# Table of Contents (Alphabetical Order)

Program information and non-clinical policies for the Radiologic Science Program at Penn State Schuylkill are contained within this document and is listed in alphabetical order by topic.

- **Academic Advising Conferences** ................................................................. 3
- **Admission: Advanced Standing & Transfer Students** .................................. 3
- **Advisory Committee** .................................................................................. 3
- **Castle Branch Profile and Clinical Clearances** ........................................ 4
- **Course Grading** ......................................................................................... 5
- **Course Textbooks** ....................................................................................... 6
- **Curriculum** ................................................................................................. 6
- **Eligibility for Certification & ARRT Rules of Ethics** .................................. 7
- **Graduation Requirements** ........................................................................... 8
- **Grievance Policy (Due Process)** ............................................................... 8
- **JRCERT and Complaint Resolution Policy** ............................................. 9
- **Mission, Vision, Philosophy, Goals, & Student Learning Outcomes** ........ 9
- **Program Assessment Committee** ............................................................ 10
- **Program Completion** ................................................................................. 10
- **Program Faculty & Staff** .......................................................................... 10
- **Returning RadSci Students / Program Readmission** ................................ 11
- **Sexual Harassment & Educational Equity** ............................................. 12
- **Syllabi** ....................................................................................................... 12
- **Technical Standards (Essential Functions)** ............................................. 12
- **University Policies (Links):** ...................................................................... 13
  - Acceptable Use of University Information Resources
  - Alcohol Policy
  - Appropriate Use of Student Data
  - Campus Health Services
  - Campus Police Services
  - Drug Policy
  - Emergencies Involving Students
  - Firearms Policy
  - Privacy Policies
  - Smoking & Tobacco Policy
  - Student Parking (On Campus)
  - Tuition Refund
  - University Emergency Notification System
  - University Fees & Charges
  - University Code of Conduct
Academic Advising Conferences
Student academic advising conferences are scheduled each semester between the student and program director to review student academic progress and review course schedules for subsequent semesters. Students should meet with the program director a minimum of once per semester and on an as needed basis to track their academic progress in completing the Radiological Science Program.

Admissions: Advances Standing & Transfer Students
Students may be admitted to the university in transfer status with respect to general education courses; however, specific to the RADSC Program, no credit is awarded for any previous RADSC courses or clinical education completed at another educational institution (except Penn State New Kensington). All RADSC courses and clinical education courses must be completed as prescribed in the six semester RADSC curriculum.

A potential RADSC student can complete some or all general education courses (non RADSC) before starting the program. Please be aware that completion of general education courses prior to matriculating into the program will put the student below full-time status for financial aid in most if not all semesters while in the program.

Advisory Committee
The Advisory Committee meets annually in November. This meeting is arranged by the Program Director. The goals of this committee are:

1. To make recommendations to the Radiologic Science program concerning:
   a. Program philosophy
   b. Objectives and policy changes
   c. Curriculum content/revisions
   d. Clinical education

2. To address problems that may occur at the clinical sites regarding university policies.

3. To maintain channels of communication between the university, designated clinical sites, and other communities of interest.

4. To provide impetus for self-study and periodic evaluation of the program’s effectiveness.

5. To maintain compliance with standards for an accredited educational program in the radiological sciences.

The Advisory Committee consists of: Program Director, Clinical Coordinator, Clinical Facilitator, Penn State Health Milton S. Hershey Medical Center Clinical Instructor, Radiology Manager/Chief Technologist from each clinical education center, Campus Chancellor, Campus Director of Academic Affairs, Coordinator - Science, Engineering and Technology, Campus Faculty Member, and Program graduate.

Clinical Policies Statement
Clinical policies and procedures are found in the separate clinical policies document.
Castle Branch Profile & Clinical Clearances

In addition to any health forms submitted to the University, Radiologic Science students, prior to entering clinical, must have: MMR vaccine*, Varicella vaccine (series of 2 vaccinations)*, Hepatitis B series (series of 3 vaccinations)*, 2-step tuberculosis test (TB test) or QuantiFERON, Tdap vaccine, a physical examination (using a CastleBranch-provided health form only), and any other medical tests that may be required by the clinical education site. When the influenza vaccine is available, students are required to receive it. If a student does not get the flu vaccine, a mask must always be worn at clinical throughout flu season. Documentation of these health requirements need to be uploaded to the student’s CastleBranch profile. Students are responsible for all fees associated with these health requirements.

* Vaccination records or titers

In addition to the above medical requirements, students must obtain abuse clearances, criminal background check and fingerprinting, CPR certification (see below), and professional liability insurance (see below). Many of the clinical sites also require drug testing. Student health insurance coverage is recommended and is the responsibility of the student. Students are considered guests at the clinical sites and are not covered by any employee benefits. Students are also responsible for any other requirements that may be requested by the clinical sites. Students are responsible for all fees associated with these requirements.

These are requirements for all clinical education centers for admitted Radiologic Science students and must be completed prior to beginning the clinical internship courses. Students admitted to the Radiologic Science program must purchase a profile (approximately $100) through CastleBranch.com. This is a one-time fee and the profile is theirs for life. All completed requirements are uploaded to the profile by the student and representatives at the clinical sites review them for compliance. Program faculty are not permitted to view student medical records. Clinical education centers have the right to deny student placement at their facilities if a criminal record, positive drug test or other clinical site requirements are not in compliance. Inability to complete clinical education experiences will result in the student being unable to meet program objectives. It is the student’s responsibility to keep all information up to date on CastleBranch. Many of the requirements must be updated yearly (TB test, flu vaccine, liability insurance) or every other year (CPR). Students are responsible for the associated fees and clinical education centers have the right to deny student placement at their facilities if requirements are not updated on CastleBranch.

The above are pre-clinical requirements, there are other requirements for clinical the student is responsible for purchasing and uploading all documentation to their CastleBranch profile before starting the program. Students must wear a uniform to clinical and must always have personalized lead markers to use at clinical sites. The student is also responsible for his/her own transportation to and from the clinical sites.

Student professional liability insurance

Per JRCERT standards and the agreements made between the Pennsylvania State University and clinical education facilities:

- Students assigned to clinical courses at a facility shall be advised they are required to obtain, at the student's own cost and expense, liability insurance coverage in the amount of $1,000,000 per occurrence and $3,000,000 aggregate to cover the student's act or omissions while participating
in the clinical educational experience on the facility premises. Students shall be advised they are required to supply a certificate of such insurance coverage to the facility prior to starting the student's clinical education experience at the facility.

- It is recommended that Radiologic Science students apply for their professional liability insurance policy through Healthcare Providers Service Organization (HPSO), endorsed by the American Society of Radiologic Technologists (ASRT).
- The student must renew his/her policy yearly and is responsible for fees (approximately $40).
- The student may select another provider with instructions to obtain a policy for $1,000,000 per occurrence and $3,000,000 aggregate to cover a students' acts or omissions while participating in the clinical education experience on the facility premises.

**Cardiopulmonary Resuscitation (CPR)**

All students entering the Radiologic Science Program must be certified in CPR. Students must complete the Basic Life Support CPR course administered by the American Heart Association (only). Students are responsible for completing CPR instruction and obtaining certification before the start of their first semester classes in the fall. Students are responsible for maintaining their CPR certification current while enrolled in the program. Students not maintaining their CPR certification will not be permitted to participate in clinical internship.

Admitted students are advised on the procedure to follow for submitting their background checks, medical tests, and other pre-clinical documents to CastleBranch.com during pre-enrollment advising / new student orientation. After pre-enrollment advising / new student orientation, students are required to visit two of the program clinical sites: Penn State Health Milton S. Hershey Medical Center and another site of their choice.

**Course Grading**

A "C" grade in all components of the stated RADSC curriculum is necessary to pass the course. A "C" grade for the didactic component is 75% and clinical component is 85%.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Value</th>
<th>Didactic Courses</th>
<th>Clinical Courses</th>
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<td>96-100</td>
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Course Textbooks
Students entering the program should purchase their first semester textbooks at the campus bookstore; they will be in a bundle at a discounted price. For the remaining semesters, course textbooks may be purchased in the campus bookstore, online, or rented. Each student is responsible for acquiring the required textbooks before the first class meeting of a course. Because the same textbook may be used again in later courses, it is strongly recommended that, before selling books, students consult the program faculty.

Curriculum
Program requirements, suggested academic plan, and course descriptions can be found in the Penn State Undergraduate Bulletin

Fall year 1 / Semester 1: 3 days clinical / 2 days campus
Course: 
RADSC101 - Radiographic Introduction & Procedures / Lab I 4.0
RADSC110 - Patient Care in Radiologic Sciences 3.0
RADSC295A - Clinical Internship I 1.5
BIOL161 & 162 - Human Anatomy & Physiology I and Lab 4.0
*PSU008 - First Year Seminar (required for first semester college students only) 2.0

Spring year 1 / Semester 2: 2 days clinical / 3 days campus
Course: 
RADSC102 - Radiographic Procedures / Lab II 4.0
RADSC230 - Radiographic Physics 3.0
RADSC295B - Clinical Internship II 1.0
MATH - GQ designation 3.0
BIOL163 & 164 - Human Anatomy & Physiology II and Lab 4.0

Summer year 1 / Semester 3: 3 days clinical / 2 days campus
Course: 
RADSC103 - Radiographic Procedures / Lab III 3.0
RADSC220 - Radiation Biology and Protection 3.0
RADSC295C - Clinical Internship III 2.0

Fall year 2 / Semester 4: 2 days clinical / 3 days campus
Course: 
RADSC204 - Radiographic Exposure I 3.0
RADSC295D - Clinical Internship IV 1.0
ENGL015 - Rhetoric and Composition 3.0
IST110 - Information, People and Technology 3.0
PHIL103 - Intro to Ethics 3.0
Spring year 2 / Semester 5: 3 days clinical / 2 days campus

Course:                              Credits:
RADSC205 - Radiographic Exposure II          3.0
RADSC206 - Advanced Procedures (Imaging Modalities) 3.0
RADSC210W - Radiographic Pathology          3.0
RADSC295E - Clinical Internship V           1.5
General Education Arts Course Selection (GA) (US, IL) 3.0

Summer year 2 / Semester 6: 3 days clinical / 2 days campus

Course:                              Credits:
RADSC207 - Registry Review            4.0
RADSC295F - Clinical Internship VI     2.0

Eligibility for Certification & The American Registry of Radiologic Technologists Rules of Ethics

Any student who has graduated from the RADSC program is eligible to apply to take the certifying examination administered by the American Registry of Radiologic Technologists (ARRT). ARRT Examinations are administered at various cities across the nation through a computer-based system. The program director will distribute ARRT testing information to all students meeting graduation requirements from the Radiologic Science Program.

ARRT Rules and Regulations require that candidates must be morally sound and have successfully completed a program of formal education which has been approved by the JRCERT or Regional Accreditation. Additional information may be obtained on the ARRT web site: http://www.arrt.org/

ARRT Rules of Ethics

Students must comply with Rules of Ethics contained in the American Registry of Radiologic Technologists (ARRT) Standards of Ethics. One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor. Classification of speeding and parking violations may vary depending on the county/municipality. Summary offenses do not need to be reported; misdemeanor offenses do need to be reported. All alcohol and/or drug-related violations must be reported regardless of classification. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt 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 guilt or no contest. All violations must be investigated by the American Registry of Radiologic Technologists (ARRT) in order to determine eligibility.

Technologists and applicants who violate the Rules of Ethics must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. The individual may submit a pre-application form to the ARRT at any time either before or after entry into the Radiologic Science program. This review may avoid delays in processing the application for the ARRT certifying examination. Exam application is normally submitted in the sixth semester prior to graduation from the Radiologic Science program. The pre-application request form does not waive the application for the ARRT certifying examination, the examination fee or any other application procedure.
Graduation Requirements
If the student completes all areas of the curriculum, graduation occurs 24 months after matriculation (i.e. enter the program in August, graduate in August). Schuylkill Campus does not hold a Summer or Fall Graduation Ceremony; students are invited to participate in the May Graduation Ceremony at Schuylkill Campus. Students may also elect to participate in Graduation Ceremonies at other Penn State campuses.

Students must satisfy the following requirements for graduation: successful completion of stated number of preliminary and final competencies, all clinical objectives, and the course requirements of 68 credits. Students must obtain at least a ‘C’ in each RADSC course and have at least a 2.00 cumulative GPA.

Grievance Policy (Due Process)
The procedure outlined may be followed by a student who believes that there is information contained in his/her academic or clinical record that is inaccurate, misleading or violates the privacy or other rights of the student.

1. If the questionable information concerns an academic grade received in a RADSC Course, the student should first talk with the instructor to discuss the grade in question within 7 days of receiving the grade.

2. If the questionable information pertains to a clinical evaluation, the student should first discuss the evaluation with the member of the clinical education staff who evaluated the student or the clinical instructor within 2 days of receiving the evaluation. If the student is not satisfied with the outcome of that discussion, the clinical coordinator should be notified within 7 days of receiving the evaluation. If there is still a dissatisfaction on the student's part, the student should make arrangements to discuss the matter with the program director within 7 days after receiving feedback. The program director will investigate the situation and meet with the student within 4 days of the student's request.

3. If after the student has discussed the questionable information, as indicated in steps 1 or 2, and there is still a dissatisfaction on the student's part, the student can make arrangements to discuss the matter with the director of academic affairs within 4 days. Once the student accesses the DAA, the University grievance policy and timelines are utilized. Documentation of grievance will be maintained and placed in the student's file.

University Grievance Procedures:
Grades and Grading
http://undergrad.psu.edu/aappm/G-10-grade-mediation-adjudication.html

Academic Integrity
http://undergrad.psu.edu/aappm/G-9-academic-integrity.html

University Policy or Action
https://senate.psu.edu/students/petitions/
Joint Review Committee on Education in Radiologic Technology (JRCERT) & Complaint Resolution Policy

The program is accredited by JRCERT, recognized by the U.S. Department of Education. Students must graduate from an accredited program to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT). In addition to accreditation, the JRCERT is an avenue for a student to file a complaint about program non-compliance with the Standards for an Accredited Educational Program in Radiography. The student must first follow the program/university established grievance policy before contacting the JRCERT at the address or phone number listed below.

For more information regarding accreditation status and compliance contact:

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
312-704-5300
Email: mail@jrcert.org
http://www.jrcert.org/

Mission & Vision Statements, Program Philosophy, Goals, and Student Learning Outcomes

Mission Statement
The mission of the radiologic science program is to continue to provide excellence in education in radiologic science (radiography) by providing students with a diverse clinical and academic background in radiography, thereby meeting the challenges of today’s entry level radiographer.

Vision Statement
The vision of the radiologic science program is to maintain and continuously improve upon its leadership in radiologic technology education, create opportunities and access for individuals to attend and continue high quality advanced degree and certificate programs in radiological sciences.

Program Philosophy
Radiologic Technology is an art and science based upon principles and techniques which are utilized by members of the profession in meeting the needs of patients while carrying out specific responsibilities within a multicultural medical environment. Learning is a continuous process of assimilation of knowledge and progressive development of the student towards pre-established goals. Learning is dependent upon the readiness, motivation and active participation of the student, the student's self-determined goals, and progress toward these goals.

Goals and Student Learning Outcomes
Goal 1: Communicate effectively in the clinical setting

Student Learning Outcomes:
Students will use effective oral communication skills.
Students will practice written communication skills.
Goal 2: Demonstrate clinical competence consistent with an entry level radiographer
Student Learning Outcomes:
Students will apply radiographic positioning skills.
Students will select appropriate technical factors.
Students will practice radiation protection.

Goal 3: Gain an awareness of the importance of professional growth and development
Student Learning Outcomes:
Students will demonstrate knowledge of professional societies.
Students will research and present advancements in medical imaging.

Goal 4: Demonstrate critical thinking and problem-solving skills
Student Learning Outcomes:
Students will adequately perform age appropriate patient care.
Students will exercise independent judgment and discretion in the technical performance of medical imaging procedures.
Students will successfully complete Trauma and Multi-case competencies.

Program Assessment Committee
This committee meets annually in April to review program goals, student learning outcomes, ARRT exam results, and employer and graduate surveys to identify program effectiveness. A report of the committee’s findings relative to program outcome assessment is presented at the Advisory Committee's Annual Meeting in November.

Members of the Program Assessment Committee include: Program Director, Director of Admissions, Director of Academic Affairs, Campus SET Faculty Coordinator, Campus Registrar, Clinical Coordinator, Clinical Facilitator, PSH Milton S. Hershey Medical Center Clinical Instructor, Radiology Managers and/or Chief Technologists of Clinical Facilities, and a Program Graduate.

Program Completion (updated 1/2020)
Upon acceptance into the Program, a student should anticipate completing the Program in 24 months. If a student leaves the Program for any reason (ex: academic or personal) and then seeks re-enrollment in the Program, re-enrollment will be based on current GPA. A student with a GPA of 2.0 or greater could return directly, provided clinical assignment is available. A student with less than a 2.0 would need to complete course work and elevate the GPA to a 2.0 or better to seek re-enrollment, again provided clinical assignment is available. Prior RADSC courses in which a grade below ‘C’ was earned would need to be repeated. If more than one year has passed, the re-enrolling student would need to audit all of the procedures and clinical courses regardless of the level of experience previously attained while in the Program. Additional RADSC courses may need to be audited and will be determined on an individual basis. This requirement is in place to assure the student is current on materials in the rapidly changing field of radiology and meets the requirements for ARRT examination eligibility. See the returning student policy for more information.

Program Faculty & Staff
Program Director
Activities in the clinical education centers and the University are administered by the Program Director. The responsibilities of the Program Director are reflected in the JRCERT “Standards for an
Accredited Educational Program in Radiography”. The Program Director teaches radiologic science courses and is a faculty member with the University.

**Clinical Coordinator**
The Clinical Coordinator oversees all activities for clinical education and teaches radiologic science courses. The Clinical Coordinator will make regular visits to each clinical education center to monitor clinical activities.

The Clinical Coordinator is a faculty member with the University. The responsibilities of the Clinical Coordinator are reflected in the JRCERT "Standards for an Accredited Educational Program in Radiography”.

**Clinical Facilitator**
The Clinical Facilitator provides support and assistance to all clinical instructors at each clinical site and teaches the radiologic procedures courses and labs on campus. The clinical facilitator makes regular visits to all clinical sites to facilitate clinical education activities. The clinical facilitator is a faculty member with the University.

**Clinical Instructor**
The clinical education sites designate a registered radiologic technologist as a Clinical Instructor. The responsibilities of the Clinical Instructor are reflected in the JRCERT "Standards for an Accredited Educational Program in Radiography”.

The Clinical Instructors are employed by the respective sites and approved for the position by mutual agreement between the University and the clinical education center. The Clinical Instructor at the Penn State Health Milton S. Hershey Medical Center is a staff member with the University.

In order to provide the student with adequate supervision, each center has an alternate clinical instructor and staff evaluators. Scheduling will permit at least one member of the clinical education staff to be on duty when students are in the clinical area. In addition, staff radiographers provide support and supervision in each area of clinical assignment.

**Returning RadSci Student / Reenrollment (updated 1/2020)**

A student who withdrew from the program within one year and wishes to return to the program must notify the program director. Re-enrollment is based on the student's GPA and the availability of clinical education placement. Returning student clinical objectives must be completed prior to the semester of re-enrollment for clinical.

The returning student will:

1. pay liability insurance, complete any medical requirements (ex. TB testing) and background check, and show proof of current CPR certification prior to #3. Information will be loaded onto CastleBranch.com.

2. successfully test out (85%) on all exams previously evaluated on during lab and clinical prior to #3.

3. participate in clinical for a minimum of 10 days. The clinical instructor will maintain observation sheets concerning the student's clinical performance and will conference the student a minimum of twice during the clinical experience.
4. review clinical policies and student status with clinical coordinator.

5. complete clinical education objectives.

Guidelines and information:

1. The student will adhere to all policies of the program during the re-entry clinical experience.

2. Though the student is allowed to participate in exams, the student may not acquire prelims or competencies during this period. The only exception would be if the student were lacking the minimum requirements.

3. Once the schedule is determined, the student will adhere to the schedule. Excessive absences may result in the student not being allowed to return to the program.

4. The student may incur additional costs during the re-enrollment process. Examples of possible costs include, but are not limited to, liability insurance premium, health requirements, background checks, and any University fees.

If a student withdrew from the RADSC curriculum and later decided to return, the following objectives must be completed in their entirety prior to the student's re-enrollment in clinical internship (RADSC 295). The returning student is responsible for contacting the clinical coordinator to determine a schedule for successful completion of the objectives.

Sexual Harassment & Educational Equity
Sexual harassment of faculty, staff or students is prohibited and will not be tolerated at The Pennsylvania State University. It is the policy of the University to maintain an academic and work environment free of sexual harassment. Sexual harassment violates the dignity of individuals and impedes the realization of the University's educational mission. The University is committed to preventing and eliminating sexual harassment of faculty, staff and students through education and by encouraging faculty, staff and students to report any concerns or complaints about sexual harassment. Prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.

Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, or harassment due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through Educational Equity via the Report Bias webpage. https://policy.psu.edu/policies/ad85

Syllabi
Each RADSC course has a syllabus, which provides course objectives, schedule, student roles and responsibilities, requirements, and any other specifics related to the course. Other items included in the syllabus are the University Academic Integrity statement, Student Disability Resources, Counseling and Psychological Services, and Educational Equity/Report Bias statement.
Technical Standards (Essential Functions)
The purpose of the following Technical Standards is to make applicants aware of non-academic requirements necessary to function in the role of a medical radiographer. Acceptance into the Program is not based on the applicant’s abilities, but to successfully participate in the Program, applicants must meet technical standards that enable students to engage in educational and training activities that do not endanger them or others.

The RADSC Program Technical Standards are reviewed and signed at the pre-enrollment advising session/new student orientation session. The Program will attempt to make reasonable accommodations to allow a differently abled individual to accomplish the stated curriculum.

1. OBSERVATION: The applicant must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component and to assess and comprehend the condition of all patients assigned for examination, diagnosis and treatment.

2. COMMUNICATION: The applicant must be able to communicate effectively and with sensitivity with patients in order to elicit information; describe changes in mood, activity and posture; assess non-verbal communications; and be able to effectively and efficiently transmit information to patients, fellow students, faculty and staff, and all members of the health care team.

3. MOTOR: The applicant must: have sufficient motor function to elicit information from patients by appropriate diagnostic maneuvers; be able to physically perform basic examinations; possess all skills necessary to carry out diagnostic procedures; be able to interpret movements reasonably required to provide general care and emergency treatment to patients.

4. INTELLECTUAL/CONCEPTUAL INTEGRATIVE & QUANTITATIVE ABILITIES: The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize. Problem solving, the critical skill demanded of Allied Health Practitioners, requires all these intellectual abilities. In addition, the applicant must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures; have corrected visual acuity of 20/40 or better to evaluate radiographs relative to contrast, brightness, and patient positioning.

5. BEHAVIORAL & SOCIAL ATTRIBUTES: The applicant must: possess the emotional health required for full utilization of the applicant's intellectual abilities; exercise good judgment; promptly complete all responsibilities required to care for patients; be able to develop a mature, sensitive and effective relationship with patients. Applicants must also tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in clinical problems of many patients. Compassion, integrity, concerns for others, interest and motivation are personal qualities which each applicant should possess.

University Policies
All University policies can be found by searching for the appropriate policy at: https://policies.psu.edu

- Acceptable Use of University Information Resources: https://policies.psu.edu/policies/ad96
- Alcohol Policy: https://schuylkill.psu.edu/campus-life/safety/alcohol-policy

Updated: Jan. 2020
• Appropriate Use of Student Data: https://policies.psu.edu/policies/adg06
• Campus Health Services: https://schuylkill.psu.edu/health-services
• Campus Police Services: https://schuylkill.psu.edu/campus-life/safety/police-services-contact-information
• Drug Policy: https://schuylkill.psu.edu/campus-life/safety/drug-policy
• Emergencies Involving Students: https://policies.psu.edu/policies/sy03
• Firearms Policy: https://schuylkill.psu.edu/campus-life/safety/firearms-policy
• Privacy Policies: https://policies.psu.edu/policies/ad53#A
• Smoking & Tobacco Policy: https://policies.psu.edu/policies/ad32
• Student Parking Policies (On Campus): https://schuylkill.psu.edu/campus-life/safety/parking-policies
• Tuition Refund: https://bursar.psu.edu/refund-policy
• University Code of Conduct: https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct
• University Emergency Notification System: https://schuylkill.psu.edu/campus-life/safety/register-text
• University Fees & Charges: https://bursar.psu.edu/fees