

Course Requirements

At the beginning of **each course**, the student will receive a syllabus for that course. Any student with any questions regarding the course requirements, assignments or course content is responsible for seeking clarification prior to course starting. A student who has any special concern, illness or health problem which may interfere with any course requirements must inform the faculty immediately. Students must maintain a minimum grade of 78% or C in each course.

Grading System for all courses

Grades for all courses are given based on the following numerical values earned by the student:

LETTER GRADE		PERCENTAGE
A	Excellent	100-93%
B	Good	92-84%
C	Average	83-78%
D	Below Average	77-70%
F	Failure	69-0%

I = Incomplete

WP = Withdrew Passing

WF = Withdrew Failing

Students are required to maintain a final grade of 78% in each course to be eligible for promotion and to remain in the school.

Tutoring is available to students who are having difficulty with a course. It is the responsibility of the student to arrange with the instructor a time for tutoring if necessary.

Students with a grade of less than 78% in a course at the end of a semester will be dismissed from the program.

The final course grade earned in any class is not subject to rounding up.

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Incomplete Grades

A student unable to meet or complete the course requirements by the end of the course **due to unforeseen or unexpected circumstances** may be eligible for a grade of

“Incomplete” for the course **at the discretion of the faculty**. A grade of “Incomplete” at the end of a course is **reserved** for the student who is **passing** the course but has some course work or requirement yet to complete. A student with an “Incomplete” grade is **not** eligible for promotion and may not continue in the program until:

1. All course requirements are fulfilled/completed within the time frame established by the faculty.
2. A minimum grade of “C” (78%) is earned.

Promotion Policy

Students advance from semester to semester in the program as they satisfactorily meet course requirements. Student advancement is based on the student’s ability to:

1. Adhere to program requirements as outlined in the *Student Handbook*.
2. Complete clinical requirements.
3. Meet the objectives for the course completed.
4. Maintain required academic standing as follows:
 - A. Students must maintain at least a 78% or “C” to remain in the school.
 - B. Students achieving less than 78% or “C” will have their program of studies terminated.

Withdrawal Policy

Students may make requests for voluntary withdrawal, resignation or leave of absence at any time during their enrollment. All arrangements are made through the Rad Tech Program Coordinator. The **date of receipt of the withdrawal letter** becomes the **official date** of withdrawal from the program. Non-attendance **does not** constitute official withdrawal from the school.

Students with a 78% (“C”) or better will receive a “Withdrawal Passing” grade. Students not meeting academic requirements at the time of withdrawing, resigning, or taking a leave of absence from the program receive a “Withdrawal Failing” grade.

Class and clinical assignments

All assignments must be completed and submitted **within the time limit** set by the instructor. Any student failing to submit assignments or comply with stipulations for submitting **assignments** will receive a “0” for the assignment.

If a student is unable to submit an assignment due to unforeseen or unexpected circumstances, the student is required to contact the instructor **in advance** of the date the assignment is due and discuss the reasons the assignment cannot be submitted within the time limit. At the discretion of faculty, the student may be permitted to submit the assignment late but be subject to a penalty or some loss of credit for the assignment. Any student failing to comply with stipulations for submitting late assignments will receive a “0” for the assignment. Students arriving for class unprepared may be subject to disciplinary action.

“Make up policy” for class or clinical assignments

The student is responsible for contacting the appropriate instructor concerning “make-up” of class or clinical time. If “make-up” is an option, the instructor will determine the student’s class or clinical make-up requirements based on the student’s **individual** ability to satisfy the objectives of the course. **All class and/or clinical “make-up” assignments must be completed within the time limit set by the instructor.** Any “make-up” work not satisfactorily completed prior to the beginning of the next course will result in a failure for the course. Students with a failing grade in a course are not eligible for promotion and may not continue in the program.

Course and Program Evaluations

As part of the school’s commitment to continuous quality improvement, students are encouraged to objectively and constructively evaluate aspects of the program which affect education, learning, services and student life at UPMC Jameson School of Radiography. The information provided on the following evaluations helps the faculty determine how to improve and strengthen the program.

- **Course Evaluation**
- After completing each course, the student evaluates various aspects of the course.
- **Program Evaluation**
- Second year students evaluate the total program approximately 6 months after graduation. In addition, employers receive a questionnaire form by mail, requesting information regarding the graduate’s preparation for employment.

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