806) 725-8000

Reviewed July 2019
Section 3: Academic Requirements

Scholastic Requirements/Grading System
   Scholastic Warning
   Probationary Period
   Expulsion
   Readmission
   Graduation Requirements
   Awards to Graduating Seniors

Registration/Certification

Attendance Requirements
Scholastic Requirements/Grading System

Scholastic ratings are determined by a combination of theory, application of theory in the clinical laboratory, examination grades, and other required assignments. The student must pass all portions of the clinical and didactic courses. In addition, a midterm examination will be given following the first year of the program and an exit examination will be given following the 20-month program. These examinations will be pass/fail. For further information, refer to the Midterm/Final Policy. The training program uses a letter and percentage grade to indicate the level of individual student achievement as each course progresses as shown below:

**Didactic Courses**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94%-100%</td>
</tr>
<tr>
<td>B</td>
<td>87%-93%</td>
</tr>
<tr>
<td>C</td>
<td>80%-86%</td>
</tr>
<tr>
<td>79 and below = F</td>
<td></td>
</tr>
</tbody>
</table>

*Scholastic Requirements - Classification*

Students are classified as Junior until they have completed the first 2 modules of school, then they progress to Senior status the 3rd and 4th module.

**Reporting of Grades**

Students will receive grade reports and evaluations approximately every six months. If a student is performing at minimum level, evaluations will be issued more frequently. Areas that need to be improved will be explained during counseling sessions with the director or in a memorandum to the student. Additionally, students have access to view up-to-date course grades throughout the program modules via our learning management system (edvance360). All tests and assignments must be made-up within one week upon returning from any absences. If not made-up, the student will be given a “Fail”, or zero points. Students failing to meet any of the school’s academic, clinical, or attendance requirements are ineligible to receive the certificate at the end of the program.

**Regular Examination**

Examinations are scheduled periodically during each course. Individual evaluations are given at the completion of course theory and clinical experience. No student will be exempt from examinations.

**Scholastic Warning**

Each student is responsible for knowing whether he/she has passed the minimum requirements and whether he/she is eligible to continue in the School of Radiography.

**Probationary Period**

By hospital rules, all new students and personnel undergo a three-month probationary period. If it becomes apparent that a student is unlikely to satisfactorily complete the program, the student may be expelled immediately. Evaluation at the end of the probationary period is normal procedure; however, evaluation may occur at any time if a problem exists. Students who do not
maintain an average grade of 80 or better in every subject are placed on scholastic probation or suspension. The program director or instructor will provide additional help at the student’s request. If the student has not improved to a passing grade at the end of the probation, he/she must withdraw from the school or be expelled. Also, students put on scholastic probation or counseled for the second time in the 20 month period may be expelled.

**Expulsion**
The student may be expelled for any acts of academic or clinical misconduct, including but not limited to:

- Unprofessional conduct
- Not maintaining clinical or academic standards.
- Gross negligence or misconduct.
- Falsifying any hospital record or destroying hospital property.
- Removing property belonging to the hospital, another employee, or patient.
- Leaving clinical rotation without permission.
- Refusing to accept assignments or requests.
- Using illegal drugs, drinking, soliciting, fighting, or gambling on hospital premises.
- Possessing firearms, explosives, or weapons on hospital premises.
- Unprofessional conduct (as outlined in Honor Code and Code of Ethics)
- Falsification of information on any form or record
- Failure to support the School of Radiography mission and goals
- Absences
- Termination of employment from Covenant Health

The student must return the following items to the program director on the last date attended in order to officially be dismissed or expelled:

- Completed Exit Counseling for financial aid (including any paperwork)
- School of Radiography Identification Badge
- Markers
- Personnel Monitoring Device
**Readmission**

Readmission to the School of Radiography is not automatic or assured. Students seeking readmission to the school must meet all current admission criteria and procedures. All previous debts to the school must be paid in full before readmission will be considered. Readmission is based upon space availability, and is not guaranteed or assured. The Program Director has the authority to expel or to refuse the readmission of any radiography student at any time if circumstances of a legal, moral, health, academic, or professional nature are considered to justify such action, and the faculty have the authority to request the withdrawal or to refuse readmission.

**Readmission following Withdrawal:**

- If an extended leave of absence, for any reason, occurs, the student may request to return to CSOR and continue the program if time off has not exceeded six weeks, the student has been released to full duty, and the student has maintained an 80 average in all classes.

- The student should make an appointment with the program director to review the requirements for re-entry into the school. The program director may request special requirements be met and specific documentation be submitted prior to consideration of the application for readmission. Under both options, the student must submit the required information to the program director before the request will be considered. Due regard shall be given to the individual for his or her prior experience with Covenant SOR should he or she decide to reapply or request readmission.

**Readmission following Termination:**

- It is the policy of the Covenant School of Radiography to deny re-entrance to any student who has previously been expelled from the Covenant SOR program for any reason.

The application process for readmission follows the same protocol as for initial enrollment.
Graduation Requirements
Successful completion of the program allowing the student to graduate consists of the following clinical and didactic requirements:
- Performance and completion of all clinical competency requirements.
- Completing and passing all didactic (classroom) and clinical courses with a minimum average of 80 percent.
- Pass the exit examination
- All financial obligations met prior to graduation day.

Awards to Graduating Seniors
Recognition is given to graduating seniors for outstanding scholastic and clinical achievements at the graduation ceremony.

The graduating senior with the highest scholastic average is recognized as the Covenant School of Radiography’s Academic Achievement Award recipient and is presented a monetary award.

The graduating senior with the highest clinical average is recognized as the JRCERT Clinical Excellence Award recipient and is presented a monetary award.

Additional awards include:
Healing Touch
St. Joseph College of Maine, Online Programs

Registration / Certification

Graduates of accredited radiography programs are eligible to take the national examination offered by the American Registry of Radiologic Technologists (ARRT). These examinations are given at a time and place designated by the ARRT. Individuals who pass this examination insure their professional status and earn the right to use the title “Radiologic Technologist.” Many positions require that the individual be registered with the American Registry of Radiologic Technologists. In addition, the graduate who becomes licensed as a Medical Registered Radiologic Technologist in Texas is eligible to practice radiography in the State of Texas. The graduate who wishes to practice in another state is eligible to apply to that state for licensure.
Attendance Requirements

To achieve the educational goals of the designated program of study, consistent attendance and punctual arrival for all learning experiences is an expectation. To assure quality education, good attendance habits and responsibility, all students must report for class/clinical when scheduled and on time.

**Purpose:** Regular attendance and punctual arrival to theory and clinical is required for the student to gain the skills and knowledge necessary to practice as a beginning radiographer. Students who receive federal financial assistance for educational expenses should be aware of the impact tardies/absences can have on such assistance. Students should read and become familiar with the information regarding *Satisfactory Academic Progress* located in the Student Handbook. Students are strongly encouraged to guard against excessive tardiness/absences to avoid potential loss or delay of part or all financial assistance payments.

Students may refer to the CSOR Academic Calendar which includes all designated students breaks and holidays.

**Procedure:** The following outlines the Covenant School of Radiography (CSOR) attendance procedures:

Upon arrival at a didactic or clinical setting, the student will badge into the Kronos system. For clinical sites that do not have access to Kronos, the student will use the CSOR Timecard. At sites with a time clock, the student will use this to record time in and out. At sites without a time clock, the student will record exact time in and out. A technologist’s signature is required and timecards are to be turned into the Clinical Coordinator the Monday following the rotation dates.

**Tardy:** Students who are not present at the time theory or clinical is scheduled to start will be counted as a tardy.
- Absence from theory or clinical for less than 30 minutes equals a tardy.
- If the student arrives on time for theory or clinical but leaves less than 30 minutes early it will be counted as a tardy.
- If multiple classes/clinical are scheduled in a day, students may potentially receive more than one tardy in a day.
- Lack of a badge/punch in or badge/punch out will be considered a tardy.

**Corrective Action for Tardies:**
- Three (3) tardies in theory and/or clinical during one module will equal one (1) Absence With Academic Penalty absence.

**Absence:** Students not present in theory or clinical for more than 30 minutes after the theory or clinical experience was scheduled to start will be counted as absent.
- If the student arrives on time for theory or clinical but leaves more than 30 minutes early it will be counted as an absence.
Absences with Academic Penalty:
Absences with academic penalty will result in clinical make-up and include:
- Any absence from a scheduled theory or clinical experience greater than 30 minutes
- Jury Duty
- Absent, No Show
  - Students must notify the course facilitator when they will be absent from a theory experience. Students must notify CSOR and the clinical site when they will be absent for a clinical experience. When a student does not notify the appropriate individuals that they will be absent for a scheduled theory or clinical experience, it will be counted as an Absent, No Show. The student will have until 12:00pm to notify the program faculty and/or clinical instructor of an absence. Lack of a badge/punch in and badge/punch out will be considered an Absent, No Show.

Corrective Action for Absent, No Show:
- One (1) occurrence in an instructional module will result in a Written Warning and six (6) hours of clinical make-up.
- Two (2) occurrences in an academic year will result in failure of the course and immediate dismissal or expulsion from the program.
- The Absent, No Show will be included as one of the allotted Absences with Academic Penalty

Note: A physician’s note will not negate a corrective action for a No Call, No Show.

Corrective Action for Absences:
- A maximum of two (2) Absences with Academic Penalty are allowed per instructional module.
- More than two (2) Absences with Academic Penalty in an instructional module will result in failure of the course and immediate dismissal or expulsion from the program.

Absences without Academic Penalty
Students are allowed up to three (3) days of Absences without Academic Penalty in each instructional module that will not require make-up for the following reasons:
- Court Subpoenaed Appearance Not Including Jury Duty.
- Illness or Injury of the student Confirmed by a Physician/Nurse Practitioner/Physician Assistant
- Approved CSOR Activity
- Funeral Leave
- Deployment of a spouse, parent, child, grandchild, or sibling to a war zone.
Other Circumstances Necessitating Student Absence:

**Inclement Weather:** Inclement weather refers to any weather that could be harmful to student travel. Examples include but are not limited to ice, snow, or floods. In the event of inclement weather, CSOR will follow Lubbock Independent School District (LISD) policies.

- If LISD delays school, CSOR will delay classes for the same amount of time as LISD.
- If LISD cancels school, CSOR will cancel classes and clinicals for the day.
- Students living outside of the LISD weather must decide if the weather is conducive for travel. If the student determines it is unsafe for travel, an Absence with Academic Penalty will be used.

The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather.

**Leave of Absence:** A leave of absence (LOA) is a temporary interruption in a student’s education and must be approved by the Program Director prior to the start of the LOA. Examples include maternity leave, unexpected health issues, family emergencies, etc. *(Refer to the CSOR Leave of Absence procedure)*

**Note:** At the discretion of the Program Director, CSOR reserves the right to omit the progressive corrective action process as some situations may warrant bypassing some or all of the steps outlined in the school’s Due Process Policy.

Reviewed July 2019
Section 4: Student Information and Services

Where Do I Go?

Student Activities and Services
  Activity Calendar
  Welcome Party
  Student Convention
  Guidance and Counseling
  Covenant Assistance Program

Additional Student Services
  Identification Badges
  Child Care Center
  Cafeteria Discount
  Employment
  Medical Library
  Physical Fitness Program
  Hours
  Eating Areas
  Smoking Areas
  Study Areas
  Student Housing

Student Government Organization
Where Do I Go?

To report that you are ill ..............................................................Kim Seigman
725-8968

To pay tuition ..................................................................................Lana Scherer
725-8967

To change address or phone number on your records .......................Lana Scherer
725-8967

To order additional uniforms ............................................................AC Uniforms
34th and Flint
(806) 797-2670

To obtain information about financial aid ...........................................Coordinator of Financial Aid
School of Nursing
Sue Hendrix
725-8903

To receive medical treatment acute illness .......................................Employee Health
3514 21st

To get access to clinical areas ..........................................................Security
South Tower Basement
725-0707

To join LifeStyle Health Club ...........................................................Top of East Parking Garage
Knipling Center ..............................................................................Top of West Parking Garage

Reviewed July 2019
Student Activities and Services

Activity Calendar
During the academic year there are many activities in which students and faculty members are encouraged to participate. Notice of all activities will be given in advance.

Welcome Party (Open House)
Each new class is welcomed to the School of Radiography with a social gathering to introduce them to the students and faculty of the school.

Student Convention
Students are given educational leave to attend approved educational conferences, provided the student is not on scholastic warning of any kind, GPA at 80 average or better, and has turned in all required work before leaving.

Guidance and Counseling
Guidance and Counseling is offered to the student on the recognition that each student has a unique personality and that all experiences in the school should contribute to personal growth and development as well as professional growth. Faculty staff is available to assist the student in achieving these goals. Both planned and spontaneous conferences are available to the student. Individual and group conferences are held periodically as needed. Evaluation conferences are conducted three months into the program and at the close of the module. Exit interviews and surveys are held before graduation to learn the future plans of each student and to obtain suggestions regarding the school.

A graduate survey and employee survey is conducted six months following graduation to evaluate the progress and success of the graduate.

Covenant Assistance Program (Counseling)
In addition to the guidance provided by School faculty, students who have special needs may inquire about CAP (Covenant Assistance Program). This program is provided to students as a free service. CAP provides free evaluation and referral services regarding personal problems on a self-referral basis and is staffed by highly qualified and experienced counselors. When additional counseling or treatment is needed, CAP will refer students to the most appropriate community-based resource for assistance. To make an appointment with CAP, students may contact the director of the School of Radiography.
Additional Student Services

**Identification Badges**
All students are required to wear identification badges at all times. Students must wear their identification badges at chest level with the name and photo visible at all times. The badge enables ready identification by patients, visitors, physicians and other personnel. The badge must not be defaced or adorned. The badge, with the photo facing outward, is worn in the upper left chest area. Lost badges must be replaced immediately. A replacement fee of $10 by cash or check is payable in Human Resources. In the event of withdrawal from school, the badge must be turned in to CSOR.

A student not wearing his/her own identification badge is asked to either leave the campus and retrieve the badge or obtain a new one.

**Child Care Center**
The Covenant Child Care Center offers an exemplary facility for its employees. Radiography students are given an equal opportunity to use this Center for their children, as space permits. The Center is open from 6 a.m. to 6 p.m. Monday through Friday. Applications and payment schedules are available at the Center.

**Cafeteria Discount**
Students receive a 10% discount on meals in the Covenant Hospital cafeterias.

**Employment**
Radiography students may seek employment with Covenant Health or elsewhere if desired. It is the responsibility of the student to schedule employment so that it does not conflict with school responsibilities. The faculty reserves the right to counsel a student when employment interferes with academic performance and achievement. If a student has called in absent, it is expected he/she would refrain from employment activities on that day.

**Medical Library**
The Covenant Medical Library is located in the Covenant Children’s Hospital, 5th floor, North Wing. It is an invaluable resource for students. There is a student orientation to the Library before clinical rotations begin. The Library offers a full menu of online databases with full text articles which can be accessed from home or in the Library. There are also 350 print journals available from which articles can be copied. The hours are M-F 8:30-5:00.

**Physical Fitness Program**
The LifeStyle Centre features a jogging track, Nautilus workout equipment, aerobic dance, treadmills, bikes, rowing machines and a swimming pool. Membership is available to students at a cost of $20 per month. Application is made at the LifeStyle Centre.

**Simulation Center**
The CSON Simulation Center is located on the 5th floor of the Covenant Children’s Hospital and is available to all students for their learning needs. The Simulation Center has 4 large mid fidelity patient rooms for skills acquisition, 3 high fidelity patient rooms, and 3 debriefing rooms. Each of the patient rooms has been designed to accurately simulate the hospital environment. Each high fidelity room has the capability for audio and video recording. Each debriefing room is equipped for remote viewing and video replay of high fidelity simulations on 42 inch video
monitors. Instructors may choose to utilize audiovisual recordings of the simulation for use by the instructor during the debriefing period to enhance student learning. Simulation Center activities can be designed for interdisciplinary activities, for example, nursing and Covenant School of Radiography students participate in patient transfer and body mechanics labs together.

Various mannequins including nine Laerdal VitalSim® Nursing Anne human patient simulators that are SimPad® equipped, one Laerdal SimMan 3G adult human patient simulator, one Gaumard HAL® one year old human patient simulator, one Gaumard HAL newborn human patient simulator, and one Gaumard Noelle® birthing human patient simulator are used to simulate patient care experiences throughout the life span and are available for use in any of the areas as needed. All simulation areas are fully stocked with a variety of patient care supplies, equipment, and resources to address patient care across the life span to support hands on learning.

The Simulation Center is available to enhance the student experience at Covenant School of Radiography and provide a state of the art environment for active learning.

**Hours**
The school building is open Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. The School of Radiography is closed on holidays.

**Eating Areas**
Many students bring lunches and use the refrigerator and microwave ovens which are located in the main CSOR area. Soft drinks and snacks may be purchased in vending machines. Items placed in refrigerators must be marked with name and date. Items dated longer than 3 days will be thrown out. ALL items will be thrown out on Fridays.

**Smoking Areas**
It is the policy of Covenant Health System to provide a healthful, safe working environment. The use of tobacco/nicotine products is prohibited inside all CHS-owned and leased facilities. Smoking is permitted only in designated areas.

**Study Areas**
Study areas are provided as needed. Empty classrooms may also be used as study areas.

**Student Housing**
There is no authorized campus housing. Students are responsible for locating safe places of residence while they are enrolled in the School.
Student Government Organization

The SGO (Student Government Organization) serves as a vehicle within which students may learn to operate within a group to accomplish their desired goals and to plan and execute school activities and social activities.

The student council is made up of a Junior class representative and a Senior class President and Vice President.

PRESIDENT
VICE PRESIDENT
CLASS REPRESENTATIVE

Senior Student
Senior Student
Junior Student

DUTIES OF OFFICERS:

President’s Duties
1. Preside at all meetings for the Junior and Senior class.
2. Appoint special committees on special projects for both classes.
3. Serve on all Advisory Committee meetings.
4. Represent both classes in special class concerns.

Vice President’s Duties
1. Assume the duties of the president in the absence or disability of the president.
2. Perform other duties as assigned by the president.
3. Serve on Advisory Committee meetings.

Class Representative Duties
1. Represent the Junior Class
2. Take issues to the President and Vice President.
3. Work with the President and Vice President on student issues.
4. Serve on Advisory Committee meetings.
Section 5: Tuition/Fees and Financial Aid

Financial Aid

Notice of Availability of Institutional and Financial Aid Information

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Basic Student Financial Aid Information

Need-based and Non-need based Financial Assistance

Title IV, HEA Programs Available at CSOR

Why Should I take out Federal Student Loans Instead of a Private Loan?

Veterans Benefits/Other Funding sources

Various Scholarships

Terms and Conditions for Title IV, HEA Loans
  General Eligibility
  Drug-Related Convictions
  Conviction for Possession or Sale of Illegal Drugs
  Civil Commitment for Sexual Offenses

How is Financial Need Determined?
  Need Analysis
  Calculating the EFC
  Cost of Attendance
  Financial Aid Package
  How Much Federal Pell Grant Funding can a Student Get?
  How Much Federal Campus-based Aid (FSEOG) and Subsidized Loan Money can a Student Get?
  How Much Money can a Student Get in Direct Unsubsidized Loans?
  How to Apply for Federal Student Aid
  What to Expect After Applying

How and When Financial Aid can be Disbursed?

Rights and Responsibilities of Students Receiving Federal Student Aid
  Students receiving financial aid have the right to ask the school
  It is the Student’s Responsibility to

Satisfactory Academic Progress
  Academic Requirements
  Quantitative Requirements
  CSOR Academic Year Definitions
  Evaluation Payment Periods
  Financial Aid Warning
  Financial Aid Probation
  Returning Student from Leave of Absence or Withdrawal
  Noncredit and Remedial Courses
Section 5: Tuition/Fees and Financial Aid (Page 2 of 2)

School Terms for Loans

Sample Loan Repayment Schedule

Necessity for Repaying Loans
   Understanding Default

Study Abroad

Terms and Conditions of Employment that is part of Financial Aid Package

Exit Counseling for Student Borrowers

National Student Loan Data System

Additional Title IV, HEA Funding Information

Tuition/Fees
   Tuition Policy
   Schedule of Payment
   Student Tuition/fee Schedule
   Late Fees

Return of Title IV, HEA Financial Aid Policy
   Official Withdrawal
   Unofficial Withdrawal

Return to Title IV Funds Policy
   Withdrawal Before 60%
   Withdrawal After 60%
   The Calculation Formula
   Order of Return
   Earned Aid
   Post Withdrawal
   Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

Institutional Responsibilities

Overpayment of Title IV, HEA Funds

Student Responsibilities in Regards to Return of Title IV, HEA Funds

Refund vs. Return to Title IV

Return to Title IV Questions

CSOR Refund Policy
   CSOR Refund Schedule
Financial Aid

The objective of the student financial aid program at Covenant School of Radiography (CSOR) is to provide assistance to students who, without such assistance, would not be able to pursue higher education. No student or prospective student shall be excluded from participation in or denied the benefits of any financial aid program at CSOR on the grounds of race, color, national origin, religion, or sex. Awards from financial aid programs funded by the federal government are administered according to the laws and guidelines governing those programs.

Notice of Availability of Institutional and Financial Aid Information

Student applicants may view accreditation, eligibility, and certification documents upon request. Accreditation information may be viewed in the CSOR Program Director Office. Department of Education eligibility and certification letters may be viewed upon request to the Dean/Directors of Covenant School of Nursing and Allied Health. The information included within this publication is available to students and the general public via on-line or by requesting a printed version of this information. To request a paper copy of this information, please see the Contact Information for Assistance in Obtaining Institutional or Financial Aid Information in the section immediately following.

Covenant School of Radiography
OPE ID: 00661200
2002 West Loop 289, Suite #120
Lubbock, TX 79407
www.covenanthealth.org

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Covenant School of Radiography has designated individuals to assist prospective and enrolled students in obtaining the institutional or financial aid information required to be disclosed.

<table>
<thead>
<tr>
<th>Program</th>
<th>Institutional Information</th>
<th>Financial Aid</th>
</tr>
</thead>
</table>
| School of Radiography    | Lori Oswalt
2002 West Loop 289, Suite #120
Lubbock, TX 79407
(P) 806.725.8966
(F) 806.797.4350
(E) loswalt@covhs.org | Financial Aid Officer
2002 West Loop 289, Suite #120
Lubbock, TX 79407
(P) 806.725.8903
(F) 806.793.0720
(E) shendrix@covhs.org |

Basic Student Financial Aid Information

Covenant School of Radiography (CSOR) offers a quality education at a surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend our program. The objective of the student financial aid program at CSOR is to
provide assistance to students who, without such assistance, would not be able to pursue higher education.

**Need-based and Non-need based Financial Assistance**

Financial assistance at CSOR includes Federal Pell Grant, William D. Ford Federal Direct Loan (subsidized and unsubsidized), William D. Ford Federal Direct Loan for Parents (PLUS) for dependent students, Federal Supplemental Educational Grant (FSEOG), Veteran’s benefits and various scholarships. Assistance is awarded on the basis of documented financial need to eligible students who are making satisfactory academic progress toward a diploma. Need is defined as the difference between the anticipated Cost of Attendance (COA) at CSOR and the Estimated Family Contribution decided by the Free Application for Federal Student Aid (FAFSA). No student or prospective student shall be excluded from participation in or denied the benefits of any financial aid program at CSOR on the grounds of race, color, national origin, religion, or sex. Awards from financial aid programs funded by the federal government are administered according to the laws and guidelines governing those programs.

**Title IV, HEA Programs Available at CSOR**

**Federal Pell Grant**

A Federal Pell Grant, unlike a loan, does not have to be repaid by the student to the Federal Government unless you withdraw from school prior to the planned program completion date. Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor’s or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. Federal Pell Grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part-time) and whether you attend for a full academic year or less. For more information regarding Federal Pell Grants go to [http://studentaid.ed.gov/types/grants-scholarships/pell](http://studentaid.ed.gov/types/grants-scholarships/pell)

**The U.S. Department of Education has two Federal Student Loan Programs:**

**William D. Ford Federal Direct Loan Program:**

This Direct loan program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are three types of Direct Loan Programs available to CSOR:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover school expenses. The U.S. Department of Education pays the interest while the student is in school at least part-time and for the first six months after the student leaves.

- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. The U.S. Department does not pay interest on subsidized...
loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it’s paid in full. The interest rate can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.

- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 6.41 percent.
- For more information regarding Direct Federal Loan Programs visit [http://studentaid.ed.gov/types/loans](http://studentaid.ed.gov/types/loans)

**Federal Supplemental Educational Opportunity Grant:**
The Federal Supplemental Educational Opportunity Grant, more commonly known by its acronym FSEOG, is a federal assistance grant reserved for college students with the greatest need for financial aid to attend school. To be eligible for this grant, applicants must meet all of the following criteria:

- Be a United States citizen or eligible non-citizen
- Not have a bachelors degree
- Not be in default of any federal student loan
- Not have a Federal Pell Grant overpayment
- Must fill out a Free Application for Federal Student Aid (FAFSA)
- The maximum FSEOG a student can receive is $4000/year and the amount applicants are eligible for is at the discretion of CSONAH financial aid officer. For more information regarding Federal Supplemental Educational Opportunity Grants visit [http://studentaid.ed.gov/types/grants-scholarships/fseog](http://studentaid.ed.gov/types/grants-scholarships/fseog)

**Why Should I Take out Federal Student Loans Instead of a Private Loan?**
Federal student loans are an investment in your future. You should not be afraid to take out federal student loans, but you should be smart about it. Federal student loans offer many benefits compared to other options you may consider when paying for college:

- The interest rate on Federal student loans is almost always lower than that on private loans—and much lower than that on a credit card!
- You do not need a credit check or a cosigner to get most federal student loans.
- You do not have to begin repaying your federal student loans until after you leave school or drop below half time.
- If you demonstrate financial need, you can qualify to have the government pay your interest while you are in school.
- Federal student loans offer flexible repayment plans and options to postpone your loan payments if you are having trouble making payments.
- If you work in certain jobs, you may be eligible to have a portion of your federal student loans forgiven if you meet certain conditions.
Veterans Benefits/Other Funding Sources

Selected programs of study at Covenant School of Radiography are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. Determinations for Texas Veteran’s Commission (TVC) funds are made directly through the Texas Veteran’s Commission. Additional funding may be obtained for eligible candidates through many different programs including; Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations. Covenant School of Radiography does not participate in the Hazelwood Act.

Various Scholarships

Various Donor scholarships are awarded to eligible students and are based on documented financial need and other qualifications required by the donors of the scholarship funds. CSOR students are notified of scholarship application and eligibility deadlines throughout the academic year by the Financial Aid Officer.

Terms and Conditions for Title IV, HEA Loans

General Eligibility

Most students are eligible to receive Title IV, HEA financial aid from the federal government to help pay for college or career school. Your age, race, or field of study will not affect your eligibility for federal student aid. While your income is taken into consideration, it does not automatically prevent you from getting federal student aid. To be eligible for federal student aid the student will need to:

- Demonstrate a financial need
- Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- Be a U.S. citizen or eligible noncitizen
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
- Maintain satisfactory academic progress (SAP) while you are attending college or a career school.
- Sign certifying statements on the FAFSA stating that:
  - you are not in default on a federal student loan
  - do not owe a refund on a federal grant
  - Sign the required statement that you will use federal student aid only for educational purposes
  - Be enrolled at least half-time to be eligible for Direct Loan Program funds
  - Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25). Men exempted from the requirement to register include:
  - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
• Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
• Males born before 1960;

In addition, you must meet one of the following:

• Be a U.S. CITIZEN or U.S. NATIONAL. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
• Have a GREEN CARD. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
• Have an ARRIVAL-DEPARTURE RECORD. You’re Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  • Refugee
  • Asylum Granted
  • Cuban-Haitian Entrant (Status Pending)
  • Conditional Entrant (valid only if issued before April 1, 1980)
  • Parolee
  • Have BATTERED IMMIGRANT STATUS. You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
• Have a T-VISA. You are eligible if you have a T-visa or a parent with a T-1 visa.

Note: All students not born in the United States must provide a proof of permanent residency prior to being considered for admission to CSOR.

Drug-Related Convictions
A student convicted of the sale or possession of illegal drugs may have federal student aid eligibility suspended if the offense occurred while the student was receiving federal student aid. An affected student can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests conducted by an approved drug rehabilitation program.

Conviction for Possession or Sale of Illegal Drugs
• A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. CSOR is not required to confirm this unless there is evidence of conflicting information. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

<table>
<thead>
<tr>
<th></th>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drug</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
<td>2 year from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 year from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3+ Offense</td>
<td>Indefinite period</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>
• If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.

• A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.

• When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.

• A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  o Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  o Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  o Be administered or recognized by federal, state or local government agency or court.
  o Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

**Civil Commitment for Sexual Offenses**

A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell Grant.

The U.S. Department of Education’s office of Federal Student Aid provides more than $150 billion every year in grants, federal loans and work-study funds to students attending college or career schools. Visit www.studentaid.gov today to learn how to pay for your higher education.
How is Financial Need Determined?

A student must demonstrate financial need to be eligible for most federal student aid. At its simplest level, a student’s financial need is the difference between the students’ cost of attendance and the Expected Family contribution (EFC).

Need Analysis
The process of analyzing a student’s financial need, known as need analysis, focuses on determining how much the family reasonably can be expected to contribute toward the student's education. An applicant’s need is calculated by collecting information about the family’s income, assets, and living expenses.

Calculating the EFC
For an EFC calculation, a student must complete and file the FAFSA. The fastest and easiest way to do so is to apply online at www.fafsa.gov. Unlike college admissions applications, the FAFSA is sent to a U. S. Department of Education processing center. The student’s information is entered into a computer system, which then calculates the student’s official EFC. For a detailed breakdown of the EFC formula, go to the FAFSA section of www.StudentAid.gov/resources.

Cost of Attendance
Once the school knows the students EFC, the next step is to subtract it from the student’s cost of attendance. The result is the student’s financial need.

Cost of Attendance can include tuition and fees, books and supplies, equipment, living expenses and other educational costs such as transportation costs.

Financial Aid Package
Using all available federal and nonfederal aid, the financial aid officer will construct a financial aid package that comes as close as possible to meeting the student’s financial need. The financial aid package is presented to the student in an electronic award letter. The student may accept or decline any of the financial aid offered.

The annual maximum awards for different types of federal funding can be found at www.StudentAid.gov/resources.

How Much Federal Pell Grant Funding can a Student Get?
To determine the amount of a student’s Federal Pell Grant, the Financial Aid Officer consults a table that indicates Pell awards based on the COA, EFC and other factors. The lower the EFC, the higher the grant award is.

How Much Federal Campus-based Aid (FSEOG) and Subsidized Loan Money can a Student Get?
When awarding campus-based aid or subsidized loans, the Financial Aid Officer will consider other aid available to the student in addition to the EFC to determine need.

How Much Money can a Student Get in Direct Unsubsidized Loans?
Whatever the student receives in Direct Subsidized Loan funds will be subtracted from the maximum amount for the Direct Unsubsidized loan so that the student will not receive more than the maximum amount allowed of the Direct Loans combined.
Because Direct Unsubsidized Loans are not need based, the Financial Aid Officer will apply the following principles to determine a student’s eligibility:

- The amount of the loan may not exceed the difference between the student’s COA and all other aid the student is receiving, including aid from private and other nonfederal sources.
- The school must consider the student’s eligibility for other aid before determining a loan amount.

**How to Apply for Federal Student Aid**

The student who completes the FAFSA and whose social security number, name and date of birth are confirmed will be offered an opportunity to create a personal identification number (PIN). A PIN is used to:

- Sign the FAFSA electronically
- Access to applicant’s information to view processing results, make corrections or renew a FAFSA
- Access to online information about federal student aid the student has received

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA). Completing and submitting the FAFSA is free and easier than ever and it gives you access to the largest source of financial aid to pay for college or career school. You will need to use the CSONAH School Code #014107 when completing your FAFSA. The FAFSA can be located online at the following address: [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have any difficulty accessing or understanding the FAFSA, you may make an appointment with the Financial Aid Officer for assistance.

**What to Expect After Applying**

- The FAFSA data is transmitted to the Federal Student Aid’s Central Processing System (CPS) to determine EFC and ensure there are no discrepancies of the entered data.
- Within 72 hours of receiving a completed application, CSONAH will have access to an electronic report form called an Institutional Student Information Record (ISIR).
- The student will receive an output document called a Student Aid Report (SAR). If a student receives a rejected SAR, the form will specify information the applicant must provide before the CPS can determine eligibility.
- Financial Aid Officer will send accepted students a Student Data Form to complete prior to packaging of the aid.
- Students who are requesting Stafford Direct Loans will be required to complete Entrance Counseling and a Master Promissory Note (MPN) prior to awarding a Direct Loan. Entrance Counseling and the MPN can be accessed at [www.studentloans.gov](http://www.studentloans.gov).
- At this point, the Financial Aid Officer will construct a financial aid package that the student may accept, change or decline.
- The Financial Aid Officer will request a drawdown of funds to be credited to the students account.
- FAFSA Verification: Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Officer) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student’s, spouse and/or parents/guardians), proof of untaxed income, housing
allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1-V6) was so they can complete the required verification requirement. If after review by the Financial Aid Officer, there are any changes to the financial aid package the student will be notified in writing.

**How and When Financial Aid can be Disbursed**

Financial aid is awarded for the academic year. The financial aid award is required to be split equally between two parts of the academic year. Financial aid is paid to a student’s account when the following conditions are met:

- The student is determined to be eligible and is awarded.
- Loan funds have been received from the lender.
- The student has achieved the appropriate number of hours.
- The student is determined to be maintaining Satisfactory Academic Progress.
- The disbursement date for the term has been reached.

When all conditions have been met, credit balances are issued by check to the student through the Business Office. Funds continue to be released throughout the term to student accounts as students are awarded and as funds arrive from various sources.

**School of Radiography**

<table>
<thead>
<tr>
<th>Payment Period</th>
<th>Clock Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>558</td>
<td>19</td>
</tr>
<tr>
<td>2</td>
<td>1116</td>
<td>38</td>
</tr>
<tr>
<td>3</td>
<td>1674</td>
<td>57</td>
</tr>
<tr>
<td>4</td>
<td>2229</td>
<td>75</td>
</tr>
</tbody>
</table>

*Note: Students must meet their clock hour, weeks of instruction, attendance and grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility.*

*If a student is not meeting the SAP requirements, their Title IV, HEA funding could be in jeopardy which could result in a loss of Title IV, HEA funding.*

**Rights and Responsibilities of Students Receiving Federal Student Aid**

*Students receiving financial aid have the right to ask the school:*

- The name of its accrediting and licensing agency
- About its programs, it’s instructional, laboratory, its physical facilities, and its faculty
- What the cost of attending is and the institutions policies concerning, Refunds and Return to Title IV to students who withdraw (drop out)
- What financial assistance is available at CSOR; including information on all federal, state, local, private and institutional financial aid programs
- How it determines a student’s eligibility and need for financial aid
- How much of your financial need, as determined by the school, has been met
To explain each type and amount of assistance in your financial aid package
What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying
What is a deferment of repayment or forbearance for certain defined periods. How to find out if you qualify and what steps you must take to request a Title IV, HEA loan deferment or forbearance
How they provide written information on student’s loan obligations and information on your rights and responsibilities as a borrower
Whom you must contact to have your aid package reevaluated, if you believe a mistake has been made or if your enrollment or financial circumstances have changed
How the school determines whether you are making satisfactory academic progress (SAP) and what happens if you fail to maintain SAP
How failing to maintain SAP affects your title IV, HEA eligibility and funding
What special facilities and services are available to students with disabilities and how to request a reasonable accommodation

It is the Student’s Responsibility to:
Review and consider all the information about the programs offered by the Institution before you enroll.
Pay special attention to the application process for Federal Student Financial Aid, complete the FAFSA accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent you from receiving Title IV, HEA funding timely.
Know and comply with all deadlines for applying and reapplying for aid. A student must reapply each year for the next Title IV, HEA award year. Speak with your schools Financial Planner for addition information and guidance.
Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency timely to which you submitted the application.
Notify the school of any information that has changed since you initially applied.
Read, understand, and keep copies of all forms you were asked to sign!
Ensure you understand that you must start making monthly repayment on your student Title IV, HEA loans after your grace period ends, unless you have a deferment or forbearance. Note: When you sign your Master Promissory Note (MPN), you are agreeing to repay your loan.
You must complete an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loans.
Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). Note: If you have student loans, you must notify your lender of these changes also!
Ensure you understand your school's refund policy.
Ensure you understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
Understand that you may also be responsible for any Return to Title IV (R2T4), HEA funds return by the institution on your behalf.
Understand that there could be liabilities when errors are made because of inconsistent information, which was provided by you the student. This could result in an over award of Title IV, HEA funding that the student was not eligible for and was advanced to you or credited to your student account.
Note: Financial aid administrators are given the authority (by the Higher Education Act of 1965) to use professional judgment in reviewing requests by students to consider special or extenuating circumstances that are not reflected on the FAFSA or included in the standard Cost of Attendance. A request for professional judgment must be submitted with the proper form(s); documentation required for verification (signed tax return, verification worksheet) and supporting the circumstance(s). Review is done on a case-by-case basis only and the decision by the financial aid administrator is final. Approval of the request does not guarantee additional financial aid eligibility. Circumstances not allowed by Federal regulation to be considered include vacation expenses, tithing, credit card expenses/debt, and standard living expenses such as rent, utilities, and allowances.

Reviewed July 2019
Satisfactory Academic Progress

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution. Students enrolled in programs approved by the Accrediting Bureau of Health Education School, Texas Work Force Commission and the U.S. Department of Education must meet formal standards that measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and consistently apply to all applicable students. Additionally, All Evaluations are maintained in the student’s respective file.

The new SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standings that students are expected to meet and build a means and schedule of measuring the achievement of those Pace and Quantitative standards. If the student has made acceptable Pace and Quantitative progress for that particular payment period, then the school reviews the 150% of the maximum allowable time frame criterion to measure student’s SAP.

SAP standards are established by the leadership group at Covenant School of Radiography and Allied Health. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Academic Progress (SAP) according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to the disbursement of Financial Aid dollars.

**Academic Requirements**

Financial aid recipients are required to be making SAP and passing all components of each program at the time financial aid is disbursed and subsequent payment periods. Each student’s status will be monitored at the end of each payment period to ensure compliance with the SAP policy.

*Radiography*

- 100-94 (A) Excellent
- 93-87 (B) Good
- 86-80 (C) Satisfactory
- Below 80 (F) Unsatisfactory

**Quantitative Requirements**

All students are expected to complete the program within 150% of the normal time required of any graduate. See the table below for program completion times. This time frame will be measured in terms of clock hours attempted. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA Policy).

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Program length</th>
<th>100% completion</th>
<th>150% completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiography program</td>
<td>81 weeks</td>
<td>2229 clock hours</td>
<td>**</td>
</tr>
</tbody>
</table>
CSOR Academic Year Definitions

Radiography program: 1115 hours and 41 weeks

For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

Evaluation Payment Periods

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

Radiography program (2229 clock hours), a student will be evaluated at the increments at which the student is scheduled to reach 558/19, 1116/38, 1674/57, and 2229/75 (clock hours/weeks of instruction).

Financial Aid Warning

Covenant School of Nursing and Allied Health does not have Financial Aid Warning for Title IV, HEA programs.

Financial Aid Suspension

Covenant School of Nursing and Allied Health evaluates Satisfactory Academic Progress at the end of each payment period. In the event a student falls below a “C” or is not completing the required clock hours to keep pace with the requirements for graduation within the minimum 150% timeframe the student will be dismissed from the program. If the student is reaccepted back into the program the student will be placed on Financial Aid Suspension for one payment period and will be required to repeat the coursework and follow an individualized academic improvement plan.

A student who is placed on Financial Aid Suspension cannot continue to receive Title IV, HEA Aid for the repeated payment period. The status will be conferred automatically without the student appealing their Satisfactory Academic progress status. If SAP is not met at the end of the Financial Aid Suspension Period, the student will lose Title IV, HEA eligibility; and will be dismissed from the program with no appeal.

Appeal Process

Covenant School of Nursing and Allied Health will dismiss a student that has failed a course with the option to reapply or appeal. If the student is reaccepted into the program, the student is eligible for Title IV, HEA funds to repeat that payment period only. Upon a second failure the student is dismissed without appeal.

Academic Improvement Plan

All students that fail a course and that are readmitted into the program will be required to meet the expectations of a personalized Academic Improvement Plan and will be placed on Financial Aid Suspension. Please see the following school policies in their handbook.

- Registered Nurse program Academic Improvement Plan Policy
- Radiography program Probationary Period Policy #123

Failure to agree and/or comply with these requirements will result in the student being ineligible to be awarded financial aid.
Financial Aid Probation:
Covenant School of Nursing and Allied Health does not have Financial Aid Probation for Title IV, HEA programs.

Returning Student From Leave of Absence or Withdrawal
All students, who have withdrawn and received readmission or taken a leave of absence and have returned to the program, will be required to adhere to the current Satisfactory Academic Progress policy at the time of re-entry. However, the student will also return in the same SAP status that they had when they left. Example: if the student was not making SAP and was on a warning, they would return in the same status.

Noncredit and Remedial Courses
Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Reviewed July 2019
School Terms for Loans

The school’s primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

For all Federal Direct Loan Program applications, the school must:
- Confirm the student and parent meet the definition of eligible borrower, student’s independency status for PLUS, check student’s financial aid history, document the student’s COA, EFC and estimated Financial Aid in the student’s file.
- Determine the student’s enrollment status and SAP.
- Review NSLDS information on ISIR to ensure the student is not in default on any FSA loan and does not owe a refund.
- Ensure the amount of the loan in combination with other aid will not exceed the student’s financial need or the annual or aggregate loan limit.

For all Federal Direct Stafford Loans, the school must also:
- Determine the student’s Pell grant eligibility and if eligible include the grant in the student’s aid package.
- For an Unsubsidized Stafford loan, first determine the student’s eligibility for a Subsidized Stafford loan
- Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.

Sample Loan Repayment Schedule

You have a choice of several repayment plans that are designed to meet your needs. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. The student’s loan servicer will determine eligibility for the repayment plans the borrower qualifies to participate in. Below is an example of an estimated standard repayment plan:

<table>
<thead>
<tr>
<th>Average loan balance for a 2 year Private, Not-for-Profit Institution</th>
<th>$13,356</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Interest Rate</td>
<td>3.9%</td>
</tr>
<tr>
<td>Repayment period</td>
<td>10 years</td>
</tr>
<tr>
<td>Single</td>
<td>Single</td>
</tr>
<tr>
<td>Adjusted Growth Income</td>
<td>$40,000/year</td>
</tr>
<tr>
<td>Family Size</td>
<td>1</td>
</tr>
<tr>
<td>Standard 120 months repayment plan</td>
<td>$135/month Total: $16,151</td>
</tr>
</tbody>
</table>

To get an early look at which plans you may be eligible for and see estimates for how much you would pay monthly and overall, use the Department of Education Repayment Estimator.

Necessity for Repaying Loans

Remember, federal student loans are real loans, just like car loans and mortgages. You must repay a student loan even if your financial circumstances become difficult. Payments will be
made to your loan servicer. Each servicer has its own payment process so check with your
servicer if you aren’t sure how or when to make a payment. You are responsible for staying in
touch with your servicer and making your payments, even if you do not receive a bill.

The U.S. Department of Education uses several loan servicers to handle the billing and other
services on loans. Learn about loan servicers and how to determine who your loan servicer is.

**Deferment and Forbearance**
Deferment and forbearance offer a way for you to temporarily postpone or lower your loan
payments while you’re back in school, in the military, experiencing financial hardship or in
certain other situations. Find out more about deferment and forbearance.

**Understanding Default**
Never ignore delinquency or default notices from your loan servicer. If you don’t make your
monthly loan payment, you will become delinquent on your student loan and risk going into
default. Contact your servicer immediately if you are having trouble making payments or won’t
be able to pay on time. Learn about federal student loan default: find out what may happen if
you default, what steps to take to keep your loan from going into default and what your options
are for getting out of default.

To get all the information you need to manage repayment of student loans go to

**Study Abroad**

CSOR does not participate in any programs which are approved for study abroad.

**Terms and Conditions of Employment that is part of Financial Aid Package**

CSOR does not employ any students who are currently receiving financial aid and are attending
the schools programs.

**Exit Counseling for Student Borrowers**

When a student ceases enrollment, CSONAH Financial Aid Officer will direct the student to the
following link (http://nslds.ed.gov) to complete the exit counseling process. A copy of the
confirmation of completion must be given to the Financial Aid Officer prior to leaving.
The National Student Loan Data System (NSLDS) is the U.S. Department of Education’s central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program and other Department of Education programs. NSLDS Student Access provides a centralized integrated view of Title IV, HEA loans and grants so that recipients of Title IV funds can access and inquire about their funds. The website is located at www.nslds.ed.gov.

Additional Title IV, HEA Funding Information

Contact
U.S. Department of Education
Direct Loan Servicing Center
P.O. Box 4609
Utica, NY 13504-4609
1(800)848-0979
www.dl.ed.gov

Reviewed July 2019
Tuition/Fees

Tuition Policy
Tuition and fees are due, and must be paid, at the beginning of the applicable enrollment period. Students who are not eligible for financial assistance (Federal, WIA, TRC) and who are unable to meet the tuition and fee charges must use the payment schedule located on their Tuition and Fees Schedule and/or Promissory Note.

Tuition and fees for all students using the payment schedule are due on the date designated in their Tuition and Fees Schedule and/or Promissory Note. If the initial tuition/fee payment is not received by the first Friday of the beginning of the module, the student is subject to dismissal or expulsion.

All financial aid will be posted to the student’s account and a refund check will requested for any overage. Students that did not meet the financial aid deadline will be required to make the initial tuition/fee payment by the first Friday of the beginning of the module and will be required to follow the remaining tuition/fee payment schedule until financial aid is posted. If the tuition/fee payment is not received by the first Friday of the beginning of the module, the student is subject to dismissal or expulsion.

Payment should be made at Covenant School of Radiography. In the event of nonpayment of debts owed to CSOR, one or more of the following actions may be taken:

1) involuntary withdrawal of the student
2) withholding the diploma/certificate to which the student would otherwise be entitled
3) withholding the student’s transcript

Along with Visa, Master Card, Discover, or American Express, personal checks, debit cards, money orders, and cashier’s checks are accepted in payment of tuition. Any such check that is returned unpaid by the bank on which it is drawn will be viewed by CSOR as nonpayment of debts owed to CSOR. Any student notified of a returned check must remedy the situation within 10 business days.

All tuition and fees must be paid in full before students will be allowed to advance to the next module, and all applicable tuition and fees for the senior year must be paid in full before graduation.

Schedule of payment
- $100 administrative fee is required at the time of acceptance into the program (nonrefundable)
- $1300.00 Book cost (Students must have books by the first day of classes)
- $2500.00 is due the 1st week of school (1st module)
- $120.00 testing fee due the 1st module
- $2500.00 is due each of the following modules:
  - 1st school week of January (2nd module)
  - 1st school week of August (3rd module)
  - 1st school week of January (4th module)
- $50.00 graduation fee due the 3rd module
- $65.00 testing fee due the 3rd module


**Student Tuition/Fee Schedule**

<table>
<thead>
<tr>
<th>TUITION SCHEDULE</th>
<th>Instructional Module I</th>
<th>Instructional Module II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUNIOR</strong></td>
<td>(1st full week of August; 1st year)</td>
<td>$2500.00</td>
</tr>
<tr>
<td></td>
<td>(2nd week of January; 1st year)</td>
<td>$2500.00</td>
</tr>
<tr>
<td><strong>SENIOR</strong></td>
<td>(1st full week of August; 2nd year)</td>
<td>$2500.00</td>
</tr>
<tr>
<td></td>
<td>(2nd week of January; 2nd year)</td>
<td>$2500.00</td>
</tr>
</tbody>
</table>

NOTE: Textbooks will be the student’s responsibility at an estimated cost of $1300.00. Specific information for book orders will be provided to each student. (Students must have books by the first day of classes)

**NON REFUNDABLE FEES:**
- **Administrative Fee:** A $100 nonrefundable fee to help defray the fixed costs of CSOR for reserving an academic position for the student.
- **Testing Fee:** $120.00; to be paid the first instructional module; $65.00; to be paid the third instructional module
- **Graduation Fee:** $50.00; to be paid the third instructional module

**MISCELLANEOUS EXPENSES:**
- **Background Check:** Fee to be determined by CastleBranch agency.
- **Uniform Accessories:** Cost of uniforms, shoes, etc. is the student's responsibility.
- **Autopsy Fee:** $40.00 (Due the beginning of the 1st module)
- **X-Ray Markers:** Each student will be assigned and provided a set of right and left X-ray markers for use while in the program. X-ray markers must be returned upon graduation. In the event a marker is lost or broken the student must order a replacement marker.
- **ID Card Fee:** A $10.00 replacement charge will be required if the card is lost or stolen.
- **Transcript Fee:** $5.00 official; $3 unofficial. Academic transcripts furnished from other institutions are part of the student’s permanent file and copies will not be made available by CSOR. Transcript request form can be located on our website at [www.covenanthealth.org/csor](http://www.covenanthealth.org/csor)
- **ARRT Exam Fee:** $200; to be paid with ARRT Exam Application, three months prior to graduation.
- **TMB License Fee:** $80.00 to be paid with TMB Application for general license, additional fees for fingerprinting & self-query of $38.50 & $5.00, respectively.
- **Other Expenses:** Each student is required to purchase a basic calculator.

NOTE: Housing, meals and transportation are the student’s responsibility.

* The School reserves the right to change any provisions, rules or recommendations at any time.

Reviewed July 2019
**Late Fees**

Tuition payments for all students will be considered late after the last day of the week in which the payment is due. On the following Monday, a late fee of $20 for the FIRST DAY and $5 EACH DAY thereafter will be assessed until payment is RECEIVED. After seven days of late fees the student can be expelled from the program.

Payment should be made to Covenant School of Radiography at the School of Radiography. In the event of nonpayment of debts owed to CSOR, one or more of the following actions may be taken: 1. involuntary withdrawal of the student, 2. withholding the certificate to which the student would otherwise be entitled, and/or 3. withholding the student’s transcript. Personal checks, cash, and credit card are accepted as payment of tuition. Any such check that is returned unpaid by the bank on which it is drawn will be viewed by CSOR as nonpayment of debts owed to CSOR. Any student notified of a returned check must remedy the situation within 10 business days.

All tuition for the junior year must be paid in full before students will be allowed to advance to senior standing and all applicable tuition and fees for the senior year must be paid in full before graduation.

Reviewed July 2019
Return of Title IV, HEA Financial Aid Policy

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. COVENANT SCHOOL OF NURSING AND ALLIED HEALTH will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

"OFFICIAL" WITHDRAWAL FROM THE SCHOOL

A student is considered to be “Officially” withdrawn on the date the student notifies the School Coordinator and/or School Director/Dean in writing or orally of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from COVENANT SCHOOL OF NURSING AND ALLIED HEALTH records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, COVENANT SCHOOL OF NURSING AND ALLIED HEALTH will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
   a. The students ledger sheet and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
   b. Calculate the school’s refund requirement (see school refund calculation)
3. The student’s grade record will be updated to reflect his/her final grade.
4. COVENANT SCHOOL OF NURSING AND ALLIED HEALTH will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The Financial Aid Officer will provide the student with a notification explaining the Title IV, HEA requirements:
   a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
   b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
   c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger sheet noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, letter/email and final ledger sheet will be kept in the student’s file.
In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

**UNOFFICIAL WITHDRAWAL FROM SCHOOL**

In the event that the school unofficially withdraws a student from school, the School Coordinator and/or Dean/Director must complete the Exit Interview form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 3 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the COVENANT SCHOOL OF NURSING AND ALLIED HEALTH, contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student’s last date of academic attendance, the following procedures will take place:

1. The Coordinator and/or Dean/Director will make three attempts to notify the student regarding his or her enrollment status;
2. Determine and record the student’s last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student’s withdrawal date is determined as the date the day after 3 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. COVENANT SCHOOL OF NURSING AND ALLIED HEALTH calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school’s refund requirement (see school refund calculation);
7. COVENANT SCHOOL OF NURSING AND ALLIED HEALTH Financial Aid Officer will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student’s ledger sheet.
8. If applicable, COVENANT SCHOOL OF NURSING AND ALLIED HEALTH will provide the student with a refund notification explaining Title IV requirements:
   a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
   b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
   c. Supply the student with a final student ledger sheet showing outstanding balance due to the school and the available methods of payment.
9. A copy of the completed worksheet, letter/email, and final ledger sheet will be kept in the student’s file.

**RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students’ who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at COVENANT SCHOOL OF NURSING AND ALLIED HEALTH. It is separate and distinct from the COVENANT SCHOOL OF NURSING AND ALLIED HEALTH refund policy. (Refer to institutional refund policy)
The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

**WITHDRAW BEFORE 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education’s prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

**WITHDRAW AFTER 60%**

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

COVENANT SCHOOL OF NURSING AND ALLIED HEALTH measures progress in Clock Hours, and uses the payment period for the period of calculation.

**THE CALCULATION FORMULA**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

1. Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

\[
\text{HOURS SCHEDULED TO COMPLETE} = \frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}
\]
2. If this percentage is greater than 60%, the student earns 100%.

3. If this percent is less than or equal to 60%, proceeds with calculation.

   Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

   Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

   100% minus percent earned = UNEARNED PERCENT

   Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV, HEA aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

COVENANT SCHOOL OF NURSING AND ALLIED HEALTH will issue a grant overpayment notice to student within 30 days from the date the school’s determination that student withdrew, giving student 45 days to either repay the overpayment in full to COVENANT SCHOOL OF NURSING AND ALLIED HEALTH or sign a repayment agreement with the U.S. Department of Education.

ORDER OF RETURN

COVENANT SCHOOL OF NURSING AND ALLIED HEALTH is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds* is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student
EARNED AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the module. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

POST WITHDRAWAL

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. COVENANT SCHOOL OF NURSING AND ALLIED HEALTH may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with COVENANT SCHOOL OF NURSING AND ALLIED HEALTH). For all other school charges, COVENANT SCHOOL OF NURSING AND ALLIED HEALTH needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

TIME FRAME FOR RETURNING AN UNCLAIMED TITLE IV, HEA CREDIT BALANCE

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period. The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

INSTITUTION RESPONSIBILITIES
COVENANT SCHOOL OF NURSING AND ALLIED HEALTH’s responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with COVENANT SCHOOL OF NURSING AND ALLIED HEALTH or Department of Education to return the amount of unearned grant funds.

STUDENT RESPONSIBILITIES IN REGARDS TO RETURN OF TITLE IV, HEA FUNDS

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.

Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

REFUND VS. RETURN TO TITLE IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that COVENANT SCHOOL OF NURSING AND ALLIED HEALTH may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. COVENANT SCHOOL OF NURSING AND ALLIED HEALTH may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what COVENANT SCHOOL OF NURSING AND ALLIED HEALTH refund policy is, you may ask your Schools Financial Planner for a copy.

RETURN TO TITLE IV QUESTIONS

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

*This policy is subject to change at any time, and without prior notice.

Reviewed July 2019
CSOR Refund Policy

Students who officially withdraw voluntarily or at the schools request must complete the official withdrawal procedure. Students may be eligible to receive a refund of tuition. The school retains 5% of the applicable tuition for an administrative fee or $100.00. The amount of any refund depends upon when the student withdraws; however, students are required to pay a percentage of the total bill for the period of enrollment. The amount of refund due a student will be the amount paid in excess of the percentage amount due. If the student has paid less than the percentage due, the student will be required to pay the school the balance of that amount. Past due balances will be referred to credit bureaus. Unpaid account balances are subject to collection costs and attorney fees at student's expense.

**CSOR Refund Schedule**

<table>
<thead>
<tr>
<th>Student withdraws after completing:</th>
<th>Refund Due:</th>
<th>CSOR Retains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first class day</td>
<td>100%</td>
<td>None</td>
</tr>
<tr>
<td>Up to 10%</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>11 to 15%</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>16 to 20%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>21 to 25%</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>26%</td>
<td>None</td>
<td>100%</td>
</tr>
</tbody>
</table>

Reviewed July 2019
Disclosure Requirements Relating to Educational Loans

State Grant Assistance

Covenant School of Nursing and Allied Health are not eligible for state grant assistance.

Student Loan Information Published by Department of Education

To obtain copies of publications please contact the education publications center at www.edpubs.gov

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education’s central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program and other Department of Education programs. NSLDS Student Access provides a centralized integrated view of Title IV, HEA loans and grants so that recipients of Title IV funds can access and inquire about their funds. The website is located at www.nslds.ed.gov

Entrance Counseling for Student Borrowers

Entrance Counseling and the MPN can be accessed at www.studentloans.gov

Exit Counseling for Student Borrowers

When a student ceases enrollment, CSNAH Financial Aid Officer will direct the student to the following link (http://nslds.ed.gov) to complete the exit counseling process. A copy of the confirmation of completion must be given to the Financial Aid Officer prior to leaving.

Private Education Loan Disclosures
(Including Self-Certification Form)

Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. The school is required on request to provide this form or the required information only for students admitted or enrolled at the school. Throughout this Applicant Self-Certification, “you” and “your” refer to the applicant who is applying for the loan. The applicant and the student may be the same person. http://ifap.ed.gov/dpcletters/attachments/GEN1001A-AppSelfCert.pdf

Code of Conduct for Education Loans

To comply with the 2008 Higher Education Opportunity Act, CSNAH adopts the following Code of Conduct to provide guidance to our employees in insuring the integrity of the student aid process and in ensuring ethical conduct of our employees in regard to student loan practices. Our officers, employees, trustees and agents, including the alumni association and other organizations associated with CSNAH, agree to the provisions of this Code of Conduct and will refrain from:
1. Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.

2. Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer unless one would recuse themselves from decisions regarding private loans.

3. Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.

In addition, Student Financial Services staff will refrain from:

4. Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.

5. Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.

6. Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.

7. Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.

8. Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.

9. Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services or materials, or other items of a nominal value.

10. Receiving anything of value other than reimbursement of reasonable expenses while serving on an advisory board, commission, or group established by a lender or group of lenders.

CSNAH is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

**Preferred Lender Lists**

CSNAH currently prefers Wells Fargo as our preferred lender because it will submit loan checks directly to the school and student. This insures that tuition and fees will be paid. Other lenders that will accommodate this requirement will also be considered.

**Preferred Lender Arrangements**

CSNAH does not have any specific lenders for private lender loans or for Title IV, HEA loans.
Section 6: Definitions & Behavioral Congruence Policy

Definitions

Behavioral Congruence
  Mission of Covenant School of Radiography
  Standards
  Honor Code
  Ethics
Suspension
Definitions

Academic Conduct

Actions of students associated with the teaching-learning environment (classroom, lab, clinical environment and or community).

Accountability

Refers to the state of being answerable and liable for the quality and quantity of one’s own actions.

Administration

Any person employed by Covenant Health to perform managerial duties.

Aiding and Abetting

Intentionally or knowingly helping or attempting to help another student commit an action of academic or nonacademic misconduct.

Behavioral Congruence

Behavior that is congruent with the mission, vision, values, standards of conduct, and Honor Code of Covenant School of Radiography.

Cheating

Using or attempting to use unauthorized materials, information, study aids or computer-related information to give one an unfair academic benefit.

Community

Any public forum including but not limited to clients/patients, their families and health providers in clinical settings or students, faculty, staff and guests of CSOR and academic community as well as on-line and media communications that connects the public to CSOR.

Contested Issue

An academic or personal issue may occur that requires immediate attention for resolution.

Controlled substance

Any drug or substance that is not legally obtainable; or is legally obtainable but has not been legally obtained; or has been legally obtained but is being sold or distributed unlawfully.

Copyright violation

Violation of existing copyright laws.
Critical Incident
   Any time a student demonstrates unsafe practices.

Disciplinary probation
   Student may remain at the School of Radiography but may be required to satisfy specified conditions or requirements

Discrimination / Harassment
   To act on the basis of prejudice.

Dismissal
   To discharge from school with privilege to reapply after determined period of time.

Drug/Alcohol Abuse
   The use/abuse of alcohol or being under the influence of alcohol or any controlled and/or illegal substances during school activities.

Explicit
   Fully and clearly defined or formulated

Expulsion
   Permanent dismissal from classes and school activities and the student is not eligible to reapply.

Fabrication
   To devise or invent, to fake or forge.

Falsification and forgery
   To alter fraudulently especially for purposes of deception.

Firearm violation
   Violation of current federal and state firearm laws.

Flaming
   Behavior and speech associated with electronic conversations fitting the definitions governing the contractual agreement between Covenant School of Radiography and Scholar360 LMS (Learning Management System)
Grievance

Any act perceived as prejudicial or discriminatory against a student.

Implicit

Implied though not directly expressed.

Investigation

The systematic examination into a situation. The examination includes supporting documentation, witnesses, and sequence of events.

Non-academic Conduct

Actions of students related to standards of behavior established for the purpose of maintaining an acceptable level of propriety within the School of Radiography and its communities.

Plagiarism

An act of using the literary composition of another’s writing or the ideas of language of the same and presenting them as the product of one’s own mind.

Sanctions

Steps for disciplinary action related to infractions against school and/or health system policies and procedures.

Sexual Misconduct

Any unwelcome sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature.

Suspension

Temporary exclusion from all academic work or specified classes and/or other school related activities for a specified period of time.

Terms of Service Violation

Violation of terms of service agreements.

Trolling

Behavior and speech associated with electronic conversations fitting the definitions governing the contractual agreement between Covenant School of Radiography and Scholar360 LMS (Learning Management System).

Verbal Warning

Verbal admonition against further violations, alerting student that continuation of misconduct may be cause for more severe disciplinary action.
Violence

Behaviors that intrude into the school environment resulting in physical or emotional harm, significant loss of productivity, or damage to persons or school property.

Written reprimand

Written warning placed in student’s file, alerting student that continuation of misconduct may be cause for more severe disciplinary action.

Reviewed July 2019
Behavioral Congruence

School of Radiography Student Body

Approved by: Faculty Organization

Statement of Purpose:
To continue building upon the Covenant School of Radiography legacy of fostering a learning environment that attracts, retains, and develops values-based students who translate the values into action, strive for excellence while serving people with dignity, and work for justice within our communities.

Definition
Behavior that is congruent with the Mission, Philosophy, Values, Standards of Conduct and Honor Code of Covenant School of Radiography.

Mission
Covenant School of Radiography will strive to foster and support creative and positive learning experiences within an atmosphere of academic excellence and continuous improvement. Through the ministry of Jesus and through our core values of Compassion, Dignity, Justice, Excellence and Integrity, the Program will utilize a competency level of skill, proficiency and utilization of critical thinking and problem solving skills relative to clinical procedures and patient care.

Standards
The Standards of Behavior and Conduct are a set of guidelines all students must commit to. The standards set the tone for the learning environment students work in and live by every day. The standards include all aspects of students’ educational experience including:

- Accountability: I am accountable for my actions.
- Adaptability: I am adaptable and supportive in efforts to make CSOR a better place.
- Communication: I communicate in a clear, honest and respectful manner.
- Community: I am committed to improving the health of the community.
- Continuous Improvement: I strive for continuous improvement in my performance.
- Continuous Learning: I continuously learn new skills and gain knowledge.
- Interpersonal Effectiveness: I create and sustain positive and interpersonal relationships
- Stewardship: I will be a good steward of our resources.
- Teamwork: I will be a team player and seek out opportunities to collaborate with others.
**Honor Code**
Covenant School of Radiography students are expected to conduct themselves in accordance with the high ethical standards expected of registered radiologic technologists and in a manner consistent with the ARRT Code of Ethics. Honesty and integrity are expected from all students from admission through graduation. Dishonesty undermines the goals of radiography education and professional development. Because radiography students may, after graduation, be licensed to practice professional radiologic technology and are required to assume responsibility for the life and welfare of other human beings, every radiography student is expected to demonstrate competence and patterns of behavior which are consistent with professional standards, and which are deserving of the public’s trust. Students and faculty accept responsibility for acting in an ethical manner. Together they create an atmosphere conducive to professional integrity.

Students and faculty are expected to report to the program director any conduct that violates the standards of professional honesty and integrity. It is the intent of this policy to support an atmosphere of integrity within the Covenant School of Radiography.

It is the responsibility of each student to support this atmosphere both individually and collectively. We expect radiography students to enter the program knowing what is right and what is wrong. Radiography students are expected to do what is right when it comes to matters of integrity, honesty, and ethical conduct. Further we expect radiography students to move beyond thinking only of their own situations to thinking of what is right for their peers, their patients, and ultimately the radiography profession.

**Ethics**
Students must follow a code of ethics that requires truthfulness, honesty, and personal integrity in all activities. The following rules apply to students:

- Only physicians have the training and legal right to diagnose and treat human illness or injuries.
- Students must never discuss hospital business with people outside the hospital.
- Charts and records must not be shown to unauthorized individuals, including patients. Patients are permitted to see their chart only if the physician is present.
- Students are allowed to congregate only in designated lounge areas.
- Students should not discuss patients or assignments in elevators or public areas.

**Suspension**
Any suspension the student obtains during the radiography program must be reported to The American Registry of Radiologic Technology (ARRT) for consideration before the student is eligible to sit for the national examination given by ARRT.

Reviewed July 2019
Section 7: Schedules and Course Descriptions

Schedule of Class and Clinical Hours
  Vacation
  Holidays
  Class Schedules
  Schedule of Class/Clinical Hours
  Office Hours

Academic Calendar 2019-2020

Instructional Module Class Schedule

Course Descriptions

Textbooks in use for 2018-2020

Textbooks in use for 2019-2021
Schedule of Class and Clinical Hours

All classes and clinical hours are scheduled during normal business hours on Monday through Friday. Class attendance is mandatory. Students will attend orientation classes at the beginning of their training. Orientation usually lasts about 4 weeks. This time is spent in the classroom in concentrated study.

After the initial orientation, the student will be assigned to particular areas in the clinical sites to begin his/her clinical development. During the 20-month program, the student will rotate through all phases of the Radiology Department. The student will spend no more than 40 hours per week in combined classroom, lab, and clinical work. Covenant School of Radiography graduates are expected to be able to:

- Safely and competently perform radiographic procedures
- Perform in a professional and ethical manner
- Demonstrate critical thinking and flexibility in the clinical practice
- Serve patients in a manner that is consistent with Covenant Health’s Christian mission of caring.

During all four modules clinical activities will be directly supervised by registered radiographers and/or instructors. The student will be required to prove mastery by demonstration examinations given by an instructor.

The clinical coordinator or the clinical instructor will assign clinical hours. Clinical rotations include all aspects of radiology including: Diagnostic/Trauma/Fluoroscopy/Mobile Radiography, Surgery/Endoscopy, Bone Densitometry, Cardiac Cath Lab/Angiography, Computed Tomography (CT), Echocardiography, Electrophysiology Lab, Interventional Radiography, Lithotripsy, Magnetic Resonance Imaging (MRI), Mammography, Nuclear Medicine/Nuclear Cardiology, Positron Emission Tomography (PET), Radiation Therapy, and Ultrasound.

Vacation
School is in session from the first Monday of August until the last of June for the first academic program year. The month of July is provided for a summer break. Classes begin again the first Monday of August and conclude (graduation) at the end of April/first of May for the second academic program year.

Holidays
The School of Radiography acknowledges seven holidays each year:
New Year’s Day
Spring Break (1 week)
Memorial Day
Independence Day
Labor Day
Thanksgiving (3 days)
Christmas (2 full weeks)
Class Schedules

Schedule of Class/Clinical Hours
Typical Class/Clinical Schedule:

**1st Year Students:**
Didactic/Lab: Monday through Friday: 9:00 a.m.- 12:00 p.m
Clinical: Monday through Friday: 1:30 p.m. – 4:30 p.m.
Scheduled lunch: 1.5 hours from 12:00 p.m. to 1:30 p.m.

**2nd Year Students:**
Didactic/Lab: Monday through Thursday: 1:30 p.m. – 4:30 p.m.
Clinical: Monday through Friday: 9:00 a.m.- 12:00 p.m
Scheduled lunch: 1.5 hours from 12:00 p.m. to 1:30 p.m.

**Office Hours**
Monday through Friday: 8:00 a.m. – 4:30 pm
Covenant School of Radiography

**Academic Calendar 2019-2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 5</td>
<td>Fall 2019 Module Begins</td>
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<tr>
<td>August 9</td>
<td>Fall 2019 Tuition Due by 12:00 PM</td>
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<tr>
<td>September 2</td>
<td>Labor Day (School Closed)</td>
</tr>
<tr>
<td>November 27 – 29</td>
<td>Thanksgiving Break (School Closed)</td>
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<tr>
<td>December 20</td>
<td>Last Class Day for Fall 2019 Module</td>
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<tr>
<td>December 23 – January 3</td>
<td>Christmas Break (School Closed)</td>
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<td>January 7</td>
<td>Spring 2020 Module Begins</td>
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<tr>
<td>January 10</td>
<td>Spring 2020 Payment Due by 12:00 PM</td>
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<tr>
<td>February 27 – March 4</td>
<td>WCEC in Atlanta – Senior Class</td>
</tr>
<tr>
<td>March 16 – 20</td>
<td>Spring Break (School Closed)</td>
</tr>
<tr>
<td>May 1</td>
<td>Senior Graduation</td>
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<tr>
<td>May 25</td>
<td>Memorial Day (School Closed)</td>
</tr>
<tr>
<td>June 26</td>
<td>Last Class Day (Juniors) Spring 2020 Module</td>
</tr>
<tr>
<td>June 29 – July 31</td>
<td>Summer Break</td>
</tr>
<tr>
<td>August 3</td>
<td>Fall 2020 Module Begins</td>
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# Covenant School of Radiography

## Instructional Module Class Schedule

<table>
<thead>
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<tbody>
<tr>
<td>(early August to late December)</td>
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<tr>
<td>Introduction to Radiologic Science &amp; Health Care 101</td>
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<tr>
<td>Ethics &amp; Law in the Radiologic Sciences 101</td>
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<tr>
<td>Medical Terminology 101</td>
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<tr>
<td>Principles of Exposure &amp; Image Production 101</td>
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<tr>
<td>Image Analysis 101</td>
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<tr>
<td>Human Anatomy &amp; Physiology 101</td>
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<tr>
<td>Radiographic Procedures 101</td>
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<tr>
<td>Radiation Production &amp; Characteristics/Imaging Equipment 101</td>
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<tr>
<td>Clinical Practice 101</td>
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<tr>
<td>Patient Care in Radiologic Sciences 101</td>
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<td>Human Diversity 101</td>
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<td>(early January to late June)</td>
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<tr>
<td>Medical Terminology 201</td>
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<tr>
<td>Principles of Exposure &amp; Image Production 201</td>
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<td>Image Analysis 201</td>
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<td>Human Anatomy &amp; Physiology 201</td>
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<tr>
<td>Patient Care in Radiologic Sciences 201</td>
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<td>Pharmacology &amp; Venipuncture 201</td>
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<tr>
<td>(early August to late December)</td>
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<tr>
<td>Medical Terminology 301</td>
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<tr>
<td>Principles of Exposure &amp; Image Production 301</td>
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<tr>
<td>Image Analysis 301</td>
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<tr>
<td>Human Anatomy &amp; Physiology 301</td>
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<td>Radiographic Procedures 301</td>
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<tr>
<td>Radiation Production &amp; Characteristics/Imaging Equipment 301</td>
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<tr>
<td>Clinical Practice 301</td>
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<tr>
<td>Imaging Equipment/Quality Control 301</td>
</tr>
<tr>
<td>Radiographic Pathology 301</td>
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<tr>
<td>Digital Image Acquisition &amp; Display 301</td>
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<table>
<thead>
<tr>
<th>2&lt;sup&gt;ND&lt;/sup&gt; YEAR – 2&lt;sup&gt;ND&lt;/sup&gt; INSTRUCTIONAL MODULE</th>
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</thead>
<tbody>
<tr>
<td>(early January to late April/early May)</td>
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<tr>
<td>Medical Terminology 401</td>
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<tr>
<td>Principles of Exposure &amp; Image Production 401</td>
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<tr>
<td>Image Analysis 401</td>
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<td>Human Anatomy &amp; Physiology 401</td>
</tr>
<tr>
<td>Radiographic Procedures 401</td>
</tr>
<tr>
<td>Radiation Production &amp; Characteristics/Imaging Equipment 401</td>
</tr>
<tr>
<td>Clinical Practice 401</td>
</tr>
<tr>
<td>Introduction to Computed Tomography 401</td>
</tr>
<tr>
<td>Radiation Protection 401</td>
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<tr>
<td>Radiation Biology 401</td>
</tr>
</tbody>
</table>

Reviewed July 2019
Course Descriptions

Introduction to Radiologic Science and Health Care 101: Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of the health care organization(s) are examined and discussed in addition to the professional responsibilities of the radiographer.

Ethics and Law in the Radiologic Sciences 101: Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. Also, an introduction to legal terminology, concepts and principles also will be presented. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

Medical Terminology 101, 201, 301, 401: Content is designed to provide an introduction to the origins of medical terminology. A word-building system is introduced and abbreviations and symbols are discussed. Also introduced is an orientation to understanding radiographic orders and diagnostic report interpretation. Related terminology is addressed.

Principles of Exposure and Image Production 101, 201, 301, 401: Content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control.

Radiation Production and Characteristics/Imaging Equipment 101, 201, 301, 401: Provides the student with knowledge of basic physics. Fundamentals of x-ray generating equipment are discussed. Information on x-ray production, beam characteristics, and units of measurement is provided.

Human Anatomy and Physiology 101, 201, 301, 401: Content is designed to provide students with the knowledge of the structure and function of the human body. Cells, tissues, and bones will be described. Organs will be discussed as components of their system.

Radiographic Procedures 101, 201, 301, 401: Provides students with the knowledge and skills necessary to perform standard radiographic procedures and a summary knowledge of special studies. Consideration will be given to the production of radiographs of optimal diagnostic quality. Clinical experience will be used to compliment the classroom portion of the course.

Patient Care in Radiologic Sciences 101, 201: Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

Image Analysis 101, 201, 301, 401: Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.
**Human Diversity 101**: Content is designed to provide students with up to date topics involving healthcare, people and ethical and legal issues.

**Clinical Practice 101, 201, 301, 401**: Regular rotations in hospital and clinic settings will be performed. Involves radiographic procedure competency testing and technical evaluations. 401 familiarizes students with CT, MRI, Ultrasound, Nuclear Medicine, Cardiac Catherization Laboratory, and Radiation Therapy.

**Pharmacology and Venipuncture 201**: Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

**Radiographic Pathology 301**: Content is designed to introduce concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

**Digital Image Acquisition and Display 301**: Content is designed to impact an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

**Imaging Equipment/Quality Control 301**: Evaluation of radiographic systems to assure consistency in the production of quality images will be introduced. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be discussed. State and federal impacts will be described.

**Introduction to Computed Tomography (CT) 401**: Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging. Basic Magnetic Resonance Imaging (MRI) principles will also be addressed.

**Radiation Biology 401**: Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

**Radiation Protection 401**: Provides an overview of the principles of radiation protection. Radiation protection responsibilities of the radiographer for patients, personnel, and public are presented. The concepts of As Low As Reasonably Achievable (ALARA) and stochastic and nonstochastic effects will be discussed and compared with concept of Maximum Permissible Dose (MPD). Regulatory agencies will be identified and agency involvement in radiation protection will be discussed.
### Textbooks/Online Courses in use for 2019-2021

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<th>Edition</th>
<th>Author</th>
<th>ISBN#</th>
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<td>The Digital Radiography Workbook</td>
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<td>DeAngelis</td>
<td>978643167138</td>
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<td>Principles of Radiographic Imaging</td>
<td>6th</td>
<td>Carlton, Adler, and Balac</td>
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<td>9th</td>
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<td>Exploring Medical Language</td>
<td>10th</td>
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<td>Merrill’s Atlas of Radiographic Positions and Radiologic Procedures</td>
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<td>Workbook for Merrill’s Atlas of Radiographic Positioning and Procedures</td>
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<td>By Long, Curtis, Smith &amp; Curtis</td>
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<td>Bontrager’s Handbook of Radiographic Positioning and Techniques</td>
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<td>Ethical &amp; Legal Issues: For Imaging Professionals</td>
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<td>9780323674034</td>
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*Price for e-books vary slightly lower than those listed above.

Reviewed: July 2019
## Textbooks in use for 2018-2020

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Reviewed: July 2019
Section 8: Grievance Process

Discipline

Appeal Process – Grievance – Policy #125
Discipline

Disciplinary action is warranted if a student does not display good conduct or acceptable job performance. The student may be dismissed or expelled for any acts of academic or clinical misconduct.

There may be occasions when a student will fall into poor work habits where the program officials must counsel the student. However, if the student’s performance does not improve the following disciplinary procedure may be implemented.

First Step: The student will be verbally counseled about the problem by the program director. A written statement of the verbal reprimand will be placed in the student’s folder.

Second Step: If the problem continues, the program director will reprimand the student. The reprimand will become a part of the student’s permanent record.

Third Step: If the student continues to show no improvement, the student will be suspended without credit for a period of three to ten class days. The reprimand will become part of the student’s permanent record.

Fourth Step: If the student still makes insufficient improvement, the student will be expelled by the program director.

Note: Any two unrelated written reprimands in a student’s file within a 12 month period will be subject to severe disciplinary action. The program director will have the authority to either suspend or expel the student.

Reviewed July 2019
Purpose: To provide the student with a procedure in which to follow in the event of a complaint.

Procedure: Students should discuss any complaints of unfair treatment with the program officials. If not satisfied with the outcome of the discussion, a complaint may be placed with the Advisory Committee. The complaint will then be handled according to the Covenant Medical Center appeal process-grievance procedure.

When filing an appeal, the following steps should be followed:

Step One: The problem should be discussed between the student and the program director. If the program director is unable to resolve the problem, a thorough investigation and review will be conducted. The problem may then be discussed between the program and medical director. A decision should be reached within three days. Most decisions will be resolved in this step.

Step Two: If the student is unsatisfied with the decision, the program director must be notified that he/she plans to discuss the problem with the vice-president of Covenant School of Radiography. A meeting will be held to explain all pertinent information to the vice-president. A decision should be reached within three days.

Step Three: If the student believes a problem still exists, he/she should send a written statement to the president of Covenant Medical Center. The personnel department will help the student with any problems they might have in writing the letter. The student should receive a decision from the writing within two weeks.

Reviewed July 2019
Section 9: Faculty and CSOR General Information

CSOR Faculty

CSOR General Information
CSOR Faculty

Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty phone numbers are published on course syllabi.

**Oswalt, Lori** (1981) Associate of Science in Radiologic Sciences, South Plains College, Levelland, TX; (1991) Bachelor of Science in Radiologic Sciences, Midwestern State University, Wichita Falls, TX; (1997) Master of Science in Radiologic Science, Specialty in Administration

**Posteraro, Robert**, MD, MBI, FACR (1973) Doctor of Medicine, Yale University School of Medicine; (1980) American Board of Radiology; (1980) Medical License, State of Texas; (2005) master of Biomedical Informatics, Oregon Health & Science University


**Seigman, Kim** (1986) Certificate in Radiologic Sciences, Methodist School of Radiologic Technology, Lubbock, TX; (2008) Bachelor of Science in Radiologic Sciences, Midwestern State University, Wichita Falls, TX; (2016) Master of Science in Healthcare Administration, Texas Tech University Health Sciences Center, Lubbock, TX.

CSOR General Information

**Additional information**

Additional information on the following subjects is available by appointment: student policies (including vacation, sick-leave, withdrawal, standards of conduct and performance, and disciplinary policies and actions), national certifications, and state certifications.

For an appointment, please call Covenant School of Radiography, (806) 725-8965.

**Standards to which JRC/ERT approved programs subscribe**

Standards for an Accredited Educational Program in Radiologic Sciences

JRCERT
20 N. Wacker Dr., Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
E-Mail: mail@jrcert.org.
Admissions – Policy #101
Background Checks – Policy #107
Financial Assistance – Policy #104
Nondiscrimination – Policy #100
Refund – Policy #105
Student Disabilities and Accommodations – Policy #106
Student Transfer – Policy #102
Tuition – Policy #103
   Tuition/Fee Schedule
Veterans Benefits – Policy #108
Admissions – Policy #101

**Purpose:** To inform prospective students of the admissions process.

**Procedure:**

1. The prospective student must send the completed application and all applicable forms to the school along with official transcripts from all colleges attended and three character reference letters before the deadline date.

2. The admissions committee will review the applications for completeness and make sure all the required courses have been completed. If the application is not complete, the applicant will be notified of such.

3. If everything is complete, the following process is followed.
   A total of scores for:
   1. college/university GPA
   2. degrees exceeding an associate degree
   3. degrees related to medical sciences
   4. science courses (Physics, Chemistry/Biology, Med. Terminology, Anatomy & Physiology) completed outside of the degree parameters
   5. graded interviews
   6. extra points for previous health care/patient care experience
   7. additional licenses or working as a technical assistant
   8. Covenant employee
   9. extra points for previous applicants

4. The admissions committee is comprised of the Program Director, Clinical Coordinator, and Clinical instructor.

Reviewed July 2019
Background Checks – Policy #107

SCOPE: All potential prospective students (post conditional offer) for Covenant School of Radiography (CSOR).

PURPOSE: As an expression of our value of Excellence, we foster professional development, accountability, innovation, teamwork and commitment to quality. As such, the school is committed to attracting and accepting the most qualified and values-based individuals to join our health care program. We help ensure the selection of individuals whose backgrounds demonstrate the program’s core values through the use and evaluation of background check information.

POLICY: In accordance with all applicable laws, it is the policy of CSOR to conduct background checks and a pre-acceptance drug screen on applicants who have received a conditional offer of enrollment. The background check and drug screen will be considered in addition to other criteria, including but not limited to applicant qualifications, structured interview results, professional license (if considered in admissions criteria), and pre-enrollment tests/immunizations (if required and in compliance with all applicable laws) to determine suitability for acceptance within the program.

PROCEDURES:
1. Upon a conditional offer of acceptance into the program, CSOR requires a background check to be completed prior to the first class day of enrollment.
2. The fee for the background check is the responsible of the student enrollee.
3. CSOR will partner with CastleBranch agency that will provide background check services. The program will comply with all applicable laws, including but not limited to the Fair Credit Reporting Act (“FCRA”) and state and local law(s) when utilizing background check results, in whole or in part, in an enrollment related decision.
4. CSOR background check will include, at a minimum:
   • Verification of identity (social security trace);
   • Residence History
   • TX statewide Criminal Records
   • Unlimited Counties (Outside Texas criminal check in all counties identified as a result of the social security trace for the past seven (7) years;
   • National Record Indicator and Sex Offender trace
   • FACIS III (OIG, GSA, OFAC,…)  
   • If applicable, other components may be added to the background check (e.g., MVR, license verification, additional employer verifications, credit) in accordance to all applicable laws.
5. If the pre-enrollment drug screen is positive for an illegal substance the candidate will be denied admission to Covenant School of Radiography and will not be eligible to reapply for 2 years
Any adverse enrollment decision based, in whole or in part, on results from background checks will be made in accordance with all applicable laws, including, but not limited to, the FCRA, state and local law(s), and the EEOC Administrative Guidance.

Before any adverse decision is made, the program will consider: (a) the nature and gravity of the offense; (b) the amount of time that has passed since the offense and/or completion of the sentence; and (c) the nature of the radiographic profession.

Background check documents will be kept confidential.

Reference checks may be obtained from previous employers or those who have interacted with the candidate in a work or other professional setting.

REFERENCES:
- Admissions Policy #101
- Substance-Free Workplace Policy #138

HELP: For questions about this policy, or assistance with understanding your obligations under this policy, please contact CSOR Program Director.

NOTE:
Our licensing bodies emphasize a high standard of ethics for certification and registration for people in our profession. Both the American Registry of Radiologic Technologist (ARRT) and Texas Medical Board (TMB) have a process to address potential ethical violations prior to / or shortly after entering an educational program.

If your background check shows potential ethical violations that may be considered questionable to our standards of ethics, you may be directed to complete the pre-application process with our licensing bodies to ensure that the Ethics Committees will accept your application for licensure upon completion of our educational program. The ethics review process can take a significant amount of time—sometimes three months or more.

ARRT Ethics Review Pre-Application:
- $100 Ethics Review fee, payable to ARRT by personal check or money order

TMB Pre-Application Process:
- Contact Texas Medical Board for instructions on Pre-Application process

Reviewed July 2019
Purpose: The objective of the financial aid program at the School of Radiography is to provide assistance to students who without such assistance would not be able to pursue an education in radiology. The financial assistance offered at the School of Radiography is awarded on the basis of documented financial need to eligible students who are making satisfactory academic progress toward a certificate in radiology. No applicant will be excluded from participating in any financial aid program on the grounds of race, color, national origin, religion, marital status, disability or sex.

Procedure:

The School of Radiography participates in the following Title IV federal assistance programs: Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, William D. Ford Direct Federal Direct Student Loan, Parent Loans for Undergraduate Students (PLUS). Applications and information for all Title IV financial assistance may be obtained from the Financial Aid Office at the School of Nursing. In order for the Financial Aid Office to complete the processing of aid requests by the first class day, all required application forms and other student and/or parent documentation must be submitted upon acceptance into the program.

Students attending the School of Radiography are eligible to apply for assistance through the Workforce Investment Act (WIA) which is funded by South Plains Community Action Association doing business as Texas Workforce Center for Lubbock. Eligible students may also apply for assistance through the Veteran’s Administration and Texas Vocational Rehabilitation.

Various Donor scholarships are awarded to eligible students and are based on documented financial need and other qualifications required by the donors of the scholarship funds. CSOR students are notified of scholarship application and eligibility deadlines throughout the academic year by the Financial Aid Officer.

For additional information regarding the financial aid process, refer to Section 5 of this handbook.

Reviewed July 2019
**Nondiscrimination Policy – Policy #100**

**Purpose:** To assure equal opportunity to qualified applicants.

**Procedure:**

Covenant School of Radiography seeks to provide educational opportunities to qualified students without regard to race, color, religion, marital status, national origin, gender, sexual orientation, or age.

Adherence to procedures and deadlines for submitting requested forms and documentation to the School of Radiography is required.

Documents involving an applicant’s criminal record and/or treatment for certain mental and/or physical health conditions may be required. These records may affect the student’s eligibility to perform certain phases of clinical work at the hospital (and other clinical sites) and/or prohibit the student from state licensure (MRT) or National Registration (ARRT). Contact the School of Radiography for additional information, if applicable.

Revised July 2019
Refund Policy – Policy #105

Purpose: To inform the student of the refund procedure.

Procedure:
Students who officially withdraw voluntarily or at the schools request must complete the official withdrawal procedure. Students may be eligible to receive a refund of tuition. The school retains 5% of the applicable tuition for an administrative fee or $100.00. The amount of any refund depends upon when the student withdraws; however, students are required to pay a percentage of the total bill for the period of enrollment. The amount of refund due a student will be the amount paid in excess of the percentage amount due. If the student has paid less than the percentage due, the student will be required to pay the school the balance of that amount. Past due balances will be referred to credit bureaus. Unpaid account balances are subject to collection costs and attorney fees at student’s expense.

REFUND SCHEDULE

<table>
<thead>
<tr>
<th>If the student withdraws after completing:</th>
<th>Refund Due:</th>
<th>CSOR Retains:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first class day</td>
<td>100%</td>
<td>None</td>
</tr>
<tr>
<td>Up to 10%</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>11 to 15%</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>16 TO 20%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>21 TO 25%</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>26%</td>
<td>None</td>
<td>100%</td>
</tr>
</tbody>
</table>

Reviewed July 2019
Student Disabilities & Accommodations – Policy #106

**Purpose:** To assure equal opportunity to qualified applicants.

**Procedure:**

It is the student’s responsibility to notify Covenant School of Radiography of any functional disabilities which might interfere with his/her learning and performance as a radiology student and necessitate special accommodations while in school. Furthermore, the student understands that if he/she requires special accommodations because of disability, he/she must request in writing such consideration and submit a current letter from an appropriate licensed professional describing the nature of the functional limitation and specific accommodations needed while a student at Covenant School of Radiography. Only after written documentation is presented can reasonable accommodations be provided.

When requesting accommodations, make sure the documentation shows not only that the student has a disability, but that there is a need for specific accommodations.

Reviewed July 2019
Student Transfer – Policy #102

**Purpose:** To inform potential students of the transfer policy.

**Procedure:**
Credit granted from other radiologic technology programs is not accepted. Therefore, this program does not accept transfers.

Reviewed July 2019
Tuition – Policy #103

Purpose: To inform the student of the tuition procedure.

Procedure: $100.00 nonrefundable administrative fee is required at the time of acceptance into the program.

Schedule of Payment
$1300.00 book cost (students must have books by first class day
$2500.00 is due the first week of school (1st Module)
$120.00 testing fee is due the first instructional module
$2500.00 is due each of the following modules:
  - 1st school week of January (2nd Module)
  - 1st school week of August (3rd Module)
  - 1st school week of January (4th Module)
$65.00 testing fee is due the third instructional module
$50 graduation fee is due the third module

Late fees: Tuition payments for all students will be considered late after the last day of the week in which the payment is due. On the following Monday, a late fee of $20 for the FIRST DAY and $5 EACH DAY thereafter will be assessed until payment is RECEIVED. After seven days of late fees the student can be expelled from the program.

Payment should be made to the Covenant School of Radiography at the School of Radiography. In the event of nonpayment of debts owed to CSOR, one or more of the following actions may be taken: 1) involuntary withdrawal of the student, 2) withholding the certificate to which the student would otherwise be entitled, and /or 3) withholding the student’s transcript. Personal checks and cash are accepted as payment of tuition. Any such check that is returned unpaid by the bank on which it is drawn will be viewed by CSOR as nonpayment of debts owed to CSOR. Any student notified of a returned check must remedy the situation within 10 business days.

All tuition for the junior year must be paid in full before students will be allowed to advance to senior standing and all applicable tuition and fees for the senior year must be paid in full before graduation.

Reviewed July 2019
### Tuition/Fee Schedule

<table>
<thead>
<tr>
<th>Tuition Schedule</th>
<th>Instructional Module I</th>
<th>Instructional Module II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUNIOR</strong></td>
<td>(1st full week of August; 1st year) $2500.00</td>
<td>(2nd week of January; 1st year) $2500.00</td>
</tr>
<tr>
<td><strong>SENIOR</strong></td>
<td>(1st full week of August; 2nd year) $2500.00</td>
<td>(2nd week of January; 2nd year) $2500.00</td>
</tr>
</tbody>
</table>

NOTE: Textbooks will be the student’s responsibility at an estimated cost of $1300.00. Specific information for book orders will be provided to each student. (Students must have books by the first day of classes)

**NON REFUNDABLE FEES:**
- **Administrative Fee:** A $100 nonrefundable fee to help defray the fixed costs of CSOR or reserving an academic position for the student.
- **Testing Fee:** $120.00; to be paid the first instructional module; $65.00; to be paid the third instruction module.
- **Graduation Fee:** $50.00; to be paid the third instructional module.

**MISCELLANEOUS EXPENSES:**
- **Background Check:** Fee to be determined by CastleBranch agency.
- **Uniform Accessories:** Cost of uniforms, shoes, etc. is the student's responsibility.
- **Autopsy Fee:** $40.00 (Due the beginning of the 1st module.)
- **X-Ray Markers:** Each student will be assigned and provided a set of right and left X-ray markers for use while in the program. X-ray markers must be returned upon graduation. In the event a marker is lost or broken the student must order a replacement marker.
- **ID Card Fee:** A $10.00 replacement charge will be required if the card is lost or stolen.
- **Transcript Fee:** $5.00 official; $3 unofficial. Academic transcripts furnished from other institutions are part of the student’s permanent file and copies will not be made available by CSOR. Transcript request form can be located on our website at www.covenanthealth.org/csor
- **ARRT Exam Fee:** $200; to be paid with ARRT Exam Application, three months prior to graduation.
- **TMB License Fee:** $80.00 to be paid with TMB Application for general license, additional fees for fingerprinting & self-query of $38.50 & $5.00, respectively.
- **Other Expenses:** Each student is required to purchase a basic calculator.

NOTE: Housing, meals and transportation are the student’s responsibility.

* The School reserves the right to change any provisions, rules or recommendations at any time.

Reviewed July 2019
Veterans Benefits – Policy #108

Purpose: To inform the student of VA Benefits.

Procedure:

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) was signed into law on December 31, 2018. This law has five sections pertinent to the administration of Veterans' educational or training benefits with two of the provisions directly affecting schools. The first of these provisions will be implemented in August.

Beginning on August 1, 2019, educational institutions must have a policy in place allowing GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. The educational institution must also have a policy to not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA. Section 103 requires a State Approving Agency (SAA), or the Department of Veterans Affairs (VA) when acting in the role of the SAA, to disapprove certain courses of education. VA can grant a waiver to these requirements.

Education and VR&E Services are developing a timeline to implement additional provisions regarding student participation in courses pending receipt of educational or training assistance from VA, which are contained in sections 103 and 104 of Public Law 115-407.

Section 104 adds a new clause that requires VA to provide information on whether an institution requires chapter 31 or chapter 33 beneficiaries to take additional measures to stay enrolled in a course pending receipt of educational or training assistance under a law administered by VA. Education Service and VR&E Service are developing a way forward on how to capture and present this information for beneficiaries to use and will provide periodic updates to you and your school's leadership.

We will ensure you and your schools are provided regular updates and information on these provisions. After reviewing all that information, if you have questions or need assistance, please contact the Education Liaison Representative of jurisdiction or the School Certifying Official hotline.

Respectfully,

Education Service
US Department of Veterans Affairs
Veterans Benefits Administration
1800 G Street NW, Washington, DC 20006

Contact Us
Visit us on the web at https://gibill.custhelp.va.gov/
Call us at 1-888-442-4551 TDD:711

Revised June 2019
Section 11: Policies – Time & Attendance

Leave Time – Policy #112
Make Up Time – Policy #113
Attendance – Policy #110
Leave of Absence – Policy #112

Process:
Leave of Absence – A leave of absence (LOA) is considered to be a temporary interruption in a student’s radiography education for a specified period of time, rather than a withdrawal from the program.

LOA Guidelines
- LOA is granted only to students, who are passing all courses on the last day of CSOR attendance. If the student is failing, he/she must withdraw from CSOR.
- Students may be granted only one LOA in an academic year.
- The LOA shall not exceed one instructional module.
- The LOA request must be submitted in writing and approved (unless an emergency situation exists) by the Program Director prior to the beginning of the specified period of the LOA.
- Students returning from a LOA will resume their enrollment at the end of the leave of absence, which cannot exceed six weeks. All coursework missed must be completed prior to the end of the instructional module in which the LOA occurred. If student is unable to complete all coursework before the end of the instructional module, options will be discussed on an individual basis with the Program Director.
- Students who fail to return from a LOA will be considered to have withdrawn (from the school) effective the last date of recorded classroom or clinical attendance.

LOA Process
- Unless an emergency situation exists, students who are considering a LOA should consult with the Program Director and the Financial Aid Office to evaluate the impact of their request.
- Students wishing to proceed with a request for a LOA will complete a Leave of Absence Request Form obtained from CSOR Faculty.
- The form must be submitted to the Program Director prior to the beginning of the specified period of absence.
- The Program Director will review and consider the request.
- The Program Director will notify the student of the decision prior to the beginning of the specified period of the LOA.
- Approved leave of absences will be made up in its entirety.

Financial Aid Considerations
- When a LOA begins within an instructional module, additional institutional charges will not be assessed when the student repeats that entire instructional module.
- No return to Title IV paperwork or exit paperwork is generated at that time.
- If the student has paid for the entire instructional module with federal funds when the LOA was granted, then he/she will not receive any additional federal aid upon returning to complete that instructional module. The second disbursement of financial aid may be prorated based on the hours completed in the academic year.
- If the LOA occurs in the middle of the instructional module, the student cannot be charged again for that course when repeating it. Although, if the student went on the LOA with a balance remaining to be paid, the student would be responsible for the balance.

Reviewed July 2019
Make-Up Time – Policy #113

**Purpose:** To assure quality education, good attendance habits and responsibility, all students must report for class/clinical time when scheduled and on time.

**Procedure:**

Note: Covenant School of Radiography reserves the right to omit the progressive corrective action process as some situations may warrant bypassing some or all of the steps outlined in the school’s *due process policy*.

Good attendance is a condition of continued enrollment.

All absences, being personal or illness, will be made up in this manner:

- All Absences with Academic Penalty or approved leave of absences will be made up in its *entirety*.
- All suspension days will count as an Absence with Academic Penalty and will be made up in its entirety.
- Time shall be made up beginning the third instructional module and must be completed prior to graduation date to be eligible to graduate.
- Make-up time must be scheduled and approved by the Clinical Coordinator in order to meet the requirements.
- Any and all days missed during make up time will be treated as an absence and added to the “total make up time”.
- Tardies will be enforced for make-up time in accordance with the Attendance Policy (Policy #110).
- Make-up time can only be done Monday-Friday from 8:00 am to 5:00 pm outside of scheduled school hours.
- Make-up time is to be completed in blocks of 3 hours minimum at a time.
- Make-up time can be completed during school term or scheduled breaks, but not holidays that are observed by our sponsoring institution.

It is the responsibility of the students to form good attendance habits. This is to ensure constant awareness of good attendance and instill responsibility to the profession.

Reviewed July 2019
 Attendance – Policy #110

To achieve the educational goals of the designated program of study, consistent attendance and punctual arrival for all learning experiences is an expectation. To assure quality education, good attendance habits and responsibility, all students must report for class/clinical when scheduled and on time.

**Purpose:** Regular attendance and punctual arrival to theory and clinical is required for the student to gain the skills and knowledge necessary to practice as a beginning radiographer. Students who receive federal financial assistance for educational expenses should be aware of the impact tardies/absences can have on such assistance. Students should read and become familiar with the information regarding *Satisfactory Academic Progress* located in the Student Handbook. Students are strongly encouraged to guard against excessive tardiness/absences to avoid potential loss or delay of part or all financial assistance payments.

Students may refer to the CSOR Academic Calendar which includes all designated student breaks and holidays.

**Procedure:** The following outlines the Covenant School of Radiography (CSOR) attendance procedures:

Upon arrival at a didactic or clinical setting, the student will badge into the Kronos system. For clinical sites that do not have access to Kronos, the student will use the CSOR Timecard. At sites with a time clock, the student will use this to record time in and out. At sites without a time clock, the student will record exact time in and out. A technologist’s signature is required and timecards are to be turned into the Clinical Coordinator the Monday following the rotation dates.

**Tardy:** Students who are not present at the time theory or clinical is scheduled to start will be counted as a tardy.
- Absence from theory or clinical for less than 30 minutes equals a tardy.
- If the student arrives on time for theory or clinical but leaves less than 30 minutes early it will be counted as a tardy.
- If multiple classes/clinical are scheduled in a day, students may potentially receive more than one tardy in a day.
- Lack of a badge/punch in or badge/punch out will be considered a tardy.

**Corrective Action for Tardies:**
- Three (3) tardies in theory and/or clinical during one module will equal one (1) Absence With Academic Penalty absence.

**Absence:** Students not present in theory or clinical for more than 30 minutes after the theory or clinical experience was scheduled to start will be counted as absent.
- If the student arrives on time for theory or clinical but leaves more than 30 minutes early it will be counted as an absence.
Absences with Academic Penalty:
Absences with academic penalty will result in clinical make-up and include:
- Any absence from a scheduled theory or clinical experience greater than 30 minutes
- Jury Duty
- Absent, No Show
  - Students must notify the course facilitator when they will be absent from a theory experience. Students must notify CSOR and the clinical site when they will be absent for a clinical experience. When a student does not notify the appropriate individuals that they will be absent for a scheduled theory or clinical experience, it will be counted as an Absent, No Show. The student will have until 12:00pm to notify the program faculty and/or clinical instructor of an absence. Lack of a badge/punch in and badge/punch out will be considered an Absent, No Show. Corrective Action for Absent, No Show:
    - One (1) occurrence in an instructional module will result in a Written Warning and six (6) hours of clinical make-up.
    - Two (2) occurrences in an academic year will result in failure of the course and immediate dismissal or expulsion from the program.
    - The Absent, No Show will be included as one of the allotted Absences with Academic Penalty

Note: A physician’s note will not negate a corrective action for a No Call, No Show.

Corrective Action for Absences:
- A maximum of two (2) Absences with Academic Penalty are allowed per instructional module.
- More than two (2) Absences with Academic Penalty in an instructional module will result in failure of the course and immediate dismissal or expulsion from the program.

Absences without Academic Penalty
Students are allowed up to three (3) days of Absences without Academic Penalty in each instructional module that will not require make-up for the following reasons:
- Court Subpoenaed Appearance Not Including Jury Duty.
- Illness or Injury of the student Confirmed by a Physician/Nurse Practitioner/Physician Assistant
- Approved CSOR Activity
- Funeral Leave
- Deployment of a spouse, parent, child, grandchild, or sibling to a war zone.
Other Circumstances Necessitating Student Absence:

**Inclement Weather:** Inclement weather refers to any weather that could be harmful to student travel. Examples include but are not limited to ice, snow, or floods. In the event of inclement weather, CSOR will follow Lubbock Independent School District (LISD) policies.

- If LISD delays school, CSOR will delay classes for the same amount of time as LISD.
- If LISD cancels school, CSOR will cancel classes and clinicals for the day.
- Students living outside of the LISD weather must decide if the weather is conducive for travel. If the student determines it is unsafe for travel, an Absence with Academic Penalty will be used.

The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather.

**Leave of Absence:** A leave of absence (LOA) is a temporary interruption in a student’s education and must be approved by the Program Director prior to the start of the LOA. Examples include maternity leave, unexpected health issues, family emergencies, etc. *(Refer to the CSOR Leave of Absence procedure)*

**Note:** At the discretion of the Program Director, CSOR reserves the right to omit the progressive corrective action process as some situations may warrant bypassing some or all of the steps outlined in the school’s Due Process Policy.

Reviewed July 2019
Section 12: Policies – Enrollment

Didactic Probationary Period – Policy #123
Midterm/Final Policy #127
Noncompliance of JRCERT – Policy #126
Pregnancy – Policy #124
Student Handbook – Policy #120
Student Trial Period – Policy #122
Didactic Probationary Period-Policy #123

**Purpose:** To encourage the student to maintain a passing grade average.

**Procedure:**

Students are placed on probation at the end of an instructional module when any subject (course) average drops below 80. At the end of three months probation, all subject (course) averages must be at least 80 or better, or the student will be asked to withdraw or will be expelled from the program. (Refer to the policy: Trial Period)

Reviewed July 2019
**Midterm/Final-Policy #127**

**Purpose:** The purpose for giving a Midterm and Final examination will be for the progression of the student in the program. The student must make at least a 75% to continue with the Program.

**Procedure:**

The First year (Junior) student will be given a Midterm exam at the end of the first year of the program. (at the end of the second module).

The senior student will be given an exit examination (Final) to graduate the Program at the end of the 20-month program.

All students will be given 2 times to pass the examination with at least a 75% on the exam. If the student fails the 2\textsuperscript{nd} exam, the student will possibly be expelled.

If the student fails the first exam given, the 2\textsuperscript{nd} exam must be taken within the next two weeks or prior to summer break and/or prior to graduation.

Each student will sign a form that states they understand the Policy for the exams. This form will be given in orientation the beginning of the Program.

Reviewed July 2019
Noncompliance of JRCERT Standard – Policy #126

**Purpose:** To assure that Covenant School of Radiography maintains good standing in all JRCERT standards.

**Procedure:**
In the question of noncompliance of any JRCERT standard, the following steps should be followed:

1. **Step One:** The student, employee, or involved individual should discuss any question of possible noncompliance with the program officials. If noncompliance is found to exist, the program will correct the situation at this point.

2. **Step Two:** If the individual is not satisfied with the outcome of the discussion and/or corrective actions taken, the problem should be discussed between the individual and the program director. If the program director is unable to resolve the problem, a thorough investigation and review will be conducted. The problem may then be discussed between the program and medical director. The problem should be resolved within three days.

3. **Step Three:** If the individual remains unsatisfied, the program director must be notified that the individual plans to discuss the problem with the Vice-President of the Covenant School of Radiography. A meeting will be held to explain all pertinent information to the Vice-President. A decision should be reached within three days.

4. **Step Four:** If the individual believes a problem still exists, he/she should send a written statement to the president of Covenant Health. The individual should receive a decision from the writing within two weeks.

5. **Step Five:** If the individual is unsatisfied with the outcome of the above process, they may address their concerns to the:
   Joint Review Committee on Education in Radiologic Technology
   20 N. Wacker Drive, Suite 2850
   Chicago, IL 60606-2901

Reviewed July 2019
Pregnancy – Policy #124

Purpose: To promote health, welfare, and safety to the pregnant female students and her fetus.

Procedure:
According to Nuclear Regulatory Commission (NCR) regulations, a female does have the option of whether or not to inform officials of her pregnancy. Since it is possible for excessive radiation to harm the fetus, for safety reasons, a student is strongly encouraged to inform the program director as soon as possible if she becomes pregnant during the course of school or on admission. If a student chooses to inform the program director of pregnancy, it must be in writing. In the absence of voluntary, written disclosure, a student cannot be considered pregnant. When the student gives written disclosure, she will be required to present a statement from her physician to the program director indicating her physical condition and if any restrictions are to be followed on giving program assignments. Severely limiting restrictions may result in the student wanting to take leave from the program for the duration of the pregnancy and return after delivery. The student may choose to withdraw notice of pregnancy. Withdrawal of notice must be in writing.

The fetus of a radiation worker should not receive a dose equivalent in excess of 500 mrem during the entire pregnancy. The monthly fetal dose equivalent should not exceed 50 mrem over the course of the pregnancy.

Attendance for didactic classes and clinical education can continue if the student feels she is able but she will have to abide by the radiology department's pregnancy policy for the duration of the pregnancy.

If a pregnant student fails to report such pregnancy to the school officials, the hospital and school are not to be held responsible for any danger to the student or her fetus.

Listed below are some of the options for a pregnant student as long as she is not severely restricted in activities.

- The student may remain in didactic and clinical rotations, but defer clinical rotations including portables, fluoroscopy and surgery until after delivery.
- Even though the risk is minimal, the student may risk possible harm to mother and/or fetus and continue with the normal clinical rotations in all areas. (This is not advisable by the program or the hospital)
- The school cannot guarantee that a pregnancy during the course of the program will not result in make-up time.
- The student, by choice, may remain in didactic and clinical rotations during her entire pregnancy, including fluoroscopy, surgery and portables.

I, ______________________, understand the possible risks to the mother and/or the fetus and the options offered me.

__________________________
(Please returned signed with application)

Reviewed July 2019
Purpose: To assure that all Covenant School of Radiography students are able to obtain access to a copy of the Student Policy Handbook, via Scholar360, at the time of orientation. In addition, perspective students are able to obtain access to a copy of the School’s Policy Handbook via the program’s website.

Procedure:
Orientation is the first week of school. To ensure that the handbook has been reviewed and understood, a signature sheet must be obtained and signed by the student and will be kept in the student’s file.

Reviewed July 2019
Student Trial Period – Policy #122

Purpose: To determine, for both the student and the School of Radiography, if the student is suitable for the school and for Covenant Health. It allows a trial period of adjustment.

Procedure:

Trial Period/Introductory Status The trial period will be for the first three months (90 days) of an individual’s enrollment. In certain cases, the Program Director, Clinical Coordinator, or Clinical Instructor may recommend a one-time extension of the trial period where just reason for such action is indicated; this extension period is not to exceed 90 days, and the trial period is not to be more than 180 days total.

Due Process Unsatisfactory performance (i.e., failure on the part of the student to adapt successfully to admission requirements, including didactic and clinical competence) may result in termination.

Evaluation Process An evaluation on the student will be completed after 90 days to evaluate his/her status. If the evaluation states the student has completed his/her trial period successfully, the student will be allowed to continue the program.

Reviewed July 2019
Section 13: FERPA—Student Rights

Right to Privacy – Policy #121
General FERPA Information
Definitions and Terms
Access and Amendment to Education Records
Disclosure of Education Records
Law Enforcement Considerations
Annual Notifications of Rights
Complaints of Alleged Failures to Comply with FERPA
Right to Privacy – Policy #121

**Purpose:** To insure the student’s right to privacy regarding personal information.

**Procedure:**
It is the policy of the radiography program to store student records in locked file cabinets in a locked room. Access to student files is limited to the School of Radiography’s administrative staff and faculty. Additional requests to access to these records will be considered in accordance with the Family Educational Rights Privacy Act of 1974.

Reviewed July 2019
General FERPA Information

The Family Educational Rights and Privacy Act

Guidance for Eligible Students

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student. For more information please view the website at the link below or click to open the 34 CFR part 99.

General FERPA Guide:

http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

FERPA Regulations by the Code of Federal Regulations (CFR):


Reviewed July 2019
Definitions and Terms

Student: A student is a person who has been admitted and is registered when classes are in session, regardless of the person's age.

School Official: someone employed by Covenant School of Nursing in an administrative, supervisory, academic, research, internship, volunteer or support staff position; or a person employed by or under contract to the University to perform a special task, such as an attorney, auditor or collection agency.

Legitimate Educational Interest: An individual must demonstrate a need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, student employees, clerical and professional employees, and other persons who manage student records information. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Covenant School of Nursing has a legitimate educational interest.

Education Record: Any record maintained by Covenant School of Nursing that is personally identifiable to a student in any way except in a few very specifically defined circumstances. These specific circumstances are included within this section of the handbook or in §99.31 of the FERPA regulations.

Directory Information: Directory information is considered to be public information unless you request that it be kept confidential. Directory Information includes:

- Name
- Address
- Phone Number
- Email Address
- Date of Birth
- Dates of Attendance

Reviewed July 2019
Access and Amendment to Education Records

Access to Education Records

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.
Disclosure of Education Records

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Following is general information regarding some of these exceptions.

Exceptions

One of the exceptions to the prior written consent requirement in FERPA allows school officials within the school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied, or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Another exception permits a school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information.
There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school’s rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99.31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Reviewed July 2019
Law Enforcement Units and Law Enforcement Unit Records

A “law enforcement unit” means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

“Law enforcement unit records” (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not “education records” subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student’s prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.
Annual Notification of Rights under FERPA

Covenant School of Nursing complies with the Family Educational Rights and Privacy Act (FERPA) to afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution ("School")] receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Covenant School of Nursing in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Covenant School of Nursing who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 Covenant School of Nursing.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Covenant School of Nursing to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information: Directory information is considered to be public information unless you request that it be kept confidential. Students may opt to not include their information with the Directory Info on the Letter of Agreement signed at orientation. Directory Information includes:

- Name
- Address
- Phone Number
- Email Address
- Date of Birth
- Dates of Attendance

Students may request to change his/her status through the Business Office Coordinator at 806-725-8901 (must present a copy of your new Social Security Card).

Disclosure of Information without Student Consent

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Covenant School of Nursing whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those
programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate parties, including parents, in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
Complaints of Alleged Failures to Comply with FERPA

Complaint Regarding Access

If an eligible student believes that a school has failed to comply with his or her request for access to education records, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If an eligible student believes that a school has failed to comply with his or her request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

If an eligible student believes that a school has improperly disclosed personally identifiable information from his or her education records to a third party, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed.

This guidance document is designed to provide eligible students with some general information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows: www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA which are not addressed here, you may write to the Office at the following address:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue
SW Washington, DC 20202-8520

Addition: April 2012

Reviewed July 2019
Section 14: Policies – Behavioral Standards

Academic Misconduct – Policy #162
  Cheating
  Plagiarism
  Falsification and Forgery
  Aiding and Abetting

Behavioral Conduct – Policy #130

Cellular Telephone Usage – Policy #139

Confidentiality – Policy #135

Copyright Violation – Policy #160

Counseling and Corrective Action – Policy #131

Discrimination/Harassment – Policy #166

Dress Code – Policy #133

Fingernail Hygiene – Policy #134

Internet Usage – Policy #161

Parking – Policy #136
  Parking Map

Smoking/Tobacco – Policy #137

Social Media and Networking – Policy #165

Substance Abuse and Testing – Policy #138

Terms of Service Agreement – Policy #164

Violence-Free School Environment – Policy #132

Weapon Possession – Policy #163
Academic Misconduct – Policy #162

Purpose: Covenant School of Radiography expects every member of its academic community to share the historic and traditional commitment to honesty, integrity, and the pursuit of truth.

Definitions:
Academic Conduct relates to the actions of students that are associated with the teaching-learning environment. Academic misconduct may include, but not necessarily be limited to acts such as cheating, plagiarism, copyright infringement, aiding and abetting, falsification and forgery and Terms of Service violation.

Cheating: using or attempting to use unauthorized materials, information, study aids or computer-related information to give one an unfair academic benefit. Examples include, but are not limited to,
- copying from another student's test paper;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an exam, exam key, homework solution, or computer program;
- any student who obtains information in any form from a student who has completed the exam;
- divulging the contents of an examination;
- allowing another person to complete an exam or course related assignment;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- any actions taken to tamper with or change academic grades.

Plagiarism: using the literary composition of another’s writing, or the ideas of language of the same, and presenting them as the product of one’s own mind. Examples include, but are not limited to:
- paraphrase or direct quotation without citing the author as a reference;
- turning in another person’s work and using it as your own;

Falsification and forgery: to alter fraudulently especially for purposes of deception. Examples include, but are not limited to,
- altering or assisting in changing data or any official record of CSOR, CH or the community
- submitting false information
- omitting requested information that is required for or related to any academic record of the school. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Covenant School of Radiography.
- Citation of nonexistent sources or creation of false information in an assignment
- Signing another person’s name to a document(s)

Aiding and abetting: intentionally or knowingly helping or attempting to help another student commit an action of academic or nonacademic misconduct.
Procedure:
Any acts or suspicions of academic misconduct should be reported to an Instructor, Coordinator and/or Program Director.
Any blatant academic misconduct observed by an instructor, coordinator and/or staff member is subject to immediate disciplinary action.
An investigation may take place for suspicions or acts of academic misconduct to determine disciplinary actions.
Should the investigation determine that an individual(s) did participate in the academic misconduct, and depending on the severity of the misconduct, history of similar behavior, impact on CSOR and its students, disciplinary action, up to and including termination, will be taken against the offending student(s).

If a careful investigation determines a complaint is falsified, disciplinary action will be taken against the individual who filed the complaint or gave false information.

CSOR expressly forbids any form of retaliatory action against any individual for filing a complaint in good faith, or assisting in a complaint investigation.

Reviewed July 2019
Behavioral Conduct – Policy #130

**Purpose:** To provide guidelines for behavioral expectations in accordance with the philosophy, mission, and values of the Covenant School of Radiography and its policies.

**Procedure:**
Guidelines: Behavioral standards of conduct that are not listed individually, but are included within the following policy are:
- Mission, Vision, Values
- Substance Abuse and Testing
- Discrimination and Harassment
- Counseling and Corrective Action
- Confidentiality
- Dress Code
- Solicitation
- Smoking/Tobacco/Nicotine Use
- Parking
- Attendance
- Cheating
- Other Infractions

Conduct for which corrective action, up to and including termination, may be imposed includes, but is not limited to, the following infractions:
- Receiving personal phone calls while on duty, or allowing friends or relatives to visit on school time.
- No cell phones, pagers or other electronic devices are allowed in classroom or clinical areas. Noncompliance will result in the process of corrective actions (Policy #131).
- Smart watches are not to be used to make calls, send messages, surf the internet, take photos, or use any other application during didactic or clinical hours.
- Engaging in gossip and/or rumors that disrupt the workplace.
- Having personal mail delivered to any Covenant Health facility.
- Fighting on CH premises.
- Possession of a weapon on CH premises or removal of CH property.
- Disregarding of school parking regulations.
- Negligence or abuse of any patient.
- Non-compliance with established safety rules and practices.
- Breach of the Confidentiality Agreement.
- Possession of alcohol or illegal drugs on CH premises, and/or reporting to work under the influence.
- Confirmed positive illegal drug testing.
- Alteration or falsification of Time Cards in any manner, including clocking out for another student.
- Falsification of the student application or other CH documents.
- Cheating or misrepresentation of any kind.
- Bullying

*Other unlisted inappropriate behavior may result in corrective action up to and including termination.*

Reviewed July 2019
Cellular Telephone Use – Policy #139

PURPOSE: To provide guidelines for the use of personal cellular telephones for communication purposes while in class, clinical, or the community settings.

Procedure: Classroom Setting:
Cellphones will be kept on vibrate/silence at all times during class. Because cell phone vibration on a desktop is disruptive, cell phones must be kept in pockets and not on desks. Bright screens are disruptive to others. Screens should be placed on dim lighting during class time. Texting/socializing is not allowed during class time. If texting/socializing occurs and is disruptive to faculty or students, privileges of cellular phone usage of any kind will be revoked. Answering cell phones during class is prohibited. If the student must leave class to answer a phone call and is disruptive to the classroom setting, disciplinary action will be taken.

Community Setting:
Cell phones can only be used for socializing in a break room or private area during designated times.

Clinical Setting:
Cell phones are not to be taken into the clinical setting at any time.

Cell phones cannot be used for socializing in the following situations:
- In patient rooms
- At the nurse’s station
- Patient care areas/units
- Lobby
- Waiting areas
- Elevators
- Common hallways
In any area of the community setting that does not allow for private conversations to occur

Infection prevention:
For the protection of patients and staff, the following infection prevention practice will be implemented for all cell phones. While in the hospital or clinical setting, students must clean their hands (alcohol-based hand cleaner or soap and water) after using their cell phone.

Confidentiality:
Cell phones are not to be used for nonverbal transmission of patient information (texting). Utilization of cell phones for taking photographs/videos of patients and/or Protected Health Information is grounds for immediate termination.

Abuse of cellular phone usage will result in disciplinary action up to and including dismissal/expulsion.

Reviewed July 2019
Confidentiality – Policy #135

Purpose: To assure that confidential information is handled in an appropriate manner and according to established policy.

Procedure:

Definition: Confidential information includes personnel data, patient lists, and clinical information, pricing, cost data, financial data, strategic plans, marketing strategies, and techniques.

Responsibility: Except as required to perform a specific task/educational purpose, students must not read or disclose at any time to anyone, either directly or indirectly, any information obtained through enrollment or otherwise, regarding Covenant Health (CH) patients, physicians, personnel, payroll, or related information.

Written or oral physician orders, requests, diagnoses, census information, etc. will be managed in such a way that shall preclude its being inadvertently revealed to any person unauthorized to have access.

Personal copies of permanent records containing confidential information will not be maintained by any Covenant SOR student.

Violation: Any infraction of this policy is cause for serious corrective action up to and including termination.

Guidelines: Each student is to read and sign the Confidentiality Statement upon acceptance into the program; to sign-off computers when unattended; to keep documents appropriately secured when not in use; to keep documents covered and away from the view of others when transporting patients and/or their records; to control voice volume when discussing confidential information in any area of a CH facility.

Reviewed July 2019
Copyright Violation – Policy #160

Purpose: Covenant School of Radiography abides by the laws of the United States and international laws recognized by the government of the United States. The purpose of this policy is to ensure the student body adheres to the laws governing copyright issues.

Procedure:
Students enrolled in the School of Radiography will comply with copyright and other laws pertaining to protection of written and intellectual properties of third parties.

As a student of Covenant Health School of Radiography, students must not infringe the intellectual property of others in any way. The unauthorized reproduction, distribution, modification, or posting of copyrighted work is a violation of copyright law.

Students who violate copyright laws are subject to civil and criminal liability, including possible fines and jail time, and are subject to disciplinary action measures from Covenant School of Radiography.

Reviewed July 2019
Counseling and Corrective Action – Policy #131

Purpose: To assure that Covenant School of Radiography students are treated fairly, equitably, and in a consistent manner according to CH mission, philosophy, and values; and that actions taken in the progressive corrective process are in accordance with the gravity of the student's misconduct and/or performance.

Procedure:
Guidelines Typically, correction of the student misconduct or performance deficiency should first be addressed by verbal counseling. However, depending on the nature of the conduct, counseling and discipline can be initiated at any level up to and including immediate termination of the program.

Verbal Counseling

Written Counseling

Suspension

Second Suspension If a student is charged with a second suspension, he or she will be up for review for possible expulsion from the program. The suspension can be for any infraction.

Expulsion

Reviewed July 2019
Discrimination/Harassment – Policy #166

School of Radiography Student Body

Approved by: Faculty Organization

Statement of Purpose:
To establish a policy for non-discrimination in the student environment; to define Covenant School of Radiography’s (CSOR) position on and to eliminate sexual harassment and other forms of harassment in the school environment; It is the policy of Covenant School of Radiography (CSOR), in accordance with local, state and federal law, to provide equal student opportunity without regard to race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, or veteran status. This policy applies to all terms and conditions of enrollment, including but not limited to, admission, progression, leave of absence, and graduation.

Definition
Sexual Harassment/misconduct: As defined in the EEOC guidelines, is any unwelcome sexual advance; request for sexual favors; or any other verbal, written, or physical conduct of a sexual or otherwise offensive nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting the individual; or,
- Such conduct has the purpose and/or effect of unreasonably creating an intimidating, hostile, or offensive learning environment.
- Examples of harassing behavior, both sexual and other, constituting prohibited conduct includes, but is not limited to, the following:
  - Unwelcome sexual flirtations, advances, or propositions;
  - Verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about a person’s physical appearance or body;
  - Uninvited and unwelcome physical contact or touching, such as patting, pinching, brushing against another’s body, impeding, blocking, or other physical interference with a person’s normal work or movement;
  - Verbal harassment regarding a person’s sex, age, race, color, national origin, religion, sexual orientation, or disability, such as but not limited to epithets, slurs, derogatory comments, negative stereotyping, gestures, jokes, or forms of address;
  - Threatening, intimidating, or hostile acts that relate to a person’s sex, age, race, color, national origin, religion, sexual orientation, or disability;
  - Visual forms of harassment including written or graphic material that denigrates or shows hostility or aversion toward a person or group because of sex, age, race, color, national origin, religion, sexual orientation, or disability, such as derogatory posters, sexually oriented cartoons, pictures, drawings, or the display of sexually suggestive objects or pictures on the premises;
  - Undesirable student assignments due to a person’s sex, age, race, color, national origin, religion, sexual orientation, or disability.
Process

Complaint

Any student who believes he or she has been treated in an unlawful discriminatory manner in the learning environment has a duty to promptly report the matter to the Program Director, Human Resources (HR) generalist or a member of the management team, who is then to notify the HR Director of Employee Relations immediately.

Investigation

On receiving a complaint, the Program Director and Human Resources will undertake an investigation, which should be confidential to the extent reasonable and practical under the circumstances.

Disciplinary Action

Should the investigation determine an individual(s) did participate in harassing or inappropriate behavior, depending on the severity of the conduct, history of similar behavior, impact on CSOR and its students, the student will be expelled from school. Disciplinary action up to and including dismissal or expulsion, will be taken against the offending student(s).

Disciplinary action will be taken against administration, faculty and staff who know of, but fail to address incidents of harassing or inappropriate behavior.

If a careful investigation determines a complaint is falsified, disciplinary action will be taken against the individual who filed the complaint or gave false information.

Non-Retalliatory Action

CSOR expressly forbids any form of retaliatory action against any individual for filing a complaint in good faith, or assisting in a complaint investigation.

CSOR further prohibits any form of retaliation against any employee or student for refusing to participate in an activity that would result in a violation of state or federal law/regulation, or a violation or non-compliance with a state or federal law/regulation, or having previously exercised his/her rights, as described herein, in their former employment and or enrollment. If a student believes that he/she is being retaliated against, he/she should report such conduct immediately to his/her program director or to the Human Resources Department.

In addition, if he/she believes that he/she has been retaliated against for refusing to participate in an activity that would result in a violation of state or federal law/regulation, or a violation or non-compliance with a state or federal law/regulation, or having previously exercised his/her rights, as described herein, in their former enrollment, he/she may contact the Texas Attorney General’s Office. In accordance with this policy, CSOR will take appropriate disciplinary action for any such retaliation, up to and including dismissal or expulsion.

Reviewed July 2019
Dress Code – Policy #133

Purpose:
The professional appearance and conduct of our students are important to the overall experience for patients, their families and visitors at CSOR sites. We are committed to establishing and maintaining an environment which reflects quality care, professionalism, and a spirit of service and compassion. The dress, grooming, and overall personal appearance of each student ensures that the patients feel welcome, respected, comfortable, and safe.

**I.D. BADGES:** Covenant School of Radiography provides all students with a photo identification name badge. This badge must be worn with the name and photo visible, and on the outside of the uniform or lab coat at all times while engaged in CSOR duties. The badge must not be defaced or adorned. Lost badges must be replaced immediately. A replacement fee of $10 is payable to the business office. In the event of withdrawal from the school, the badge must be turned into the program director.

Compliance: Failure to adhere to this policy will be considered just cause for corrective action up to and including termination.

**APPEARANCE STANDARDS**

I.D. Badge
- Name badges must be worn with the name and photo visible at all times while engaged in CSOR duties.

Uniforms/Attire
- Students must purchase the required, monogrammed uniforms. CSOR-specific uniforms are to be worn during all CSOR class and clinical settings.
- Students may purchase a lab coat that matches the uniform color. Lab coats can be worn over the uniform for warmth. No other form of jacket is permissible in the clinical setting.
- Undershirts in solid white, black, or gray may be worn under the uniform shirt.
- Clothing should be neat, clean, in good repair, and appropriate in size/scrub length.
- In accordance with safety and infection prevention programs, special work attire will be provided and required as the situation warrants.
- T-shirts are allowed as part of the Covenant CEO-approved uniform OR during Covenant special events as approved by the CSOR program director.

The following are NOT ALLOWED in class or the clinical setting:
- Blue or other colored denim; unless approved by program director on specific days
- Sheer or clingy fabrics
- Spandex or yoga pants
- Leather pants, cargo pants, shorts
- Tank tops, recreational attire
- Backless dresses
- Sweatpants, sweatshirts
• Revealing clothing, bare midriffs
• Heavy beaded or sequined clothing (except during holidays)
• Short skirts (more than three inches above the knees),
• No caps, hats, sun visors, sweatbands, or bandanas may be worn in class or clinical

Footwear
• Students must buy solid white or black, “nurse-type”, shoes.
• You may not wear high heels, open-toe, platforms, flip-flops, sandals, or boots.
• Shoes must be clean, in good repair, presentable, polished and the shoestrings clean.
• Five-toe shoes (also referred to as “gorilla” shoes) are not allowed.

Hair
• Hair/highlights must be well-maintained and styled appropriately for business.
• Long hair must be controlled to prevent contact with the patient, medical equipment, or supplies.
• No bright colored or ornate ornaments will be worn.
• Hair including facial hair (beards, mustaches, sideburns) must be neat, clean, and well groomed.
• Extreme hairstyles that distract from the professional culture are not acceptable.
• Hair accent or highlight colors in moderation are permitted with approval of the program director

Nails
• Must be safe for job function and not hinder infection prevention. (for additional information see Policy #134).
• Must not interfere with patient or caregiver safety.
• Must be neat, clean, well groomed, and appropriately trimmed (non-chipped).
• Caregivers in direct patient care areas are not permitted to wear artificial/overlay nails.

Jewelry
• Must be safe for job function and not hinder infection prevention.
• In sterile or invasive procedure areas, jewelry needs to be removed. (Adhere to departmental policies and guidelines.)
• Simple, conservative fashion adornments or accessories are appropriate but must not interfere with patient care
• Earrings that do not interfere with patient or caregiver safety are allowed.
Piercings
- Must be safe for job function and not hinder infection prevention.
- Must not interfere with patient or caregiver safety.
- Limited to one small unobtrusive stud facial piercing. Hoop/ring or bar piercings not allowed on face due to safety concerns.
- Wearing tongue piercings in the class or clinical settings is not permitted.
- Ear gauges are required to be filled and of a natural flesh color.

Tattoos
- Must not hinder infection prevention.
- Caregivers must cover tattoos that consist of nudity, profanity, violence; are perceived as hostile or offensive on the basis of race, sex, religion, ethnicity, or other characteristics or attributes that are not in keeping with our Values, Mission and professional work environment.
- Any tattoo that provokes, alarms, offends, or disparages must be covered.
- Facial tattoos must be covered.
- Tattoo coverings must be approved by Infection Prevention to not cause safety hazards (i.e. appropriate bandages, clothing, cosmetics)
- The Program Director reserves the ability to require a caregiver to cover a tattoo that does not meet these qualifications.

Fragrance
- Every caregiver should avoid excessive use of fragrances, and must be sensitive to scented chemicals that may be offensive, cause allergic, or other adverse reactions for patients, visitors, or caregivers.

Hygiene
- Caregivers must be physically clean, well groomed, and take steps to ensure appropriate general body hygiene (cleanliness, lack of offensive body/mouth odor, cigarette or cigar smoke odor, etc.)

Professional Appearance
- No gum chewing, eating, or drinking is allowed outside of the breakrooms in any clinical site.

Compliance
- The school reserves the right to send any student home if he or she fails to comply with the dress code. Failure to adhere to this policy will be considered just cause for corrective action up to and including termination.

Reviewed July 2019
Fingernail Hygiene – Policy #134

**Purpose:** To decrease healthcare-acquired infections and reduce the risk of transmitting diseases.

**Procedure:**
All Covenant School of Radiography students will adhere to fingernail hygiene for reduction of health care acquired infections.

Policy:
- Nails must be neat, clean, well groomed, and appropriately trimmed (non-chipped)
- All students will not wear artificial nails, fingernail overlays, or nail extenders.
- Natural nail tips are less than one fourth inches long.
- Nail ornamentation and extreme colors such as black, neon-colored polish are not allowed.

Reviewed July 2019
Internet Usage– Policy #161

Purpose: Internet access is provided to students on the school campus and within its communities to facilitate learning. This policy is designed to govern the use of the Internet by students during current enrollment.

Procedure:
1. Network systems and services shall be used in ways consistent with overall hospital policy and within the framework of Covenant School of Radiography values.

2. Network systems and services will be used for mission-related purposes, including the carrying out of day to day educational demands of the student while in the school or at any of its communities.

3. Network systems and services shall not be used in a way that is disruptive to the operation of the school or any of its communities or in a manner that is offensive to others.

4. The use of network systems for transmission of information disparaging to others based on race, origin, sex, sexual orientation, age, disability, religion, or political causes, or outside organizations, or personal gain (as in the use of “chain letters”) is prohibited. Use of network systems in this manner shall result in disciplinary action, up to and including immediate dismissal or expulsion.

5. Students shall adhere to confidentiality rules as established in the signed Confidentiality agreements.

6. Confidentiality of electronic communications services cannot be guaranteed. All communications are assumed to be unsecured. Use the postcard rule: “Don’t send anything you wouldn’t put on a postcard.”

7. Confidential information shall not be transmitted or forwarded to outside companies or individuals not authorized to receive such information, nor to users anywhere who have no reason to possess such information.

8. Healthcare information which identifies the patient, physician, student, or employee shall not be transmitted via the Internet.

9. Students shall make no attempt to gain access to any e-mail messages not addressed to them. Disciplinary processes related to privacy and confidentiality shall apply, up to and including dismissal or expulsion.

10. Use of network systems is a privilege which may be revoked at any time for inappropriate use or misconduct.

11. Monitoring will occur when there is evidence a user is involved in activities that are prohibited by law, that violate hospital policies, that may jeopardize the integrity or viability of the hospital's network systems, or that violate this policy.
12. The following guidelines apply to general Internet access:

a. Users may use the Internet for professional healthcare activities, school activities, and career development. Users may use the Internet to connect to resources that provide information relating to career and education activities, and participate in reading electronic mail discussion groups on professional or educational topics.

b. Users shall conform to the standards of conduct and specific rules of etiquette when accessing the Internet. Users shall use their access to the Internet in a responsible and informed way, conforming to network etiquette and courtesies. Use of the Internet encompasses many different interconnected networks and computer systems. Many of the systems are provided free of charge by universities, public service organizations, and companies, and each system has its own rules and limitations. Specific inappropriate conduct includes but is not limited to:

   1) Use of the Internet for unlawful activities;
   2) Use of the Internet for commercial activities not related to the organization;
   3) Activities that interfere with the ability of other users to effectively use the network;
   4) Violations of computer system security;
   5) Any communication which violates any applicable laws and regulations;
   6) Violation of copyright law.

c. Users may download files from the Internet if not otherwise prohibited. These files must be scanned for a virus using an antivirus program provided by IS.

d. Covenant Health utilizes Surf Control software to facilitate the regulation of Internet Usage. Surf Control is used to block websites that are designated inappropriate based on the criteria set forth in this policy. Surf Control activity reports are generated on a periodic basis and reported to the ISPC.
13. The following guidelines apply to using email:
   a. No spamming or sending of bulk email.
   b. File attachments sent via the Internet should be smaller than 5MB to comply with size limitations on other systems (Exception for the School of Radiography includes files sent to Edvance 360 recipients. Edvance 360 has a file size limitation of 3 gigabytes).
   c. The use of broadcast mail (sending the same note to groups of employees or students) will be selectively used for compelling mission-related or business reasons only.

14. The following guidelines apply to use of the Internet:
   a. Internet sites providing sexually explicit content shall not be visited.
   b. Be judicious when it is necessary to fill out an on-line form, i.e., to register to use a specific web site.
   c. Use of the World Wide Web should be limited to mission-related, educational or business reasons and should not disrupt the learning environment.
   d. Illegal copies of software shall not be obtained.
   e. Licensed software shall not be distributed to others.

15. Suspected violations of this policy will be investigated and subject to disciplinary action up to and including dismissal or expulsion.
Parking – Policy #136

**Purpose:** To provide all students adequate parking within the limits of available space and to define the rules and regulations governing parking privileges.

**Procedure:**
Students will park in the designated parking specified for the School of Radiography.

During clinical coursework, students are regulated by the policies governing Covenant Health Employees as cited below – with the following exceptions – where disciplinary action is mentioned in reference to violations for the CH “campuses,” the student will be subject to disciplinary actions as determined within administration here at the school for violations of parking policies of the Health System as cited below. References to employees include students as well.

The campus is defined as all land having a Covenant Health (CH) function in Lubbock or Levelland.

Requirements: All employees/students/staff members/physicians/volunteers will be issued a copy of the Parking & Traffic Regulations at new employee orientation.

Employees/students/staff members/physicians/volunteer must park only in designated CH parking lots/garages specified for employees.

Parking permits for paid parking may be obtained from a Parking Services representative during employee orientation, or at the

Parking Services Office  
CMC Main Campus-South Tower Basement  
Phone: 725-3126  
Office hours are M-F 8 a.m. to 12:00 p.m.  
and 1:00 p.m. to 4:30 p.m.

To register a vehicle(s) and obtain a parking permit, the employee/student/staff member/physician/volunteer must provide all information required on the CH Motor Vehicle Registration (MVR) form. Any change in vehicle ownership for which a parking permit has been issued, requires the employee to notify Parking Services.

Restricted parking: Under no circumstances are employees / students / staff / members / physicians / volunteers to park in areas designated as: No Parking, Handicapped Parking, Emergency Parking, or Patient / Visitor Parking.

However, an employee / student / staff member / physician / volunteer having a medical condition that requires a special parking assignment may present physician orders stating special requirements and the length of time such assignment is required.
Violations: Abuse of parking privileges and / or failure to comply with Parking & Traffic Regulations could result in corrective action.

- First ticket – supervisor communicates with student regarding understanding of the policy
- Second ticket - verbal corrective action
- Third ticket - written corrective action
- Fourth ticket - suspension
- Fifth ticket - termination

There is no standard waiting period separating one step of the counseling process from another. If an employee is aware that immediate improvement is expected and the problem lends itself to immediate correction, then the supervisor may begin the next step as soon as it is necessary.

CHS reserves the right to remove any vehicle that is in violation of CH Parking & Traffic Regulations without prior consent or notification of the owner. The cost of removal will be the responsibility of the vehicle’s owner.

Whenever a vehicle is parked on CH property, it should be locked. Security and valuables removed or locked up. CH assumes no responsibility for loss or damage to any vehicle, or its contents, while parked on CH property.

Reviewed July 2019
Welcome to Covenant Health System

EMPLOYEE MEDICAL DISTRICT PARKING MAP

Legend:
- Employee Parking
- Emergency Parking
- Tow Zone

*Some parking areas are designated for specific departments/offices.

Covenant Medical Center is comprised of two campuses, the 19th Street Campus and the Women's & Children's, both located within the Medical District.

Covenant Health System has provided this easy-to-use, color-coded map to help get you to your chosen destination. Employees must have a hang tag to utilize parking garages. If you need further assistance, please call our dedicated parking department at 806.725.2400.

Thank you for making this the best place for patients to receive care, employees to work, and for physicians to practice medicine.

WOMEN'S & CHILDREN'S
- Covenant Specialty Hospital
- Owens-White Outpatient Rehabilitation Center
- Medical Building
- Medical Building
- Medical Building
- Covenant Regional Data Center
- Surgery North
- Joe Arlington Cancer Research & Treatment Center
- Medical Building
- Arlington Comprehensive Breast Center
- Surgical Assessment Services
- Covenant SurgiCenter
- Covenant Imaging Center

19th STREET CAMPUS
- Covenant Diagnostic Imaging
- Medical Building
- Covenant Heart & Vascular Institute
- Lifestyle Centre
- East Parking Garage
- Medical Building
- Covenant Gamma SouthWest
- Knipping Education Conference Center
- West Parking Garage
- Covenant Neuroscience Institute
- Covenant Sleep Center
- Covenant Foundation

19th Street Campus
3615 19th Street
Lubbock, TX 79410
806.725.0000

Women's & Children's
4000 24th Street
Lubbock, TX 79410
806.725.0000

www.CovenantHealth.org
Smoking/Tobacco – Policy #137

Purpose: Covenant Health is committed to the promotion of health, which includes the prevention of disease as well as its treatment. For this reason, and to promote the health, welfare, and safety of patients, visitors, employees, medical staff, students, and volunteers it is the intent of CHS to support the patients’ dignity and encourage a tobacco and smoke-free environment within its organization.

Procedure:
It is the policy of Covenant Health System to provide a healthful, safe working environment. The use of tobacco/nicotine products is prohibited inside all CHS-owned and leased facilities. Smoking is permitted only in designated areas and 20 feet from an entrance.

Reviewed July 2019
Social Media and Networking – Policy #165

Purpose: To define the appropriate usage of all social media and networking tools including, but not limited to, personal web sites, podcasts, web logs ("blogs"), multi-media and social networking websites such as MySpace, Facebook, Yahoo, YouTube, LinkedIn, Twitter, chat rooms, discussion boards and Wikis such as Wikipedia and any other sites or medium where text, photographs, links and other information or documentation can be posted or exchanged.

To define the appropriate usage of CSOR authorized internal social media tools that are intended to be used as school-related resources.

To define the appropriate external usage of social media tools for students and other affiliated persons ("External Usage").

Procedure:
• Purely personal postings, such as Facebook updates regarding your personal life, or similar blog postings during school hours, are prohibited.
• When you are providing your personal opinion or insight about CSOR or CH on a blog, discussion board or other online collaboration, always write in the first person. You must make clear that you are speaking for yourself and not on behalf of CSOR or CH.

Privacy, Confidentiality, Privileged Information
• Any type of information, including pictures or videos, which identifies a patient is strictly prohibited from being posted or distributed through any social medium at any time. Any postings that in any manner could be linked to a patient, his or her identity and/or patient care are strictly prohibited.

Applicability of CSOR Policies and Procedures:
• All postings or contributions of any kind must be professional and respectful in nature and consistent with CSOR Standards of Conduct Policy. Defamation is strictly prohibited.
• Students are expected to comply with CSOR’s discrimination, harassment and retaliation policies and refrain from making any postings that include derogatory comments or slurs, personal insults, obscenity, or comments that are or could be reasonably perceived as discriminatory, harassing, retaliatory or otherwise violative of CSOR policies.
• All postings concerning CSOR or CH must comply with the Confidentiality Agreement.

Personal Liability:
• Blogs, discussion boards and other forms of social media are individual interactions and students are personally responsible and legally liable for the information they posts.
• You can be sued by anyone who views your postings (whether they consist of images or commentary) as defamatory, obscene, proprietary or harassing, or as constituting an invasion of privacy, hostile work environment or violation of any applicable laws, regulations or ordinances.
Disciplinary Action:
- Any violation of this policy may result in disciplinary action, up to and including termination.
- This Social Media Policy shall not be interpreted to restrict or in any way interfere with any student’s state or federal labor law rights, free speech, or any whistleblower protections under applicable laws.
- You will be required to defend, indemnify and hold harmless CSOR and CH and their directors, coordinators, and instructors and assigns from and against any losses, claims, damages, settlements, costs, and liabilities of any nature, whatsoever (including, without limitation, attorneys’ fees, costs and penalties) arising out of, related to, as a result of or in any way connected with your posting of any content to any social media site.

Reviewed July 2019
Substance Abuse and Testing – Policy #138

**Purpose:** To promote health, welfare, and safety for all patients, visitors, employees, students, medical staff, and volunteers, Covenant School of Radiography prohibits the use/abuse of alcohol, or being under the influence of alcohol or any controlled and/or illegal substance by any of the aforementioned in the clinical or didactic setting (i.e., any approved clinical site).

**Procedure:**

**Guidelines:** The student will sign a statement confirming that he/she has read the policy and understands the consequences for failure to comply accordingly.

**Drug Free Environment:** No employee or student may possess, use, be impaired by, sell, purchase, distribute, or unlawfully manufacture illegal drugs or alcohol on any of CSOR’s premises (including parking facilities), or at any of CSOR’s activities or clinical sites.

**Prior Notice:** Covenant SOR, by way of this policy, shall provide written notice of its substance abuse and testing policy to all students. Any violation of this policy will result in corrective action up to and including termination.

**Consent:** Before an alcohol or illegal/controlled substance screening may be administered, current employees will be asked to sign a consent form authorizing the test and permitting release of test results to CHS personnel having a need to know. The consent shall include an acknowledgment that the individual in question was aware of the organization’s alcohol, illegal/controlled drug testing policy.

**Testing:** As a part of the Covenant Drug/Alcohol testing policy, students will be subject to Random, Reasonable Cause or Post-Accident Drug/Alcohol testing. Covenant School of Radiologic Technology follows the hospital policy for employees in dealing with positive drug and/or alcohol testing.

Reasonable cause testing will be performed when it is suspected that a student is impaired by alcohol or drugs at any time at the school or any clinical site. Reasonable cause testing will include both blood/alcohol test and urinalysis. In the event of a positive test as a result of reasonable cause testing, the student will be subject to severe disciplinary action, including immediate dismissal or expulsion from the school.

If a student should have a positive test result on a random test, the student will be given the option of undergoing evaluation and treatment through the hospital’s Employee Assistance Program in order to avoid termination.
The recommendation may include outpatient or inpatient treatment at another facility. Failure to successfully complete treatment will result in the student being asked to resign from CSOR. (Note: The student will be scheduled for regular unannounced random testing. A second positive test will result in immediate termination.)

Refusal to Consent: If the student refuses to provide the sample or sign the consent forms, the student shall be subject to termination.

The School reserves the right to change any provisions, rules, or recommendations at any time.

Reviewed July 2019
Terms of Service Agreement (LMS) – Policy #164

Purpose: Covenant School of Radiography will provide an ethical and lawful online environment in which its students can complete assigned online coursework and/or establish online student communities for social networking and/or organizing student body events. The online environment is hereafter referred to as the LMS (Learning Management System).

Procedure:
Covenant School of Radiography students will abide by the conditions cited below and defined as “Terms of Service for use of the LMS of Covenant Health Schools.”

Students will acknowledge agreement to abide by these terms by signing a copy of the terms and retaining a copy for future reference.

The terms are as follows:

Terms of Service for use of the LMS of Covenant Health Schools

Welcome to the LMS (Learning Management System) serving Covenant Health schools, specifically, Covenant Schools of Nursing and Radiography. Please review these Terms of Service.

In order to be a member of the Covenant Health schools' LMS, you must read and accept all of the terms of this agreement and the privacy policy. You may not use Covenant Health schools’ LMS if you do not agree to be bound by these terms of service.

You understand that Covenant Health schools can change the terms of service or the privacy policy by posting changes to this website. Your ongoing use the Covenant Health schools’ LMS indicates you accept any changes to the Terms of Service Agreement. We reserve the right to change or terminate the Covenant Health schools’ LMS for any reason, and without notice, without liability to you, any other Member, or any third party.

Service and Registration:

This Service and affiliate services are provided by Covenant Health schools. You understand and agree to the following:

1. You must use a valid e-mail address and create a username during the registration process.
2. You are responsible for all uses of your account. You must keep your password confidential. We may refuse, at our sole discretion, to allow you to register a username that is trademarked, inappropriate, or impersonates another individual.
3. You agree to let Covenant Health schools LMS administrator know immediately of any unauthorized use of your account.
4. You are 18 years or older. By registering for the Covenant Health schools’ LMS, you are indicating you have the capacity to understand these Terms of Service. Covenant Health schools will not be held liable for any loss or damage for noncompliance.

© © ©
5. You understand and agree that Covenant Health schools, do not control, verify or endorse links, communities, forums, chat, events, or messages, unless explicitly stated. Any links that take users out of the Covenant Health schools’ LMS are not under the control of Covenant Health schools, so Covenant Health schools are not responsible for any of the content, functions, services, or links of third party sites.

6. When registering with the Covenant Health schools’ LMS, you must provide, and maintain, accurate, current, and complete information about yourself.

7. Covenant Health schools reserve the right to refuse the Service to any user.

User Behavior:

You are fully responsible for your behavior on Covenant Health schools’ LMS, which includes the way you utilize any aspect of the Covenant Health schools’ LMS service.

1. You are completely and solely responsible for the content you post on Covenant Health schools’ LMS, which includes, but is not limited to, photos, messages, chat, personal profiles, community posts, broadcasts, blogs, events, audio and video clips. Unauthorized or illegal content includes, but is not limited to:

   (a) display of sexually explicit material.

   (b) display of abusive, harmful, racially or religiously offensive or bigoted, obscene, or libelous material.

   (c) use of flaming or trolling.

   (d) display of material that encourages criminal behavior that violates any local, state, national, or international law or regulation.

   (e) use of the Service for unauthorized advertising, which includes MLM/pyramid schemes, spam, chain letters, sweepstakes or contests.

   (f) use of the LMS to solicit or distribute literature or to conduct personal business or business on behalf of other non-ministry organizations.

   (g) transmission of viruses, worms, or Trojan horses to destroy or limit any functionality of the software or hardware of Covenant Health schools’ LMS and its users.

   (h) display of information about another person without their express consent, or the posting of any copyrighted material that you do not have legal authorization to use. Covenant Health schools have the right, in their sole discretion, to determine whether content is unauthorized, offensive, harmful, illegal, or in violation of the rights of others.
(i) misuse, misappropriation, or disclosure of confidential health information covered under the Health Insurance Portability and Accountability Act (HIPAA), directly or indirectly, to any person, or use such information in any way, either during the course of your clinical experiences.

(j) misuse, misappropriation, or disclosure of confidential, sensitive, or proprietary information relating to the business of Covenant Health, its affiliated hospital and facilities, and identifiable information regarding patients.

(k) posting or display of buttons, lanyards, avatars, or other insignia that are offensive or derogatory in style or message to others using the LMS.

2. You agree and understand that Covenant Health schools can delete any content that is offensive, illegal, harmful, or in violation of the rights of other.

3. You understand and agree that you can only use the Covenant Health schools’ LMS for academic use. You cannot use Covenant Health schools’ LMS for any commercial or business purposes.

4. Any member who demonstrably harasses or abuses another member will be removed from the Covenant Health schools’ LMS.

5. Other unauthorized or illegal behaviors include, but are not limited to:

   (a) display of false information about yourself or anyone else

   (b) changing, in any manner at all, or reverse engineering any aspect of the Covenant Health schools’ LMS. You may not attempt to derive source code from the Covenant Health schools’ LMS service.

   (c) use of any search/retrieval application (e.g., robot, spider) to index any aspect of the Covenant Health schools’ LMS.

   (d) posting of information that implicitly or explicitly implies that it is endorsed by Covenant Health schools’ LMS.

6. The solicitation and distribution restrictions do not apply to fundraising, health education, and other activities which are sponsored by the ministry and relate to its mission; occasional charitable activities sponsored by the ministry and meeting specifically established criteria; or blood drives; or student events, functions or activities sponsored by the ministry as a benefit for its employees, patients, students, visitors or volunteers.

7. Students may post personal or non-ministry related materials only in communities or the student’s individual home page within the LMS.
Copyright Infringement:

Covenant Health schools respect copyright and other laws. Covenant Health schools require all users to comply with copyright and other laws. Covenant Health schools’ LMS does NOT provide you with file-sharing ability to enable you to violate the copyright of third parties.

As a member of one of the Covenant Health schools, Nursing or Radiography, you agree that you must not use the Covenant Health schools’ LMS to infringe the intellectual property of others in any way. The unauthorized reproduction, distribution, modification, or posting of copyrighted work is a violation of copyright law.

You are responsible for your behavior on the Covenant Health schools’ LMS and for making sure your behavior does not violate any copyright laws. If you violate copyright laws, then you may be exposed to civil and criminal liability, including possible fines and jail time.

Privacy Policy:

Privacy within the LMS is governed by the policies of the Schools utilizing this LMS and by all laws governing privacy rights of students.

Disclaimer of Warranties:

Covenant Health schools and their affiliates, partners, and consultants, disclaim any and all responsibility or liability for the content, completeness, accuracy, legality, reliability, or availability of information or materials displayed on Covenant Health schools’ LMS. You agree the use of the Service and anything you download from Covenant Health schools’ site is at your sole risk, discretion, and responsibility. You will be wholly responsible for any damage to your computer system that results from your use of the Service or the downloading of information. Covenant Health schools disclaim any and all responsibility and liability for the conduct of any member. Covenant Health schools will not be held liable for any interactions you have with other individuals or organizations through the LMS. You agree that Covenant Health schools are not responsible for any damage or loss that occurs as a result of such interactions and Covenant Health schools have no obligation to become involved in any such disputes; further, you release Covenant Health schools from damages of any kind that arise from such disputes. Covenant Health schools offer all of the LMS services on an “as is” basis, with no warranties whatsoever. Covenant Health schools expressly disclaim to the fullest extent permitted by law all express, implied, and statutory warranties, including, without limitation, the warranties of merchantability, fitness for a particular purpose, and non-infringement of proprietary rights.
Indemnity:

You agree, at your expense, to indemnify, defend and hold Covenant Health schools harmless from and against any loss, cost, damages, liability and/or expense arising out of or relating to (a) third party claims, actions or allegations of infringement based on information, data or content you submitted in connection with the service, (b) any fraud or manipulation, or other breach of this agreement by you, or (c) third party claims, actions or allegations brought against Covenant Health schools arising out of your use of the service or software.

Limitation of Liability:

In no event, situation, or circumstance will Covenant Health schools be liable to you or any third party for any indirect, incidental, special, exemplary, or consequential damages arising or resulting from your use of Covenant Health schools’ LMS, whether or not Covenant Health schools have been advised of the possibility of such damages. This includes, but is not limited to damages from uploaded or downloaded third-party content and damages from the interruption or termination of Covenant Health schools’ LMS services. Some jurisdictions do not allow the limitation of exclusion of limitation of incidental or consequential damages, so the above limitations and exclusions may not apply to you. In no event, situation, or circumstance will Covenant Health schools be liable to you for an amount exceeding five hundred dollars ($500.00).

Termination:

Covenant Health schools’ LMS can refuse membership to anyone at its sole discretion. In addition, Covenant Health schools’ LMS can terminate the membership and delete any related information of any member at any time for any reason. If Covenant Health schools’ LMS terminates your membership, then you can no longer use the Covenant Health schools’ LMS service or the services of any of its affiliates.

Other Terms:

This Terms of Service Agreement is governed in all respects by the laws of the State of Texas, USA, and any disputes arising hereunder shall be submitted to state and federal courts in Lubbock, TX and you agree to and consent to the exclusive jurisdiction of such courts. If any aspect of this agreement is deemed invalid, then the remaining provisions shall still be enforced. You may not transfer this Agreement and any attempt to the contrary is void. Covenant Health schools’ LMS is not responsible for any delay or failure in performance resulting directly or indirectly from causes beyond Covenant Health schools’ reasonable control. Any correspondence about this Agreement will be sent to you via the email that you provided during registration.
International Use:

If you are not a resident of the United States of America, then you agree to follow all applicable laws and local rules regarding the transmission of data from the United States or the country in which you live.

We hope that you enjoy your use of Covenant Health schools' LMS. These Terms of Service are necessary and allow us to offer this Service to you – our valued user. Official correspondence must be sent through postal mail to:

Covenant School of Radiography

C/O Program Director

2002 W. Loop 289 Suite 120

Lubbock, TX 79410

This Terms of Service represents the complete, entire, and exclusive understanding and agreement between you and Covenant Health schools of Nursing and Radiography. It supersedes all prior, written or oral, understandings or agreements.
Violence-Free School Environment – Policy #132

**Purpose:** To create, promote, and maintain a safe, healthy and productive school environment where students are valued as individuals and treated with respect and dignity in accordance with the values, philosophy, and mission of Covenant Health.

**Procedure:**
School and workplace violence is defined as behaviors that intrude into the work environment and could result in physical or emotional harm, damage to personal or Covenant Health property, or significant loss of productivity. These behaviors include, but are not limited to: threat of harm, threatening behavior or gestures, extreme or persistent verbal abuse, physical assault, or any personal or domestic dispute. Any student found in violation of this policy will be disciplined and may be expelled.

**EXAMPLES**
1. Threatening behavior includes:
   A. verbal threats
   B. physical intimidation
   C. unwelcome, persistent pursuit; and/or
   D. stalking, with or without a personal relationship
2. Physical assault includes:
   A. pushing
   B. shoving
   C. striking; and/or
   D. other physically aggressive behavior
3. Extreme or persistent verbal abuse includes:
   A. personally demeaning statements; and/or
   B. verbal intimidation
4. Property damage includes:
   A. product tampering
   B. vandalism
   C. sabotage; and/or
   D. computer hacking
5. Personal or domestic disputes include:
   A. physical assault or persistent threats of bodily harm
   B. damage to personal or CH property while at school, or in a work related environment; and/or repeated, threatening phone calls at school, or in work related environments.

"IT IS THE RESPONSIBILITY OF THE SCHOOL OF RADIOGRAPHY TO PROMOTE AN ATMOSPHERE FREE OF VIOLENCE"

Reviewed July 2019
Weapon Possession – Policy #163

Purpose: To assure the welfare and safety of Covenant Health patients, employees, students and visitors, it is the policy that no firearms or dangerous weapons be allowed on the school campus or its communities.

DEFINITION:
Weapon is defined as any firearm, knife or device that could cause bodily harm or injury. The following are examples of weapons as stated by law:

- Any concealed weapon. (Firearm)
- Nunchaku’s.
- Metal Knuckles.
- Slingshot.
- Blackjacks.
- Dirk or Dagger, concealed under clothing. (Fixed blade knives.)
- Tear Gas Weapons. (Unless Law Enforcement and/or Peace Officer.) Civilians must be licensed by state authority and have their license in their possession.
- Knives that are spring-loaded, gravity opened.
- Knives that have a blade in excess of 3.2 inches and carried concealed within any individual’s clothing.
- Any shot loaded (lead filled) billy or club.
- Explosive devices including, but not limited to, ammunition, firecrackers, dynamite or other explosive material, are expressly prohibited on hospital property.
- Any instrument which, when used as a weapon, may cause death or serious bodily harm.

Procedure:
1. Weapons are never permitted on Covenant School of Radiography property by non-authorized personnel. Any person seen in possession of or is suspected of carrying a weapon should be reported immediately to the Program Director or the nearest instructor.

2. The Program Director shall immediately call the Police Department and hospital security if someone is seen in possession of or is suspected of carrying a weapon.

3. Students, visitors, or employees in possession of a weapon who are not Law Enforcement Officers, Peace Officers, or Military Police will be asked by the Police Department to surrender the weapon. Covenant School of Radiography will not ask the subject to surrender the weapon.

4. Only on duty authorized Law Enforcement Officers, Peace Officers, and Military Police may carry weapons within Covenant School of Radiography campus and they must carry their identification badge with them while carrying the weapon. Upon entering the building, persons authorized to carry weapons must report to the Program Director, identify themselves and weapons being carried.

5. Students who are authorized Law Enforcement Officers, Peace Officers, and Military Police may not carry weapons while on Covenant School of Radiography campus or its communities in the student role.
6. The Police Department will accept any such weapon and will proceed to make proper disposition and reports as prescribed by law. Appropriate security administrative form(s) will be filed by Covenant School of Radiography Program Director.

7. Any student may be expelled without notice if found to be in possession of a firearm, explosive or any other weapon on Covenant School of Radiography property or its communities.

Reviewed July 2019
Section 15: Policies – Withdrawal and Termination

Grounds for Immediate Expulsion – Policy #141

Readmission – Policy #140
Grounds for Immediate Expulsion – Policy #141

**Purpose**: To provide guidelines for behavior expectations in accordance with the philosophy, mission, and values of the Covenant School of Radiography and its policies.

**Procedure**: Grounds for immediate expulsion include, but are not limited to:

- **Cheating**: Any student found to be cheating by an official of the school will be immediately expelled from the program.

- **Insubordination**: Disobedience to any authority defines insubordination. Including, but not limited to:
  - Not following the rules
  - Rudeness
  - Defiance
  - Verbal bantering
  - Disrupts the classroom
  - Offensive language

- **Theft**: Any student found committing theft by an official of the school or Covenant Health official will be immediately expelled from the program.

- **Falsifying clinical or classroom documentation**: Falsifying clinical documentation involves, but is not limited to:
  1. Time and attendance records
  2. Student evaluations
  3. Weekly experience log
  4. Event notification Form

- **Safety issues involving other personnel, patients, and/or self**

Reviewed July 2019
Readmission – Policy #140

**Purpose:** To provide students with the procedure followed in the event of withdrawal, termination, and/or readmission.

**Procedure:**

**Process:** The Program Director and the faculty have the authority to request the withdrawal or to refuse readmission of any radiology student at any time if circumstances of a legal, moral, health, academic, or professional nature are considered to justify such action.

**Withdrawal:** If an extended leave of absence, for any reason, occurs, the student may request to return to CSOR and continue the program if time off has not exceeded six weeks, the student has been released to full duty, and the student has maintained an 80 average in all classes.

The student should make an appointment with the program director to review the requirements for re-entry into the school. The program director may request special requirements be met and specific documentation be submitted prior to consideration of the application for readmission. Under both options, the student must submit the required information to the program director before the request will be considered. Due regard shall be given to the individual for his or her prior experience with Covenant SOR should he or she decide to reapply or request readmission.

**Expulsion:** It is the policy of the Covenant School of Radiography to deny re-entrance to any student who has previously been expelled from the Covenant SOR program for any reason.

Reviewed July 2019
Section 16: Policies – Clinical

Holding of Patients during Radiation Exposure – Policy #151
Mammography – Policy #155
Radiation Exposure Monitoring – Policy #150
Radiograph Repeats – Policy #153
Roving from Clinical Rotation – Policy #154
Student Clinical Supervision – Policy #152
X-Ray Marker – Policy #156
MRI Safety – Policy #157
Holding of Patients during Radiation Exposure – Policy #151

Purpose: To insure radiation safety for the student in the clinical setting.

Procedure:
To conform to Texas Regulation for Control of Radiation TAC289.227 (i) (8) regarding holding of patient or image receptor, the School of Radiography Policy/Procedure states:

(This policy pertains to radiography students during clinical education at any clinical site.)

Students are not to hold patients during the process of radiation exposure.

Under no circumstances should the above policy/procedure be violated.

Reviewed July 2019
Mammography – Policy #155

Purpose: To inform the students of the requirements regarding mammography rotation.

Procedure:
It is the policy of the Covenant School of Radiography Program (CSOR) to make every effort to place all students in a clinical rotation to observe and/or perform imaging procedures if requested. All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. (Additionally, this policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient, including, but not limited to, hysterosalpingography.) The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The decision to revise the program’s policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included with this policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

CSOR will also use the ASRT Positioning for Digital Mammography Instructional Video by Tammy Coryell, in conjunction with the textbooks and online courses to teach procedure, QA/QC, and Equipment Operation and Maintenance pertinent to Mammography.

Reviewed July 2019
Position Statement on Mammography Clinical Rotations

Adopted by the JRCERT Board of Directors (April 2016)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Standard One - Objective 1.2 of the JRCERT Standards requires a program to document that it “provides equitable learning opportunities for all students.”

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in mammography clinical rotations. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in mammography rotations. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to mammography, the JRCERT has determined programs must make every effort to place a male student in a mammography clinical rotation if requested; however, programs will not be expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students should be advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely. To deny mammography educational experience to female students, however, would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted that the same clinical site policies that are in place during the mammography educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in mammography.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program’s inability to place male students in a mammography rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

4/8/16
Radiation Exposure Monitoring – Policy #150

Purpose: To insure every student is continuously monitored for radiation exposure.

Procedure: Covenant School of Radiography supports the ALARA principle which holds that occupational exposure of the student radiographer and other occupationally exposed persons should be kept AS LOW AS REASONABLY ACHIEVABLE. This implies that actual absorbed dose equivalent values should be kept well below their allowable maximum limits. Individuals training with ionizing radiation at Covenant School of Radiography will be provided with an optically stimulated luminescence dosimeter (OSL), for the purpose of monitoring radiation exposure levels. The reports of such monitoring shall be reviewed by the Radiation Safety Officer (RSO) and Clinical Coordinator and maintained permanently.

1. Each individual training with ionizing radiation is permitted to receive no more than 100 mrem (1 mSv) annually. Limit to the lens of the eye is 1500 mrem (15 mSv) annually. Shallow dose to skin or extremity is limited to 5000 mrem (50 mSv) annually. Total equivalent dose for the fetus is 500 mrem (5 mSv); equivalent dose in 1 month is 50 mrem (0.5 mSv). These limits are recommendations of NCRP report 91.

2. Each individual will be assigned a specific OSL dosimeter with his or her name on it. It is the responsibility of the individual to wear the OSL dosimeter at all times while in the clinical setting. Only the individual to whom the OSL dosimeter is issued may wear that particular monitoring device. No sharing or swapping of OSL dosimeters is permitted.

3. OSL dosimeters are to be worn at collar level.

4. If an OSL dosimeter is lost, stolen, or accidentally irradiated, the individual must immediately notify the Radiation Safety Officer or Clinical Coordinator to receive a new monitoring device. All events related to the situation shall be documented.

5. The Radiation Safety Officer or designee is responsible for distributing, exchanging, and returning OSL dosimeters for analysis on a bimonthly basis.

6. The radiation dosimetry reports are available for student review at any time via the landauer website.
   a. Go to: myldr.com
   b. Username: covenantmed; Password: radiation
   c. You will need your account number and serial number off of back of badge.

7. Each radiation dosimetry report for each student will be printed quarterly, filed, and retained at the Covenant School of Radiography department indefinitely.

8. Exposures of excessive radiation will be reported and actions will be taken according to Texas Department of Health, Bureau of Radiation Control.
9. Any individual who may be exposed to ionizing radiation as a result of employment outside the department must report his or her exposure from all outside sources to the RSO on a quarterly basis. These values will be added to the individual’s exposure record maintained in the department.

10. Intentional exposure of a radiation monitoring device to radiation for any purpose other than authorized research will result in disciplinary action.

11. Should you happen to wear a radiation monitoring device home, please follow these rules:
   a. Do not place the OSL dosimeter on or near a color TV set or any heat producing appliance.
   b. OSL dosimeters should not be exposed to sunlight or high temperatures.
   c. OSL dosimeters should not be washed or dried with the laundry.

   **Failure to adhere to these rules will result in disciplinary action.**

CSOR has set a threshold dose of 96 mrem annually. Any doses which are near or above the expected quarterly value of 24 mrem requires investigation by the Program Director and Clinical Coordinator. The student involved must attend this inquiry when requested to do so. The student will not be allowed to participate in clinical rotations as necessary to bring the annual total effective dose equivalent to within 96 mrem. The student will be required to make-up any time missed due to excessive exposure doses.
Purpose: This is to ensure professional responsibility for provision of quality patient care and radiation protection.

Procedure:
Unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer regardless of the student’s level of competency. The observing radiographer must also sign the student’s weekly experience record to verify observation.

The student may only repeat a radiograph one time. After one attempt at repeat, the radiographer must take over. This is required in order to insure patient protection.

Responsibility for accurate repeat of the student’s radiographs belongs to the radiographer.

Reviewed July 2019
Roving from Clinical Rotation – Policy #154

Purpose: To insure professional responsibility and dependability.

Procedure:
All students will be assigned to a technologist at their clinical site. All students will be expected to stay with their assigned tech, unless notified differently by the Clinical Coordinator or Clinical Instructor.

In the event CMG Ortho is closed due to lack of patient load, report to the Covenant Medical Center Clinical Instructor for clinical instruction.

If your assigned technologist is not in clinic on your assigned day, contact the site’s Clinical Instructor for clinical instructions. In the event the clinical instructor is also unavailable, contact a program official for instructions.

Reviewed July 2019
Purpose: To insure professional responsibility for provision of quality patient care and radiation protection.

Procedure:

Process: Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of a qualified radiographer. After demonstrating competency, students may perform procedures with indirect supervision.

Direct Supervision:
1. A qualified radiographer reviews the request for examination in relation to the student’s achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student’s knowledge;
3. A qualified radiographer is physically present in the radiography suite during the conduct of the examination; and
4. A qualified radiographer reviews and approves the procedure and any image(s).

Indirect Supervision: Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

“Immediately available” is interpreted as the presence of a qualified radiographer adjacent to the examination room where a radiographic procedure is being performed. Immediately available does not mean by telephone, text or any electronic means. This availability applies to all areas where ionizing radiation equipment is in use.

Qualified Radiographer: The Joint Review Committee on Education in Radiologic Technology (JRCERT) defines a qualified radiographer as an individual that has taken and passed the American Registry of Radiologic Technologists (ARRT) credentialing examination. Therefore only Registered Radiologic Technologists are able to supervise and/or evaluate students of JRCERT accredited programs.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student’s level of competency.

RESPONSIBILITY FOR ACCURATE REPEAT OF RADIOGRAPHS BELONGS TO THE RADIOGRAPHER.
Purpose: To inform the students of the requirements regarding X-Ray Markers.

Procedure:
X-ray markers, one right and one left, will be provided for each student while enrolled in CSOR. X-ray markers must be returned to the program upon graduation. In the event a marker is lost or broken during the course of the program, the student must order a replacement marker.

Reviewed July 2019
Purpose: To inform the students of the requirements regarding Magnetic Resonance Imaging (MRI) procedures and safety practices.

Procedure:
Magnetic Resonance Imaging (MRI) equipment generates very strong magnetic fields both within and surrounding the MRI scanner. This field is always on and unsecured metallic objects can become projectiles as they accelerate toward the bore of the magnet with force great enough to cause injury to persons or damage to equipment. Before beginning clinical rotations, the clinical coordinator will review MRI safety practices, and the student must complete the MRI Safety Screening Questionnaire. The Clinical Coordinator will review the submitted questionnaires for any potential risk factors that may exclude the student from entry into the MRI suite. Any student with concerns will be advised to avoid the MRI area. Reevaluation will occur the beginning of the third module.

MRI instruction and curriculum is included in the program’s didactic program of study. Students without risk factors will have the opportunity to rotate through the MRI department during the third and fourth module of the radiography program.

Reviewed July 2019
MRI Safety Screening Questionnaire

Magnetic resonance imaging (MRI) is a noninvasive examination technique, similar to computed tomography (CT) that provides anatomic and physiologic information. MRI, however, does not use any ionizing radiation to generate the MRI image. Instead, MRI creates images of structures through the interactions of magnetic fields and radio waves with tissues.

Certain hazards must be considered when rotating through the MRI suite, and safety procedures must be adhered to. Objects containing magnetic metals (e.g., iron, nickel, cobalt) in various combinations may be attracted to the imaging magnet with sufficient force to injure patients or personnel who may be interposed between them. Scissors, oxygen tanks, and patient gurneys are among the many items could become projectiles. Do not enter the MRI suite with any item you suspect could be drawn into the magnetic field.

Metallic implants can become dislodged within the body and cause injury if they are in delicate locations. Examples include intracranial aneurysm clips, auditory implants, metallic foreign bodies in the eye, or shrapnel. Long-standing, firmly bound surgical clips, such as from a cholecystectomy, do not pose problems.

Electronic equipment can malfunction when exposed to strong magnetic fields. The most critical items in this category are cardiac pacemakers and the similar automatic implantable cardiac defibrillators. In addition, wires, such as electrocardiogram (ECG) leads, should be checked for frayed insulation to ensure the patient does not receive local thermal burns from wires touching their skin during the MRI procedure. Additional insulation can be placed between the patient and any wires to further prevent burns.

MRIs have not been shown to harm the fetus in a pregnant woman. However, as a safeguard, women in the first trimester of pregnancy should avoid the MRI suite.

Do not enter the MRI suite with any metal including watch, jewelry, credit card, or ID badge. Answer the questions on the reverse side.
The following items could interfere with the clinical observation of MRI procedures.

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<th>Yes</th>
<th>No</th>
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<tr>
<td></td>
<td>(Check yes or no for each item. Circle specifics if they apply &amp; describe.)</td>
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<tr>
<td></td>
<td>Cardiac pacemaker, metallic heart valve, coronary stent, implanted defibrillator, coil, or filter?</td>
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<td>Female students: Could you be pregnant? Do you have an intrauterine device (IUD) in place?</td>
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<td>Internal insulin pump, pain medication pump, neurostimulator, or any other implanted drug pump?</td>
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<td>Brain clips or aneurysm clips?</td>
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<td>Surgical clips, staples, or surgical mesh?</td>
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<td>Have you ever had a gunshot wound to your head and/or neck region? Shrapnel?</td>
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<td>Metal fragments in eye?</td>
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<td>Artificial eye and/or eye spring or wire?</td>
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<td>Hearing aid, implanted cochlea, or prosthesis of middle ear?</td>
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<td>Removable dentures, partials, or braces?</td>
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<tr>
<td></td>
<td>Fractured bones treated with metal plates, pins, screws, rods, nails, or clips?</td>
</tr>
<tr>
<td></td>
<td>Joint replacement?</td>
</tr>
<tr>
<td></td>
<td>Any type of prosthesis (eye, penile, etc.)?</td>
</tr>
<tr>
<td></td>
<td>Reprogrammable brain shunt or spinal shunt?</td>
</tr>
<tr>
<td></td>
<td>Do you have breast expanders or any other tissue expanders?</td>
</tr>
<tr>
<td></td>
<td>Do you have any body piercing, tattoos or tattooed eyeliner?</td>
</tr>
<tr>
<td></td>
<td>Are you wearing a transdermal patch/drug delivery patch?</td>
</tr>
<tr>
<td></td>
<td>Do you have any internal electrodes or wires?</td>
</tr>
<tr>
<td></td>
<td>Do you have an IV access port?</td>
</tr>
<tr>
<td></td>
<td>Artificial joint and/or limb?</td>
</tr>
<tr>
<td></td>
<td>Any type of implant held in place by a magnet?</td>
</tr>
<tr>
<td></td>
<td>Shunt or Sophy adjustable and programmable pressure valve?</td>
</tr>
<tr>
<td></td>
<td>Spinal fixation device, spinal fusion, or spinal cord stimulator?</td>
</tr>
<tr>
<td></td>
<td>Radiation seeds (cancer treatment)?</td>
</tr>
<tr>
<td></td>
<td>Wig or hair implants?</td>
</tr>
<tr>
<td></td>
<td>Other concerns?</td>
</tr>
</tbody>
</table>

Student Signature ____________________________ Date _____________ Clinical Coordinator ____________________________

Reviewed July 2019
Section 17: Policies – Safety

Drug and Alcohol Abuse Prevention Program
  Drug and Alcohol Counseling Programs
  Disciplinary Sanctions
  Program Review

Emergency Preparedness – Policy #170
  Emergency Codes

Fire Prevention and Security – Policy #171
  RACE Procedure
  Storage of Flammable Liquids

Solvents, Chemicals and Chemical Cleaning
  Rules
  Responsibilities
  First Aid
  Fire Escape Route

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Evacuation Procedures
  Emergency Communication Guidelines
  Emergency Evacuation

Disaster Response Plan
  Purpose
  Definition of a Disaster
  Student Assistance Services
  Disaster Procedures
  CSNAH Disaster Command Center
  Members of the CSNAH Disaster Response Team
  Local Community Emergency services

Safety Management – Policy #173

Security Report

General Emergency Procedures

Illness – Policy #174

Vaccinations
Drug and Alcohol Abuse Prevention Program

**Statement of Purpose:**
The federal government’s Drug-Free Schools and Communities Act of 1989 required institutes of higher education to have a program to prevent the unlawful possession or distribution of illicit drugs and alcohol by students. This policy of Covenant School of Nursing and Allied Health is in response to this federal requirement.

**Materials/Equipment:**
Texas and Federal Drug and Alcohol Penalties – Chart A
Health Risks with Drug Abuse – Chart B
Commonly Abused Drugs – Chart C
<table>
<thead>
<tr>
<th>Chart A: Texas and Federal Drug and Alcohol Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offense</strong></td>
</tr>
<tr>
<td>Manufacture or delivery of a controlled substance (drugs)</td>
</tr>
<tr>
<td>Possession of a controlled substance (drug)</td>
</tr>
<tr>
<td>Delivery of marijuana</td>
</tr>
<tr>
<td>Possession of marijuana</td>
</tr>
<tr>
<td>Delivery of a controlled substance or marijuana to a minor</td>
</tr>
<tr>
<td>Driving while intoxicated</td>
</tr>
<tr>
<td>Public intoxication</td>
</tr>
<tr>
<td>Intoxication Assault</td>
</tr>
<tr>
<td>Intoxication Manslaughter</td>
</tr>
<tr>
<td>Attempt to purchase, purchase or consumption of alcohol by a minor</td>
</tr>
<tr>
<td>Purchase of alcohol for a minor</td>
</tr>
<tr>
<td>Sale of alcohol to a minor</td>
</tr>
<tr>
<td>Misrepresentation of age by a minor</td>
</tr>
<tr>
<td>Consumption or possession of alcoholic beverage in a motor vehicle</td>
</tr>
<tr>
<td><strong>Federal Penalties</strong></td>
</tr>
<tr>
<td>Manufacture, distribution, or dispensing drugs including marijuana</td>
</tr>
<tr>
<td>Possession of drugs including marijuana</td>
</tr>
</tbody>
</table>
**Chart B: Health Risks with Drug Abuse**

<table>
<thead>
<tr>
<th>Substance: Category and Name</th>
<th>Examples of Commercial and Street Names</th>
<th>DEA Schedule/How Administered</th>
<th>Intoxication/Effect/Health Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opioids</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>Argyrol, Benzedrine, Powders, POW, tar, sedit, P.jageria, Yellow Jocks, black tar, yellow jackets</td>
<td><strong>IV Only</strong>, Inhaled</td>
<td>Sedation, drowsiness, altered perception, confusion, hallucination, depression, respiratory depression, slowed breathing, drowsiness, tolerance, dependence, addiction, increased risk of respiratory depression and death when combined with alcohol</td>
</tr>
<tr>
<td>Oxycodone</td>
<td>Alkalin, Vicodan, Oxycontin, Roxicodone, <strong>oral, parenteral, transdermal</strong></td>
<td><strong>IV Only</strong></td>
<td>Sedation, drowsiness, altered perception, confusion, hallucination, depression, respiratory depression, slowed breathing, drowsiness, tolerance, dependence, addiction, increased risk of respiratory depression and death when combined with alcohol</td>
</tr>
<tr>
<td>Methadone</td>
<td>Methadone, Methadone, Methadone, Methadone, Methadone, Methadone</td>
<td><strong>IV Only</strong>, Oral</td>
<td>Sedation, drowsiness, altered perception, confusion, hallucination, depression, respiratory depression, slowed breathing, drowsiness, tolerance, dependence, addiction, increased risk of respiratory depression and death when combined with alcohol</td>
</tr>
<tr>
<td>Other Opioids</td>
<td>Other Opioids, Other Opioids, Other Opioids, Other Opioids, Other Opioids, Other Opioids</td>
<td><strong>IV Only</strong>, Oral</td>
<td>Sedation, drowsiness, altered perception, confusion, hallucination, depression, respiratory depression, slowed breathing, drowsiness, tolerance, dependence, addiction, increased risk of respiratory depression and death when combined with alcohol</td>
</tr>
<tr>
<td><strong>Stimulants</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Amphetamines, Adderall, Adderall, Adderall, Adderall, Adderall, Adderall, Adderall</td>
<td><strong>IV Only</strong>, Oral</td>
<td>Sedation, drowsiness, altered perception, confusion, hallucination, depression, respiratory depression, slowed breathing, drowsiness, tolerance, dependence, addiction, increased risk of respiratory depression and death when combined with alcohol</td>
</tr>
<tr>
<td>Methylenedibromidate</td>
<td>Methylenedibromidate, Methylenedibromidate, Methylenedibromidate, Methylenedibromidate, Methylenedibromidate, Methylenedibromidate, Methylenedibromidate</td>
<td><strong>IV Only</strong>, Oral</td>
<td>Sedation, drowsiness, altered perception, confusion, hallucination, depression, respiratory depression, slowed breathing, drowsiness, tolerance, dependence, addiction, increased risk of respiratory depression and death when combined with alcohol</td>
</tr>
<tr>
<td><strong>Other Components</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methylenedibromidate (EMB)</td>
<td>Methylenedibromidate, Methylenedibromidate, Methylenedibromidate, Methylenedibromidate, Methylenedibromidate, Methylenedibromidate, Methylenedibromidate</td>
<td><strong>IV Only</strong>, Oral</td>
<td>Sedation, drowsiness, altered perception, confusion, hallucination, depression, respiratory depression, slowed breathing, drowsiness, tolerance, dependence, addiction, increased risk of respiratory depression and death when combined with alcohol</td>
</tr>
</tbody>
</table>

* Schedule II drugs have a high potential for abuse. They require greater storage security and have a notable impact on manufacturing among other restrictions. Schedule II drugs are illegal to possess and sell without a prescription. Schedule III and IV drugs are available by prescription, may have the risks of misuse and abuse, and may be sold legally. Schedule V and VI drugs are available by prescription, may have the risks of misuse and abuse, and may be sold legally. Choosing a prescription drug for an opioid, but risks apply to any medication taken by injection. \(^{*}\)
# Chart C: Commonly Abused Drugs

<table>
<thead>
<tr>
<th>Substance Category and Name</th>
<th>Examples of Commercial and Street Names</th>
<th>DEA Schedule/How Administered*</th>
<th>Acute Effects/Health Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tobacco</td>
<td>Marihuana, nicotine, tobacco, snuff, chewing tobacco</td>
<td>Schedule I, Schedule II, snort, smoke, oral</td>
<td>Increased risk of heart disease, respiratory disease, dependence, withdrawal symptoms</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Alcohol, vodka, gin, champagne, beer, wine</td>
<td>Unrestricted</td>
<td>Increased risk of liver disease, pancreatitis, respiratory depression, withdrawal symptoms</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Barbiturates, pentobarbital, secobarbital</td>
<td>Unrestricted</td>
<td>Depression, respiratory depression, addiction, overdose</td>
</tr>
<tr>
<td>Opioids</td>
<td>Heroin, morphine, oxycodone, methadone, fentanyl</td>
<td>Schedule II, Schedule III</td>
<td>Sedation, respiratory depression, addiction, overdose</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Amphetamines, methylphenidate, cocaine</td>
<td>Schedule II, Schedule III</td>
<td>Increased heart rate, blood pressure, adverse effects on the heart, addiction, overdose</td>
</tr>
<tr>
<td>Club Drugs</td>
<td>MDMA, ketamine, PCP, mephedrone</td>
<td>Schedule I, Schedule IIA</td>
<td>Increased risk of heart disease, respiratory depression, hallucinations, delirium</td>
</tr>
<tr>
<td>Dissociative Drugs</td>
<td>Ketamine, PCP, methadone</td>
<td>Unrestricted</td>
<td>Sedation, delirium, hallucinations, delirium</td>
</tr>
<tr>
<td>hallucinogens</td>
<td>LSD, acid, PCP</td>
<td>Schedule I</td>
<td>hallucinations, delirium, paranoia, altered perception of time and space</td>
</tr>
<tr>
<td>CNS depressants</td>
<td>Valium, Librium, Barbiturates</td>
<td>Schedule II, Schedule III</td>
<td>Sedation, respiratory depression, addiction, overdose</td>
</tr>
<tr>
<td>Other Compounds</td>
<td>Antidepressants, sedatives, CNS depressants</td>
<td>Unrestricted</td>
<td>Sedation, respiratory depression, addiction, overdose</td>
</tr>
</tbody>
</table>

* DEA Schedule: Schedule I (controlled substance with high potential for abuse, no currently accepted medical use), Schedule II (controlled substance with high potential for abuse, accepted medical use), Schedule III (controlled substance with potential for abuse, accepted medical use), Schedule IV (controlled substance with low potential for abuse, accepted medical use), Schedule V (controlled substance with low potential for abuse, accepted medical use).
Drug and Alcohol Abuse Prevention Program

1. All incoming freshman students will be informed of the Drug and Alcohol Abuse Prevention Program @ CSOR through freshman orientation. A powerpoint presentation will be given which covers the drug and alcohol abuse policies of Covenant Health System and CSOR. These policies discuss the Standards of conduct, available treatment programs for students, faculty and employees, and the disciplinary sanctions for violations of the standards.

2. Each freshman student will be emailed a copy of the Drug and Alcohol Abuse Prevention policy along with the sanctions for violations of federal and state laws, and the health Risks associated with drug and alcohol abuse.

3. All existing students will be emailed the Drug and Alcohol Prevention Policy prior to the first day of class. The policy includes the Standards of Conduct, available treatment programs for students and the disciplinary sanctions for violations of the standards, the sanctions for violations of federal and state laws, and the health risks associated with drug and alcohol abuse.

4. All faculty and staff will be emailed a copy of the Drug and Alcohol Abuse Prevention Program prior to the Annual Faculty Meeting held the last Wednesday of June.

5. A biennial review of the program’s effectiveness and consistency of the enforcement will be conducted at the end of every even year.

Standards of Conduct
Covenant School of Nursing and Allied Health is committed to provide a safe and healthy environment of learning. The schools discourage the use of drugs and the abuse of alcohol in the student’s personal life.

- No student may report to CSOR’s clinical sites, classroom settings and/or its communities after consumption of alcoholic beverages or use of illegal drugs.
- The possession, manufacture, use, sale, purchase or distribution of alcohol or illegal drugs is prohibited in CSOR’s clinical sites, classroom settings and/or its communities.

Possible State and Federal Legal Sanctions and Penalties
State and federal penalties for alcohol and other drugs provided in Chart A.

Health Risks of Alcohol and Drugs
The health risks of alcohol and drugs are many. Chart B and Chart C provides information about the effects of alcohol and commonly used illegal and prescription drugs.

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**Drug and Alcohol Counseling Programs**
Covenant Assistance Program (CAP) is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student’s health, safety, and/or academic progress.

**Disciplinary Sanctions**
All applicants are subject to pre-enrollment Drug/Alcohol testing. The Program Director and Admission officer will be notified of any positive results. Applicants with positive drug/alcohol screen results will be denied admission to Covenant School of Nursing and Allied Health for at least 2 years.

Covenant School of Nursing and Allied Health students are subject to Random, Post-accident or Reasonable Cause Drug/Alcohol testing. Refusal to provide the sample, sign the consent forms or accept treatment is grounds for dismissal, or expulsion. A positive drug/alcohol screening result will result in corrective action up to and including dismissal or expulsion.

**Program Review**
Covenant School of Nursing and Allied Health will review the Drug Free School Zone program on a biennial schedule. Program effectiveness will be measured and reported per Department of Education Guidelines (see page 36 for more information).

Reference(s):
Revised: 2/2014; Revised September 2018: Reviewed July 2019
Emergency Preparedness – Policy #170

Purpose: To inform faculty and students of the process designed to guide the handling of emergency situations during a disaster.

Procedure:
All faculty and students
- Carry their ID badge at all times.
- Present their ID badge for admission when called to the hospital.
- Wear ID badge and uniform.

Since the School of Radiography is housed outside of the hospital building, in a disaster involving the hospital during or after working hours, faculty and students will report directly to the Labor Pool for assignments when they are advised to do so following the regular call-back procedure.

Disaster Levels
If an internal disaster occurs during a normal working day, employees and students will remain in their designated areas unless notified by the Program Director.

If an external disaster occurs during a normal working day, employees and students will remain in their designated areas unless notified by the Program Director.

Internal or external disaster occurs prior to or after the normal working day, employees and students remain at home and wait for the call-back program to be initiated.

If the problem occurs on the School of Radiography premises:

**During the working hours**
- Notify 911
- Move employees and students to a designated safe place.

**After working hours**
- The fire alarm system alerts 911 and the hospital switchboard of fire in the School of Radiography building

CALL-BACK PROCEDURE
After regular school hours, the Program Director will be notified of the disaster situation. The Program Director will contact faculty. The Program Director will report to the hospital Labor Pool area and will contact additional employees and students as needed.

Reviewed July 2019
Emergency Codes

It is the policy of Covenant Health (CH) to provide a safe and secure environment for our patients, visitors, and employees. Following is a list of emergency codes used by CH.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE</td>
<td>RACE: Rescue/Remove Alarm/Announce Confine/Contain Extinguish/Evacuate&lt;br&gt;PASS: Pull Aim Squeeze Sweep&lt;br&gt;See below for evacuation</td>
<td>44444 and PULL FIRE ALARM</td>
</tr>
<tr>
<td>EVACUATION</td>
<td>Horizontal Evacuation: Go past the doors with the RED DOTS&lt;br&gt;Vertical Evacuation: Called by Fire Marshall or Incident Commander&lt;br&gt;DO NOT USE ELEVATORS</td>
<td>44444</td>
</tr>
<tr>
<td>INFANT/CHILD/ADULT ABDUCTION</td>
<td>Primary Location: Provide PBX with information regarding the missing person&lt;br&gt;Other areas: Control access and check your area</td>
<td>44444</td>
</tr>
<tr>
<td>SEVERE WEATHER</td>
<td>Severe Weather Warning, Tornado, or Winter Weather</td>
<td>Activated by local weather radio and TV</td>
</tr>
<tr>
<td>INTERNAL EVENT/UTILITY</td>
<td>Utility failure-Phone, Power, Water, Sewer-Refer to back side of this document for more information&lt;br&gt;Internal Event—Internal flood, chemical spill, etc</td>
<td>44444 784-0904 if phones are out</td>
</tr>
<tr>
<td>EXTERNAL EVENT</td>
<td>Airplane crash, mass shooting, large chemical exposure, mass casualty event&lt;br&gt;May have incoming casualties or may need decontamination, or need both</td>
<td>44444</td>
</tr>
<tr>
<td>DANGEROUS/VIOLENT SITUATION</td>
<td>Escalating situation which requires assistance from Security and/or CPI Trained Staff. No other staff to respond. OVERHEAD PAGE: SECURITY ALERT [Location]</td>
<td>44444 or 50707</td>
</tr>
<tr>
<td>HOSTAGE SITUATION</td>
<td>OVERHEAD PAGE: SECURITY ALERT [Location], Avoid the area</td>
<td>44444 or 50707</td>
</tr>
<tr>
<td>BOMB THREAT</td>
<td>Report the receipt of a verbal or written Bomb Threat or if you find a suspicious package. Do not attempt to handle the package.</td>
<td>44444 or 50707</td>
</tr>
<tr>
<td>ACTIVE SHOOTER</td>
<td>Provide information about the situation. Evacuate or lockdown as a appropriate.</td>
<td>911 and 44444</td>
</tr>
<tr>
<td>LOCKDOWN</td>
<td>Limit access to and from hospital due to a security alert situation within the premises of the hospital or surrounding area.</td>
<td>44444 Activated by AOC</td>
</tr>
<tr>
<td>CODE BLUE</td>
<td>Cardiac/Respiratory Arrest</td>
<td>44444</td>
</tr>
<tr>
<td>NON-PATIENT INJURY, FALL, MEDICAL</td>
<td>Individual is NOT an inpatient or outpatient that sustains an injury or fall, or has a medical event. This person may be a volunteer, student, caregiver, contractor, visitor, vendor, etc.</td>
<td>On premises 44444 Off premises call 911</td>
</tr>
</tbody>
</table>

Emergency Number at CMC and Lakeside Hospitals: 44444
Off Campus: 725-CODE (2633)
Emergency Number for School of Radiography: 911

Reviewed July 2019
Purpose: It is the policy of Covenant School of Radiography (CSOR) to provide a safe and secure environment for our student, visitors, and employees.

Procedure:

Fire Prevention
Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.
Smoking is only allowed outside in designated areas; 20 feet from any entrance. This also includes the use of any electronic smoking devices.

If a fire should occur, contact your supervisor/instructor or the School Dean/Director and follow the Fire Safety Plan:

RACE procedure
- R- Rescue/Remove persons in immediate danger of fire.
- A- Alarm/Announce. Pull fire alarm and call emergency number.
- C- Confine/Contain. Close all doors to prevent spreading of fire/smoke.
- E- Extinguish/Evacuate. Get Fire Extinguisher if needed. If the Code Red is cleared in the fire area, you may return to that area if the Fire Department and/or Property Supervisor have declared the area safe.

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

<table>
<thead>
<tr>
<th>TYPES OF FIRES</th>
<th>TYPES OF EXTINGUISHER AND AGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Combustible Materials Such As Paper, Wood,</td>
<td>Class A- Water (Preferred) and Multi-purpose</td>
</tr>
<tr>
<td>and Trash</td>
<td></td>
</tr>
<tr>
<td>Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas</td>
<td>Class B- Dry Chemical(Preferred) and Carbon Dioxide</td>
</tr>
<tr>
<td>Electrical such as Electronic Instruments And Switchgear Installations</td>
<td>Class C- Carbon dioxide (Preferred) and Dry Chemical</td>
</tr>
</tbody>
</table>
Storage of Flammable Liquids
Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degrees F.

Solvents, Chemicals and Chemical Cleaning

Rules
All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibilities
It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use. Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid
First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

Reviewed June 2019
Fire Escape Routes

Fire Plan
DO NOT PANIC when you find a fire!

Small Fires
Distinguish immediately by smothering if suitable materials are available

Large Fires
Rescue/remove anyone in area of fire if possible
Alert - Pull alarm nearest fire / Notify administrative staff
Confine - CLOSE ALL DOORS to contain smoke/fire
Extinguish fire if possible / Evacuate building

Extinguishers
RIGHT TYPE
A - ordinary combustibles (wood, paper, cloth)
B - flammable liquids (grease, paint, oil)
C - electrical equipment (NEVER USE WATER on electrical)

RIGHT WAY
Pull pin on extinguisher
Aim nozzle at base - (STAY AT LEAST 6 FEET AWAY)
Squeeze handle
Sweep the spray side to side at base of fire

In case of emergency call 911.

Reviewed July 2019
Inclement Weather – Policy #172

Purpose: To ensure health and well-being for students, faculty and staff. Students, faculty and staff are expected to arrive on time and be prepared for class or clinicals according to instructional module schedules. If inclement weather occurs, the following will go into effect:

Procedure:
Inclement weather refers to any weather that could be harmful to student travel. Examples include but are not limited to ice, snow, or floods.

In the event of inclement weather, Covenant School of Radiography will follow Lubbock Independent School District policies (LISD).

- If LISD delays school, CSOR will delay classes for the same amount of time as LISD. If LISD delays two hours; it is two hours from their start time, which is 8am. For CSOR, the start time will be 10am.
- If LISD cancels school, CSOR will cancel class and clinicals for the day.
- Students living outside of the LISD weather must decide if the weather is conducive for travel. If the student determines it is unsafe for travel, an Absence with Academic Penalty will be used.
- The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. CSOR will also notify students of the procedure to follow the day inclement weather occurs via the learning management system (LMS).

Tornado
If (in the judgment of the Dean/Director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways/classrooms and away from glass windows, doors and partitions.
- Everyone should remain in these “safe areas” until in the opinion of the Dean/Director the threat of danger is past. Assigned “Safe Areas” are noted at the doorway of each area.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding
Because of the location of the School, buildings at CSNAH are not likely to flood. However, during periods of flooding, the Dean/Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow
In the event that ice and/or snow threaten to make highway travel hazardous, the Dean/Director may dismiss classes to allow commuters to return home safely.
**Closing the School as the Result of Severe Weather**
Only the Dean/Director has the authority to close the School. When this action is taken, the Dean/Director will notify the students and faculty via the mass notification system.

**Self-Determination Policy**
No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

Reviewed June 2019
Evacuation Procedures

Emergency Communication Guidelines
In the event of an emergency, CSNAH students, faculty and staff will be notified through the Mass Communication System. This system is tested twice annually.

Emergency Evacuation
Curing an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor’s responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

Disaster Response Plan

Purpose
- To coordinate the School’s response to disasters while paying special attention to the safety and security needs of members of the CSNAH community.
- To maintain the safety and security of faculty, staff and students as a whole, in the event of a disaster.
- To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a disaster.

Definition of a Disaster
A disaster is a situation that involves CSNAH student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: this plan is for general information only. During an actual disaster, variations might be made depending on the nature of the event and the situation.)

Student Assistance Services
In the event of a disaster, the Dean/Director or designated official of CSNAH will act as the referral agent for students seeking assistance for emotional or personal counseling services.

Disaster Procedures
1. The Dean/Director is notified of a disaster involving a CSNAH student or employee. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.
2. The Dean/Director gathers information concerning the disaster and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Dean/Director will contact the students, faculty and staff via the mass communication system. The closure will also be posted on the school website.

Any media contact, press releases, email or website assistance must be coordinated through the Covenant Public Information Officer.

3. Depending on the evaluation of the situation, one or more of the following may occur:

   a. CSNAH will without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond to or otherwise mitigate the disaster.

   The Dean/Director goes to the scene of the incident to assess the need for back-up personnel.

   Based on the initial findings and upon agreement with either the Dean/Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center, etc.

   b. If warranted, a disaster meeting with the Covenant Safety Officer may be called. A Disaster Response Team (DRT) may be called after evaluation of the situation and with consent of the Dean/Director.

   c. Dean/Director initiates contacting family members of students, faculty and staff.

   d. A DRT meeting is called. The Covenant Safety Officer will assist the Dean/Director in dealing with the disaster.

4. Once the issue/situation is under control, the Covenant Safety Officer, Dean/Director and other respondents will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the disaster. Timelines for these activities will be determined and a closure/evaluation meeting will be scheduled. CSNAH will evaluate all responses to disasters at the closure/evaluation meeting.

5. The Covenant Safety Officer will recommend to the Dean/Director any policy revisions in procedures and will compile an After Action Incident Report to be filed in the Office of the Dean/Director.

**CSNAH Disaster Command Center**

When a disaster involves responses from a variety of personnel, a Command Center will be established. The Command Center will communicate and coordinate all activities involved in the responses to the disaster. Communications involving responding personnel will be dispersed through this Command Center by the Covenant Safety Officer and/or Dean/Director.
### Members of the CSNAH Disaster Response Team

<table>
<thead>
<tr>
<th>Disaster Response Team</th>
<th>Dean/Director</th>
<th>Coordinator</th>
<th>Instructor/Staff</th>
<th>Covenant Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Nursing</td>
<td>Alicia Anger</td>
<td>Vicki Thornley, Niki Sue, Mary Milam, Randall Stennett</td>
<td>Tracy Herrera, Claire Arnett</td>
<td></td>
</tr>
<tr>
<td>School of Radiography</td>
<td>Lori Oswalt</td>
<td>Kim Seigman</td>
<td>Lana Scherer</td>
<td></td>
</tr>
</tbody>
</table>

### Local Community Emergency Services

<table>
<thead>
<tr>
<th>Local Community Emergency Services</th>
<th>All Emergencies (Fire, Police, Sheriff, Ambulance)</th>
<th>Phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Emergencies</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-222-1222</td>
<td></td>
</tr>
<tr>
<td>Suicide Hotline</td>
<td>1-800-273-8255</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hospitals</th>
<th>Phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covenant Medical Center</td>
<td>1-806-725-1011</td>
</tr>
<tr>
<td>University Medical Center</td>
<td>1-806-775-8200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinics</th>
<th>Phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Plus</td>
<td>1-806-725-9444</td>
</tr>
<tr>
<td>CMG Urgent Care</td>
<td>1-806-725-4440</td>
</tr>
</tbody>
</table>

Reviewed June 2019
**Safety Management – Policy #173**

**Purpose:** Covenant School of Radiography believes all employees and students should be concerned with their own safety and the safety of others. Each employee and student has the responsibility to assure safety in the school and in the hospital for patients, general public and other employees.

**Procedure:**
Instructors and students will abide with the safety policies of all clinical facilities. Patient safety is integrated into each radiography course.

The Safety Officer under the authority of the Program Director and the position description will notify the appropriate departments for assistance and revisions in actual and potential unsafe situations.

The following guidelines will assure that persons associated with the School of Radiography shall function in a safe and protective manner.

- Report injury to self, student, or fellow employee to immediate supervisor/instructor and the Program Director.
- Report any unsafe conditions, including defective equipment to the Safety Officer.
- Never stand on unstable chairs, boxes, or tables to reach overhead objects.
- Use sound judgment and proper body mechanics when lifting, moving, or positioning persons or objects.
- Smoking/Tobacco use is not permitted in the School of Radiography or Wayland Plaza building.
- Report to Employee Health or the emergency department for all injuries/illness.
- Report suspicious persons in or around the school building, burglary or assault to the Program Director, who will call 911 and Hospital Security.
- Recognize hazards/unsafe conditions and report them to the Program Director before an accident occurs. Such hazards include, but are not limited to:
  - Ice on walks or drives.
  - Spills on floors or stairs.
  - Cords or obstructions which could cause fall.
  - Frayed cords or malfunction of equipment.
  - Any odor of burning, heat, or chemicals.
  - Congestion in hallways.

Reviewed June 2019
Security Report

Covenant School of Nursing and Allied Health Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 1/1/2015 and 12/31/2017.

Covenant School of Nursing and Allied Health (CSNAH) has two on-campus sites. The School of Nursing is located at:
1919 Frankford Ave
Lubbock, TX 79407

When reporting crime statistics, the area includes: Frankford Ave. from 19th to 34th, 19th street from Frankford Ave. to Dover Ave., Dover Ave. to Chicago Ave., Chicago Ave from 22nd street to 26th street, 26th street from Chicago Ave. to the east border of the LCU golf course to 34th street, and 34th street to Frankford Ave.

The School of Radiologic Program is located at:
2002 W. Loop 289 Suite #120
Lubbock, TX 79407.

When reporting crime statistics, the area includes West Loop 289 to Iola and 19th to 21st.

Crime statistics reported on non-campus locations include:

- Covenant Medical Center
  3615 19th Street, Lubbock, Texas 79410
- Covenant Children’s Hospital
  4015 22nd Place, Lubbock, Texas 79410
- Lubbock Specialty Hospital
  3815 20th Street, Lubbock, Texas 79410
- Covenant Southwest Medical Park
  9812 Slide Road, Lubbock, Texas 79424
- Covenant Health Plus
  7601 Quaker Avenue, Lubbock, Texas 79424
- Covenant Levelland
  1910 College Avenue, Levelland, Texas 79336
- Covenant Medical Group Urgent Care
  1910 Quaker Avenue, Lubbock, Texas 79410

The Campus Security Act defines public property as all thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

Note: In complying with the crime statistical reporting requirements, CSNAH provides a map to current and prospective students and employees that depict its campus. See attached maps located at the end of the Disclosure Statement.
The following criminal offenses, are published each year and must be reported no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Updated as of: October 2017

**Crime Statistic Report:**

<table>
<thead>
<tr>
<th>Crimes Reported</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Location:</th>
<th>*Hate Crime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>C</td>
<td>0</td>
</tr>
<tr>
<td>• Murder (Includes non-negligent manslaughter)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>• Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>• Sex offenses - forcible</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>C</td>
<td>0</td>
</tr>
<tr>
<td>• Sex offenses - non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>C</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assaults</td>
<td>4</td>
<td>10</td>
<td>2</td>
<td>C</td>
<td>0</td>
</tr>
<tr>
<td>Burglaries</td>
<td>4</td>
<td>5</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Thefts (on Campus)</td>
<td>9</td>
<td>2</td>
<td>2</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Larceny - Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage Vandalism of property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>Any other Crime involving bodily injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N</td>
<td>0</td>
</tr>
</tbody>
</table>

**Number of arrest made for the following crimes**

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Laws</td>
<td>4</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Drug Laws</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Violence Against Women Statistics**

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Hate Offenses
The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C. §34) occurred. The Crime Analyst for LPD states their reporting system and software are incompatible and do not accurately record this information, therefore they were unable to provide this data.

Violence Against Women Reauthorization Act of 2013
On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2017.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA]
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means “violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and

- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.
“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to

• fear for his or her safety or the safety of others; or
• suffer substantial emotional distress.”

Institutions must make a good-faith effort to include these statistics for these crimes for calendar year 2017 in the ASR. Institutions must also make a good-faith effort to ensure that the statistics for the new crime categories are accurate and complete.

**Contact Information**

<table>
<thead>
<tr>
<th>Office Responsible to provide a copy of the Campus Security information</th>
<th>Covenant School of Nursing Student Services Coordinator 806-725-8936</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who to contact to report an incident at the institution</td>
<td>Designated Safety Officer at CSON and CSOR 806-725-8904</td>
</tr>
</tbody>
</table>

**General Information**

CSNAH is committed to providing a safe and secure environment for students. Access to the Nursing program is open to the public from 07:30am to 6:00pm. CSON has access to on site Security department of LCU campus. All non-emergent events involving Covenant employees or students should be reported to the LCU Security Department. All emergent events should be called in to “911”. Access to the building of the Radiologic program is controlled by a keyless security code and is restricted to authorized individuals only. The CSOR campus does not employ on-campus security. All non-emergent events involving Covenant employees or students should be reported to the Covenant Security Department. All emergent events should be called in to “911”.

All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s Financial Aid Officer, LCU Security Department and Covenant Medical Center Security Department who contacts the Lubbock Police Department for statistics and the institution’s “Daily Crime Log”, and then records those statistics.

Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor
must also wear a visitor's badge while on campus. All access doors leading to the Radiologic program campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each room to see that it is empty. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Current policies concerning campus law enforcement are as follows:

- Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

- Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

- The institution currently has the Covenant Assistance Program (CAP) available to provide counseling services. In the event a student needs pastoral counseling, a member of Covenant Health Pastoral Care will be notified.

Although this institution offers a brief crime awareness and prevention session with each orientation, the students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms
- Report to your institutional official, any suspicious persons.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people
- Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
- The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
- Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
All incidents shall be recorded in the Institutions daily Incident Log located at Covenant Medical Center Security Department or LCU Security Department. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

Information concerning drug and alcohol abuse education programs are posted on campus and is distributed annually to students and staff. Covenant Assistance Program (CAP) is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student's health, safety and/or academic progress.

Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.

In the event a sex offense should occur on campus, the victim should take the following steps:

- Report the offense to the school administration.
- Preserve any evidence as may be necessary to the proof of the criminal offense. (Sexual Assault Resource Guide)
- Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- Request a change in the academic situation if necessary.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

These records are available upon request through the administrative offices.

The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime.
or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim.

As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.


Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon to report to the school’s Dean but rather contact the appropriate agency by calling (911).
Go somewhere safe.
Call someone you trust for support.
If you wish to report the crime, notify the police immediately. This may give you comfort while protecting others from victimization.
Get medical attention as soon as possible even if you don’t have injuries; call 911 if necessary.
Help preserve evidence. Do not wash yourself or your clothing. Do not brush your teeth or eat anything.
Write down as much information regarding the attack as possible.
Following an assault, you may feel many different emotions. These are not uncommon. Seek guidance from an agency like Voice of Hope or CAP.

Remember, no matter the circumstances...the violence that has occurred is not your fault.

Sexual Assault
Is a non-selective, violent crime that disregards race, age, education level, marital status and economic level.
It is painful...
It is frustrating...
It is humiliating...
It is the worst crime a victim will ever live to remember!
You do not have to go through this alone...
Voice of Hope is here for you.

Voice of Hope Hotline
(806) 763 - RAPE (7273)
Phone: (806) 763-1801
“Always Here, Always Hope”

Covenant School of Nursing
Office of Student Services
Covenant School Of Nursing
Office of Student Services
806.725.8936

Campus Safety Officer
806.725.8904

LCU Public Safety
806.928.6803

Off Campus Law Enforcement
Lubbock Police Department
806.775.2865

Lubbock County Sheriff's Office
806.775.1182

Department of Public Safety
806.786.8918

Community Resources
Voice of Hope Hotline
(Lubbock Rape Crisis Center)
806.762.2325

Women's Protective Services of Lubbock
806.747.6491

Legal Aid Society of Lubbock
806.762.2325

Off Campus Medical Facilities
Covenant Medical Center
Emergency Department
3615 19th
806.725.4288

University Medical Center
Emergency Department
602 Indiana Ave.
806.775.8660

Off Campus Counseling
Covenant Assistance Program (CAP)
806.785.5151
General Emergency Procedures

Who to Contact
All employees are expected to be familiar with and to follow procedures outlined in the CSNAH Emergency Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention
Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

Personal Responsibility for Safety
No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility
Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Dean/Director. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.
Accident Investigation and Reporting
Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration. All incidents shall be reported through the incident reporting system for tracking. Students should be sent to Employee Health for evaluation.

Firearms
Firearms, ammunition, explosives or other weapons are prohibited on the school property. Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

Good Housekeeping
Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

Reviewed June 2019
Illness – Policy #174

**Purpose:** To ensure health and well being for students, faculty and staff. Students, faculty and staff are expected to arrive on time and be prepared for class according to Instructional Module schedules.

**Materials/Equipment:**
Mass Communication System

**Performed by:** Dean/Directors, faculty and staff of CSNAH

**Process:**
- Students, faculty and staff will be reminded to be familiar with the Emergency Preparedness Plan.
- All classrooms, computer labs, clinical labs and student lounges must have at least one of the following: wall hand sanitizers, Kleenex boxes, disposable wipes, and any other items deemed necessary to keep the environment clean.
- All heavy traffic areas will be cleaned on a regular basis with disinfectants to by the environmental services. Examples of heavy traffic areas include but are not limited to: door handles, all classroom and restroom doors, all student tables and chairs, student lounges, computer labs, etc.
- The School of Radiography will not be closed unless directed by the City or State Health Department or by Covenant Health. In the event that the School of Radiography is closed, alternative methods of delivery for lectures must be provided to the students with content information via Student Learning Management System. Students will still be held accountable for theory content and exams will be scheduled for those students who are feeling well. Clinical attendance will be evaluated and determined by CH and the Program Director at the time of the occurrence.

**If a Student is Ill:**
- The student must take an absence to prevent spreading of any illness. The Attendance Policy will be applied to any absence. If appropriate documentation from a physician or mid-level provider is provided stating the student is ill, then days missed will be counted as an Absence without Academic Penalty. The student must call the Clinical Coordinator to inform them of their illness.
- A student who is ill will not be allowed to return to classes/clinicals until they are fever free (less than 100 degrees F) for 24 hours without the use of fever reducing medications.
- If a student attending class/clinicals appears to be ill, the instructor has the right to take the student's temperature. If the student has a fever greater than 100 degrees, they will be sent home and advised to see their physician.
During Designated Flu Season
- Signs will be hung in classrooms regarding flu prevention and proper hand washing techniques.
- A reminder of the illness policy will be sent out to students, faculty and staff.
- All students, faculty and staff are required to either receive the flu vaccination when available or go to Employee Health to sign an exemption form.
- If an exemption form is signed, a face mask must be worn within 6 feet of any patient contact during the flu season.

If a Student is Ill with Flu-like Symptoms:
- The student must take an absence to prevent spreading of any illness. The Attendance Policy will be applied to any absence. If appropriate documentation from a physician or mid-level provider is provided stating the student does have the flu, then days missed will be counted as an Absence without Academic Penalty. The student must call the Clinical Coordinator to inform them of their symptoms or diagnosis of flu illness. The Clinical Coordinator will inform the Program Director of the student’s name and diagnosis. The Clinical Coordinator will keep a tracking record of all students diagnosed with the flu.
- A student diagnosed with the flu will not be allowed to return to classes/clinicals until they are fever free (less than 100 degrees F) for 24 hours without the use of fever reducing medications.

*The student is responsible for having a back-up plan for any sick family members. CSNAH will not give Absences without Academic Penalty for anyone who misses classes/clinicals for sick family members. The student will be held to the current attendance policy.

For further questions about illness, please contact your Advisor/Coordinator of your instructional module or refer to the following websites:

Reference(s):
http://www.pandemicflu.gov
http://www.cdc.gov/h1n1flu/guidance/exclusion.htm

Reviewed June 2019
Vaccinations

IMPORTANT NOTICE TO APPLICANTS: Please be aware that all of our students are required to have completed the bacterial meningitis and HEP B series before the start of school. If you have not yet begun to receive this series, or if you will not have it completed before classes begin, you will not be eligible for admission.

**Required vaccinations**
- Tetanus booster (td or Tdap vaccination) within the past 10 years;
- Two measles, mumps, and rubella (MMR) immunizations, or titers proving immunity;
- Hepatitis B (HBV) immunization series completed, in progress, or a Hepatitis B Vaccination Declination Form signed by the student;
- Lab results showing immunity to varicella (chickenpox) or vaccination series (two doses required);
- One Mantoux Tuberculin Skin Test (TST) within the past year or immediately prior to program enrollment.
- Annual flu shot required.

**Immunization Exemption Policy**
No form of immunization is required for a person's admission to an institution of higher education if the person applying for admission meets the following conditions:
- submits to the admitting official:
  - an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine within the United States in which it is stated that, in the physician's opinion, the immunization required poses a significant risk to the health and well-being of the applicant or any member of the applicant's family or household; or
  - an affidavit signed by the applicant stating that the applicant declines immunization for reasons of conscience, including a religious belief;
- is a member of the armed forces of the United States and is on active duty.

An affidavit submitted to the Admissions Officer must be on an Immunization Exemption Affidavit Form requested at [https://webds.dshs.state.tx.us/immco/](https://webds.dshs.state.tx.us/immco/) and must be submitted no later than the 90th day after the date the affidavit is notarized.

The exception does not apply in a time of emergency or epidemic declared by the commissioner of public health.

**Immunization Exemption Affidavit Form 161.0041**

[https://webds.dshs.state.tx.us/immco/](https://webds.dshs.state.tx.us/immco/)

Reviewed July 2019
Section 18: Technical Information

Partnership for Success: The Student’s Role

Partnership for Success: The Technologist’s Role
Partnership for Success:
The Student’s Role:

1. Provide your technologist with a list of competencies you are working on at the time to give them a guideline to assist you.

2. Set a goal and let your technologist know your goal so they may help you achieve it.

3. Keep your technologist informed on what you are being introduced to in class so that you can work on those areas together.

4. Inform your technologist if you are to be late or out for the day.

5. Make ample use of your free time:
   a. stock room
   b. clean/straighten area
   c. practice positioning with your technologist/practice using x-ray equipment

6. Ask questions and let the technologist know what your expectations and needs are.

7. With regard to any problems or uncomfortable situations, take any concerns directly to your technologist before any discussion occurs elsewhere. Communication is the key to a good relationship.

8. Some criteria that the technologist may use to fill out your evaluation include:
   a. Did you make progress?
   b. Did you reach your goal?
   c. Are you leaving feeling successful?

You are a vital key to the success of Covenant School of Radiography

Reviewed July 2019
Partnership for Success: 
The Technologist’s Role:

1. The student will provide you with a list of competencies they are working towards getting during the time they will be with you. (It is not to give you the responsibility of keeping up with their comps, but to provide you with a guideline to help them when time allows.)

2. The student will set a goal and let you know what their goal is so that you may help them achieve it.

3. The student will keep you informed on what they are being introduced to in class so that you can work on those areas together.

4. The student will inform you if they will be late or out for the day.

5. Help the student make ample use of their free time (they can):
   a. stock room
   b. clean/straighten area
   c. practice positioning with you/practice using x-ray equipment

6. The student is encouraged to ask you questions.

7. The student is encouraged to let you know what their expectations of you, as their technologist/mentor, are to satisfy their learning needs.

8. With regard to any problems or uncomfortable situations, take any concerns directly to your student before any discussion occurs elsewhere. Communication is the key to a good relationship.

9. Some criteria that you may use to fill out your student’s evaluation include:
   a. Do you feel the student made progress?
   b. Do you feel the student reached his/her goal?
   c. Do you feel your time with this student was successful?

   You are a vital key to the success of Covenant School of Radiography

Reviewed July 2019
Confidentiality Agreement (Policy #135)
Exit Interview Form
Informed Consent and Release of Liability
Leave of Absence Form (Policy #112)
Letter of Agreement (Policy #164)
Records Release Form (Policy #121)
Withdrawal Record and Refund Form (Policy #105)
Confidentiality Agreement

I hereby state that I shall hold as strictly confidential all information regarding personnel data, patient lists, and clinical information, pricing and cost data, financial data, strategic plans, marketing strategies and techniques, and any other sensitive information to which I have access as a student of Covenant School of Radiologic Technology (CSOR).

I assert that I shall not disclose now or at any time in the future, either directly or indirectly, any information coming to my attention through my Covenant SOR enrollment, or otherwise, regarding patients, physicians, or related information to any person except as required to perform my duties as a student and provide quality care. I also agree not to read confidential information except as required to perform my duties as a student and provide quality care.

I agree to handle all written or oral physicians’ orders, requests, census information, and other documents pertaining to activities as Covenant SOR and its clinical sites in such a way that it will not be revealed inadvertently to any other person. I shall not maintain for my personal files any permanent record that contains confidential information.

I realize that any breach of this Confidentiality Agreement on my part may result in immediate termination from the program.

The terms of this Confidentiality Agreement shall be effective immediately and shall apply to all information I have attained in the past, as well as future information.

I understand that this signed document will become a part of my permanent Personnel File.

Student’s Name Printed:______________________________  SSN#:______________________________

Student’s Signature:______________________________  Date:______________________________

Reviewed July 2019
COVENANT SCHOOL OF NURSING AND ALLIED HEALTH
EXIT INTERVIEW FORM

Name: ______________________________________ Social Security ________________

Official exit date: __________________________ School/Course: ____________________

This form MUST be signed by each of the following:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Coordinator/Advisor</td>
<td></td>
</tr>
<tr>
<td>2. Dean / Director</td>
<td></td>
</tr>
<tr>
<td>3. Financial Aid Officer</td>
<td></td>
</tr>
<tr>
<td>4. Admissions Officer</td>
<td></td>
</tr>
<tr>
<td>5. Admissions Chairman</td>
<td></td>
</tr>
</tbody>
</table>

I, __________________________, do hereby withdraw from Covenant School of ________________:

☐ Withdraw passing ☐ Withdraw failing
☐ Withdraw in the 8 week grace period

I am requesting to:

☐ Reapply to repeat the course the next time it is offered.
☐ Withdraw from Covenant School of Nursing.

Covenant School of Nursing or Covenant School of Surgical Technology Only

I, __________________________, understand that only one readmission following a failure or withdrawal failing is granted. Therefore, should I fail another course I will not be eligible for readmission.

Request for readmission will be granted on a space available basis. It is the student’s responsibility to contact the school office about course assignments. Students who withdraw will be required to reapply. All current admission policies in effect at the time of application for admission will apply.

Please send any refunds to the address below.

Signature______________________________ Date_________________

Address_____________________________________

City/State________________________ Phone_____________

THE FOLLOWING ITEMS MUST BE RETURNED TO THE BUSINESS OFFICE.

☐ 1. Exit Interview Form
☐ 2. Identification Badges/SR button
☐ 3. Film Badge
☐ 4. Radiology Books
☐ 5. X-Ray Markers

White-School, Canary-Student

OFFICE USE ONLY:

☐ Empower ☐ Financial Aid
☐ File ☐ Finance
☐ Security ☐ Roster
☐ Kronos ☐ Meditech
Covenant School of Radiography

Informed Consent and Release of Liability

An important part of radiographic education is acquiring the necessary skills to correctly perform essential procedures through practice simulations in learning labs. Some procedures, by their very nature, are impossible to simulate adequately through the use of mannequins and other models. Administering injections, insertion of intravenous catheters, and phlebotomy are best learned by performance on a human subject. It is the intent of Covenant School of Radiography to provide students with the opportunity to practice these procedures on one another in order to learn correct technique in the safety of a controlled learning environment, under direct supervision of radiography instructors.

In certain instances, students may have pre-existing medical conditions which would present a physical hazard to either the student or fellow participant. In this situation, alternative arrangements can be made in order to provide a student with the necessary learning opportunities. It is the responsibility of each individual student to inform Covenant School of Radiography of any possible reason which could limit or adversely affect their ability to participate.

Participation is strictly voluntary and by your signature below you agree to participate of your own free will. You understand that along with each of the above listed procedures, there are potential risks involved. These risks include but are not limited to the following: infection, bleeding, pain, irritation of the vein, nerve damage and loss of function of the involved extremity.

I verify that I have read the above information, and agree to participate in learning labs which I understand include the invasive procedures listed above. I have notified Covenant School of Radiography, of any risk I am aware of to either myself or to fellow students from my participation in such learning labs, and release Covenant Health, Covenant School of Radiography, from any and all liability associated with my participation in such learning activities.

Student Signature: ________________________________________________

Student Printed Name: ______________________________________________

Date Signed: _________________________

Reviewed July 2019
Covenant School of Radiography

Request for Leave of Absence

NOTE: Before requesting a leave of absence, all students are advised to consider the effects of a leave of absence on their educational process, enrollment, academic standing, financial aid, and deferment of student loans.

Student Name: ___________________________  SS#: ___________________________

.Telephone #: ___________________________

Beginning Date of Leave: ___________________________

Expected Date of Return: ___________________________

State your reason for requesting this leave; attach additional information if necessary:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Student’s Signature)  (Date)

Obtain the required signature below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Program Director)  (Date)

Reviewed July 2019

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Covenant School of Radiography

Letter of Agreement

I, ____________________________, do hereby agree to abide by the following rules and regulations of Covenant School of Radiography, as a condition of my admission to Covenant School of Radiography and further as a candidate for graduation from Covenant School of Radiography.

1. Payment of all fees, tuition and charges, based on the length of stay in the school and as determined by the school.

2. All Policies and Procedures as stipulated in the Student Handbook. (such as Academic and Attendance Policies, Non-academic Conduct Policies and LMS Policies).

3. Any and all other rules and regulations as stipulated in the Student Handbook, course outlines, and Tuition Schedule.

I acknowledge that photographs/videos may be taken of students participating in class, labs and clinical sites. These photos are used in school publications/videos and may be posted at clinical sites.

___ I grant permission for my name/picture to be used in CSOR publications/videos.

___ I do not grant permission for my name/picture to be used in CSOR publications/videos.

I further indicate by my signature, that I have seen and understood the Covenant School of Radiography Student policy Handbook that is available at all times on Edvance 360. I understand and agree to abide by the student policies and procedures as outlined in this Handbook, and any subsequent revisions. I understand and agree that this Handbook is not a contract and that my signature below indicates my review and availability of the STUDENT HANDBOOK and the POLICIES AND PROCEDURES contained therein and a commitment to familiarize myself with their contents. I also understand that final interpretation and application of the policies are within the exclusive discretion of Covenant School of Radiologic Technology.

I understand that it is my responsibility to notify Covenant School of Radiography of any functional disabilities which might interfere with my learning and performance as a radiography student and necessitate special accommodations while in school. Furthermore, I understand that if I require special accommodations because of disability, I must request in writing such consideration and submit a current letter from an appropriate licensed professional describing the nature of the functional limitation and the specific accommodations needed while a student at Covenant School of Radiography.

I further understand that I must be able to fulfill all requirements of the registered radiologic technology program at Covenant School of Radiography in order to successfully complete the program, including all clinical skills, regardless of any disabilities I may have.

Name (print)__________________________________________

Signature of Student: __________________________________

Students may request in writing an opportunity to review their student file. The school reserves the right to change any provisions, rules, or requirements at any time.

Revised July 2019
Records Release

Covenant will maintain and release records in accordance with the “Federal Family Education Rights and Privacy Act of 1974” (Buckley Amendment).

With the exceptions of accreditation Site Visit teams and other agencies mentioned in the act or below, the Radiology program will not release or provide access to any educational records without the written consent from the parent of the student or the eligible student.

I, the undersigned, do hereby give my permission to Covenant School of Radiography to allow access to my educational records to agencies mentioned in the act, including the Site Visit team of the Joint Review Committee in order that the Site Visit team may use the information as a necessary part of their report to the accrediting agency as it relates to their function as program evaluators and Saint Joseph’s College Online in order that the college may use the information as a necessary part of the articulation agreement in the awarding of an associate’s, or higher, degree.

Type of record(s): ______________________________________

Reason for disclosure: _____________________________________

Destination: _____________________________________________

__________________________                     __________
Student’s signature                                                               Date

__________________________                     __________
Program Director’s signature                                               Date

Reviewed July 2019
Covenant School of Radiography

Withdrawal Record and Refund

NAME: _____________________________________________ SS#: _______________________

DATE: START ______ WITHDRAWAL ______ HRS: PYMT PERIOD ______ COMPLETED ______

Hrs. Completed ______ = ____% Completed 100% - ______% Completed = ______% Remaining
Hrs. Charged/Period

FINANCIAL AID RECIPIENT: _____ Yes _____ No  Scheduled to Complete: ______ Absent ______ = ______

CSOR REFUND SCHEDULE

<table>
<thead>
<tr>
<th>WITNESSES AFTER COMPLETING</th>
<th>REFUND DUE</th>
<th>CSOR RETAINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first class day</td>
<td>100%</td>
<td>NONE</td>
</tr>
<tr>
<td>Up to 10%</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>11 to 15%</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>16 to 20%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>21 to 25%</td>
<td>25%</td>
<td>75%</td>
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<tr>
<td>26%</td>
<td>NONE</td>
<td>100%</td>
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COST OF ATTENDANCE (COA):

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Misc Fee</th>
<th>Miscellaneous</th>
<th>TOTAL CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>$________</td>
<td>$________</td>
<td>$________</td>
<td>$________</td>
</tr>
</tbody>
</table>

PAYMENT/DISBURSEMENTS:

<table>
<thead>
<tr>
<th>Date</th>
<th>Source</th>
<th>Paid to CSOR</th>
<th>Paid to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$________</td>
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<td>$________</td>
<td>$________</td>
</tr>
</tbody>
</table>

TOTAL PAID: $________ $________

REFUND CALCULATION:

\[ \text{Tuition} \times \frac{\% \text{ CSOR Refund Due}}{100} - \text{Student Total Paid} = \text{INITIAL Student Refund} \]

\[ \text{CSOR RETAINS} = \text{Over / Under Payment} \]

CSOR REFUND TO R2T4: $________________________

BALANCE DUE FROM STUDENT $________________________ NOTES (Unreturned property/completed exit, etc):

CREDIT FOR UNEARNED TUITION $________________

REFUND PAID TO: ____________________________

CHECK#: __________  DATE: __________  BALANCE PAID __________  (Check: Cash)

STUDENT SIGNATURE: _________________________  DATE: ____________

Reviewed July 2019

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