



University of Michigan-Flint

Radiation Therapy Program

STUDENT HANDBOOK

History

From 1975 to 1977, the Radiation Therapy Technology Program at the University of Michigan Medical Center admitted Radiographers to its hospital-based certificate program. This program was closed from 1978 to 1986 until a Medical Program Advisor was in place. The program reopened in 1986 and has had strong support from the Department of Radiation Oncology at MM. In the Fall of 1996, representatives from UM-Flint and MM began meeting to discuss a possible collaboration between Michigan Medicine to move the program to UM-Flint as a Bachelor's degree. In March of 1998, following UM-Flint faculty and administration approval, the UM Board of Regents approved the program as a four-year University of Michigan-Flint Bachelor of Science in Radiation Therapy degree. The first group of students were admitted to the program in the Fall of 1998 and graduated in August 2000.

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Appendix:

Resources

Acknowledgement of Student Handbook

I hereby acknowledge that I have received a copy of the University of Michigan-Flint's Radiation Therapy Program Student Handbook. I understand that if any further clarification is needed that I may contact my program director for explanation. I understand that I am responsible for all content and compliance to all policies and procedures during my time in the UM-Flint Radiation Therapy Program

date

student signature

printed name

Accreditation

Institutional Accreditation

University of Michigan-Flint is accredited by the Higher Learning Commission, one of six regional accrediting agencies in the United States. The HLC is recognized by the U.S. Department of Education and the Council on Higher Education Accreditation.

The University's current award is Accredited with the next reaffirmation in 2029-2030. More information can be found [here](#).

Programmatic Accreditation

JRCERT

The radiation therapy program is accredited by the Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

312-704-5300

Email: mail@jrcert.org

The program's current award is Probation. General program accreditation information and the current accreditation award letter can be found [here](#).

Program Mission Statement

The Radiation Therapy program offers a relevant and respected education providing high quality clinical and didactic experiences. Building from a foundation of collaboration and evidence-based curriculum, students appreciate social and cultural diversity as well as the importance of lifelong learning and service. This rewarding radiation therapy education is a cornerstone to advancing quality compassionate cancer care.

Program goals and student learning outcomes

Goal 1: Students will be clinical competent

SLO 1.1 Students relate patient positioning with accurate treatment delivery

SLO 1.2 Students are able to evaluate the area of treatment from the treatment plan

Goal 2: Students will communicate effectively

SLO 2.1 Students will demonstrate effective oral communication skills

SLO 2.2 Students will create a written case study

Goal 3: Students will demonstrate critical thinking

SLO 3.1 Students will assess if patient treatment needs to be withheld.

SLO 3.2 Students will calculate treatment related calculations

Goal 4: Students will develop a set of characteristics that support appropriate analysis of equity in health care

SLO 4.1 Students will describe cultural competence

SLO 4.2 Students will be able to relate equity in a health care practice

Goal 5: Students will evaluate the importance of professional development

SLO 5.1 Students will demonstrate professional behaviors in a health care setting

SLO 5.2 Students will value professional development

Philosophy of Education

This program recognizes that students come from various educational backgrounds with a variety of experiences that influence the teaching and learning process. As a result of this and based on the principles of adult learning and teaching/learning theories, a variety of teaching strategies will be used to provide opportunities that support self-directed learning and critical thinking. In addition, the students will be exposed to opportunities that enhance personal growth and socialize the student to the profession. The Program will strive to maintain a positive learning environment where students and faculty value empathy, understanding, and mutual respect will be emphasized during the professional components of the program.

The education of the students in the UM-Flint Radiation Therapy Program is based on the concepts of integrity, a sense of responsibility, and self-discipline, which are inherent to the profession of radiation therapy. The student is expected to demonstrate [high ethical standards](#) consistent with the [professional standards](#) required in the practice of radiation therapy.

Application Process

Applications for the program, including all transcripts and references, must be received by the Program Director by Feb 1st of the calendar year of the intended summer semester enrollment. This deadline may be extended providing the class has not reached its enrollment limit. Students will be admitted in the summer term only. To be admitted to the program, all prerequisite courses must be successfully completed. Students applying to the program who are not UM-Flint students at the time of application must submit a completed UM-Flint application indicating "Radiation Therapy" as the proposed field of study. This can be done by going to [University of Michigan-Flint](#).

All qualified applicants will be invited to an interview with the Admissions Committee. However, should the number of applications to the program far exceed the open positions, the program's Admissions Committee reserves the right to limit the number of interviewed applicants to two times the number of positions available in the class.

All qualified applicants will be contacted for an interview with the Admissions Committee during the month of Feb. All applicants interviewed will be notified of the Admission Committee's decision within two weeks of the interview. Applicants are notified of their admission acceptance or denial by email and formal letter.

Admission to the Program in Radiation Therapy

Admission to the Radiation Therapy Program at the University of Michigan-Flint is open to any **qualified** individual regardless of race, color, religion, gender, age, disability, national origin, or any other protected class.

To be considered for admission, an applicant must:

1. Be accepted to the University of Michigan-Flint
2. Submit program application and all required support materials by the Feb 1st deadline. Email program director Julie Hollenbeck at hollenbj@umich.edu to request the application.

3. Submit documentation of 16 observation hours in an approved Radiation Therapy Department (arranged by the Program Director)
4. Completion of all general education and pre-professional courses with no grade lower than a C in the following:
 - *ENG 112 (COMP), BIO 167, BIO 168, MTH 120 (FQ), PHY 143 (N.NL), PHY 145 (N,NL), HCR 212 (S), HCR 304 (H), HCR 362, PSY 100 (S), SOC 100 (S), MTP 320, PHL 168 or 162 (H) and One course in Fine Arts (F)*
5. Take the ATI TEAS test prior to Feb 1st application deadline. It is recommended that the ATI TEAS test be taken after BIO 167 and BIO 168 are completed. To find out more information ([link to info page](#))
6. Please Note - The American Registry of Radiologic Technologists (ARRT) provides our [scope of practice](#) below are the technical standards for radiation therapy. Students must meet these standards and will be asked later for a health provider's signature ensuring students are compliant.
 - Sufficient strength to assist patients in transferring from a wheelchair or cart to the treatment couch.
 - Sufficient strength, coordination and dexterity to lift weights weighing up to 45 pounds to a height of 5'5".
 - Visually monitor patients in dimmed light; visually monitor patients via video monitors during treatment.
 - Hear various equipment and background sounds during equipment operations.
 - Communicate in a clear and concise manner to people in various departments.
 - Be physically, intellectually and emotionally able to respond to emergency situations.
 - Capable of handling stressful situations, making informed decisions and giving emotional support to patients and their families.
 - Understand and apply clinical instructions given from departmental personnel.
7. Please Note - Physical forms, current immunizations, vaccinations and/or titers (Hep B, Influenza, MMR, TB, Tdap, Varicella) and drug screening (including marijuana-THC) are part of the clinical onboarding process. Prior to starting clinical, students will be required to submit proof of compliance. These requirements are part of clinical agreements; students may not be able to complete all necessary clinical experiences if they are not compliant with necessary clinical onboarding requirements.
8. Please Note - The Radiation Therapy program is a cohort program that starts with two 3-credit courses in the summer and then full time for the remainder of the junior and senior years.

Admissions Process

Applicants will be chosen for the Radiation Therapy program based on the following:

- Preliminary criteria
- Interview scores
- Writing and problem solving scores

Applicants will be chosen for interviews based on the following preliminary criterion:

- Overall GPA
- GPA for BIO 167
- GPA for PHY 143

- Completion of Observation Hours
- Completion of all prerequisites by start of first summer semester
- Submission of all required application materials, including three references
- Demonstration of professionalism during advising appointments and observations
- Scoring of ATI TEAS admission exam

The interview will last approximately 40 minutes. There will be multiple people on the Radiation Therapy Interview Committee. You will be asked approximately 15 to 20 questions involving information about yourself, your interest in Radiation Therapy, your work and life experiences, your radiation oncology observations, and qualifications. Applicants will be reviewed for communication skills and the ability to deal with stressful situations, their awareness of the duties of a radiation therapist, and overall characteristics that would be most beneficial for the applicant to possess.

Writing and problem solving is conducted on the day of the interview. The applicant will be given a scenario that they need to respond appropriately too, justifying their response and demonstrated proper writing form. There will also be 4-5 critical thinking questions. The writing and problem-solving portion is not timed but students usually complete within 30 minutes.

Information and instructions regarding the ATI TEAS Test:

To better assess students' success and preparedness for the UM Flint Radiation Therapy program. Students applying for the program must submit a completed ATI TEAS (Test of Essential Academic Skills) transcript to the Radiation Therapy program director via their ATI student account. The TEAS test will be proctored remotely through the ATI website. The exam has 170 total questions in areas of reading, math, science, English and language usage. More details about the test can be found here [ATI TEAS Exam Details](#). It is highly recommended you take this exam close to the Feb 1 admission deadline so that prerequisites are close to being complete. You can only submit one transcript to program director for an admission cycle. The cost to take the test is \$120.00.

How to create an ATI TEAS Student account: [How to create an ATI Student Account](#)

Link to create a student account: [ATI Testing](#)

Once your student account is created go to the ATI Online store and follow the prompts register for the test. The test is TEAS and you will choose it to be proctor online through ATI. To make sure your equipment is adequate to take the TEAS test and have online proctoring the system will work through a dry run. Completing this dry run is important prior to starting the test. More information on the dry run and online proctoring can be found here: [TEAS at ATI Exam Quickstart Guide](#). Test results are almost instant and a transcript can be sent through your student account following the prompts on the results tab. Transcripts are sent to University of Michigan Flint Radiation Therapy program, hollenbj@umich.edu. Test results will be considered when making admission decisions. The Radiation Therapy program has no opinion on the purchase of study materials.

Applicants are notified of their admission acceptance or denial by email and formal letter.

Advanced Placement Policy

Advanced placement is defined as a student who graduated from a radiation therapy educational program, who is not currently certified and needs to enroll in an educational radiation therapy program to become eligible to attain certification.

To ensure advanced placement student success, students will need to reapply to the program. Accepted students will be admitted as a Non-Candidate for degree and will not be financial aid eligible. Students must take all didactic and clinical courses in the current course sequence.

Applications are due Feb 1 of each year. Students seeking advanced placement are only eligible to apply less than one year after failure of third certification attempt.

Program Costs

As of August 2025, tuition for the two-year professional Radiation Therapy Program is approximately \$41,287.5 for Michigan Residents and twice that for Non-Michigan Residents (\$76,066) and is subject to change. Tuition for professional courses (junior/senior years) is \$594.25 per credit hour for Michigan residents vs. \$1,137.00 for non-Michigan residents.

The cost of required textbooks for the program, as of August, is approximately \$400.00. Students must provide their own transportation and housing for the entire time.

The tuition listed above does include the \$374.00 per semester Registration Assessment Fee, which includes but is not limited to technology, health and wellness, the recreation center, and student engagement activities.

The tuition listed above does not include a one time first-year student orientation fee of \$150.00 or a one time transfer student fee of \$50.00.

The Radiation Therapy program also has related fees to the simulation unit, software and hardware purchased and kept current for Radiation Therapy students. The fees as of August 2025 are \$1,000.00

In addition to UM-Flint's tuition and fees, students will incur the cost of the ARRT examination of \$225.00. (These costs are as of the year 2024.)

For additional tuition and fee information, refer to [Tuition & Fees | University of Michigan-Flint Cashiers/Student Accounts](#).

Refunds

Refunds of tuition will be given in accordance with the UM-Flint refund policy. For additional information refer to [Refund Methods | University of Michigan-Flint Cashiers/Student Accounts](#)

UNIVERSITY & COLLEGE OF HEALTH SCIENCES POLICIES

Alcohol and Other Drugs

College of Health Sciences

The University of Michigan-Flint is committed to providing a safe, healthy learning community for all members. The College of Health Sciences invites all members to review the established Alcohol and Other Drug (AOD) Policy for Students, Faculty and Staff. While the voters of Michigan passed proposal 18-1 to legalize possession of recreational marijuana of individuals 21 years of age and older, neither this new state law, nor the Michigan Medical Marijuana Act, authorize the use or possession of marijuana on any property owned or managed by the University of Michigan-Flint, including faculty, staff, and students. This also includes during off-campus University of Michigan-Flint business or events, such as attending clinical experiences.

University of Michigan-Flint receives federal funding for various uses, including research and student financial aid. As such, University of Michigan-Flint must comply with federal law, including all current federal drug laws. Therefore, even though the State of Michigan has legalized limited amounts of marijuana for recreational use for some individuals, the possession, use, storage and cultivation of marijuana remains prohibited for all faculty, staff and students under University of Michigan-Flint's policy.

Family Education Rights and Privacy Act (FERPA)

Understanding Privacy Rights:

The University of Michigan system has a strong commitment to protecting student privacy. All colleges and universities are subject to a federal law called the Family Educational Rights and Privacy Act (also called FERPA or the Buckley Amendment). This law sets privacy standards for student educational records and requires institutions to publish a compliance statement, including a statement of related institutional policies.

What is the Family Educational Rights and Privacy Act (FERPA)?

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that gives protection to student educational records and provides students with certain rights. These rights include the ability to: 1. inspect and review their education records; 2. request the amendment of inaccurate or misleading records; 3. consent to disclosure of personally identifiable information contained in their education record; and 4. file a complaint with the U.S. Department of Education concerning alleged failures by an educational institution to comply with this law. FERPA also authorizes the release of "Directory Information" without a student's prior consent, under certain conditions which are set forth in the Act.

The University of Michigan-Flint strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. Furthermore, in accordance with the Act, the University of Michigan-Flint has specifically defined "Directory Information" and provides annual notification to students of their rights in the University Catalog and through student email.

What are education records?

Any record that is maintained by the institution and is personally identifiable to the student is an education record. Exceptions to this are medical records, law enforcement records, employment records, alumni records, and sole possession records such as notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person.

What is personally identifiable information?

Personally identifiable information includes but is not limited to: the student's name; the name of the student's parent or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or the UMID number; a list of personal characteristics that would make the student's identity easily traceable; or other information that would make the student's identity easily traceable.

How is compliance monitored?

The Family Policy Compliance Office (FPCO) of the U.S. Department of Education monitors schools for compliance. Students have the right to file complaints with the FPCO alleging failure by the University of Michigan-Flint to comply with the requirements of the Act. Failure to comply may result in loss of federal funding for financial aid and educational grants and/or civil litigation.

What is "Directory Information?"

Directory Information is information contained in an education record of a student which would not be considered harmful or an invasion of privacy if disclosed. At the University of Michigan-Flint it includes the name, home address, telephone; dept, class level, and major field; dates of attendance; degrees received with date, honors, and awards; and previous schools attended.

Note: Directory information is information that the university may disclose, but it is not required to do so. It is university policy to refrain from actively disclosing addresses, and telephone numbers; however, we routinely verify this information. The university does not disclose social security numbers, personal identification numbers, grade, grade point averages, class schedules, academic actions nor the number of credits enrolled in or earned unless the student has signed a consent form.

Can students control disclosure of “Directory Information?”

Yes, students are notified of their right to control the disclosure of “Directory Information” in the Annual Notification of Rights Under FERPA which is published in the University Catalog. A Request to Prevent Disclosure of Directory Information must be completed and submitted to the Office of the Registrar to have information withheld. If a student elects to control disclosure, a Confidentiality hold will be placed on the student’s record which will prevent the disclosure of all Directory Information including name, home address, telephone; dept, class level, and major field; dates of attendance; degrees received with date, honors, and awards; and previous schools attended. The University of Michigan-Flint assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure.

To whose records does FERPA apply?

FERPA applies to all educational records of persons who are or have been in attendance, including students in online programs, study abroad, or study elsewhere.

To what records does FERPA apply?

FERPA applies to all educational records in whatever medium which are: 1. maintained by the University of Michigan-Flint or by a party acting for the university, and 2. related to a student.

Is prior consent always necessary before releasing information from a student’s education record?

Prior consent is not necessary to release or confirm “Directory Information” from a student’s education record unless the student has placed a non-disclosure request on his/her records. In addition, prior consent is not necessary under certain other conditions stated in FERPA, such as by court order or subpoena. However, it is the University of Michigan-Flint’s policy that information from a student’s education record be released only by the Office of the Registrar and within constraints.

Where can I get a copy of the law?

A full text of the law is available from the [U.S. Dept of Education](#).

Who should I contact with questions?

**Lee Cruppenink
University Registrar
leecrupp@umich.edu**

Important Note: The above information is intended to give general information about the FERPA and to acquaint faculty and staff with some of the privacy issues surrounding student’s educational records. It is not intended as nor is it a substitute for legal advice on any issue.

RADIATION THERAPY PROGRAM POLICIES

Notification of Policy Changes/Additions

Students will be made aware of all program changes that affect them. Changes will be added to the Student Handbook.

Attendance Policy Face to Face/Online synchronous classes

Students are expected to attend and participate in all face to face/online synchronous classes. An unexcused absence or tardiness from more than one class per semester in any class WILL result in a grade deduction. Exceptions to this policy may be made under the discretion of the Program Director. Students who are absent from a face to face/ online synchronous course must notify the Program Director (PD) and the instructor PRIOR to the start of the course.

Radiation Therapy Program Test-Taking Policy

All personal items must be stored away, and mobile phones cannot be used as calculators. For computer-based exams, a lock-down browser must be used to prevent access to unauthorized resources. Students are required to answer all questions to the best of their ability. Effective time management is crucial; students should keep track of time and pace themselves to ensure all questions are answered. Maintaining academic integrity is paramount: no talking, looking at others' papers/screens, or using unauthorized materials. Any form of cheating will result in disciplinary action. Thank you for adhering to these guidelines, and good luck on your exams!

Email Usage and response

The University of Michigan-Flint Radiation Therapy program considers email as an important means of communication and recognizes the importance of proper email usage and response time. The program director and clinical coordinator use this mode of communication to broadcast to student groups and to individual students. Students are expected to check their umich.edu email daily on scheduled clinical and class days. Students are expected to respond to requested information within 48 hours. The program director and/or clinical coordinator will not be responsible for sending follow up email messages in regards to requested materials or information. This could potentially affect a student's grade or their academic status.

Grading Scale

The grading scale for the Radiation Therapy Program is as follows:

	A+	100%
	A	94-99%
	A-	90-93
	B+	87-89
	B	82-86
	B-	79-81
Unacceptable	C+	76-78
	C	72-75
	C-	69-71
	D+	66-68
	D	62-65
	D-	59-61
	E	0-58

All didactic courses and clinical rotations will be assessed with letter grades.
All clinical evaluations are given a numerical score.

Clinical competencies in the program are pass or fail. A competency is considered **failed** if one or more objectives are assessed as "failed." During clinical rotations, students are responsible for successfully completing all of the required competencies (comps) and are responsible for submitting all **signed** competency forms to the Clinical Coordinator. Students must keep a copy of all competencies for their own records in case of a discrepancy.

Student Counseling

Student academic counseling is available through the Program Director. The Program Director will schedule periodic evaluation sessions with students to discuss their progress in the program. Student meetings will be held as deemed necessary by the Program Director throughout the program and may be scheduled on didactic days between, before or after classes. Ample notification will be provided to make arrangements to attend these meetings. The Program Director, Clinical Coordinator and Clinical Preceptor are also available to meet with students at times other than regularly scheduled evaluation sessions. The Program Director will handle any conferences, professional or personal, in a confidential manner. Students are also expected to maintain confidentiality of the conference.

The students also have access to counseling services offered by the University of Michigan-Flint campus. Refer to the Counseling Services [Counseling & Psychological Services \(CAPS\) | University of Michigan-Flint](#)

Failure of a Course

Students must receive a minimum grade of a B- in all RTT courses in the professional program. Students failing to meet this standard may be dismissed from the program or may need to repeat the course (next year). Students who are dismissed from the program because of a failing grade will need to reapply to the program if they wish to be readmitted.

Academic Probation Policy

Preliminary Probation

Each student is considered to be on probation for the first four months of the program. Any student not progressing satisfactorily during this time may be dismissed from the program.

Students must maintain a B- in RTT courses to remain in the program. Students failing to meet this standard may be dismissed from the program or may need to repeat the course (next year) and will be placed on academic probation until further action is taken and a course of action has been decided. Individual cases will dictate the course of action.

Disciplinary Actions for the Radiation Therapy Program

Students may be placed on disciplinary probation or dismissed from the program for any of the following:

- The use of intoxicating beverages or illicit/illegal drugs prior to or during class or clinical time
- Breach of hospital, departmental, or program rules and regulations

- Lack of cooperation, antagonistic behavior, or mistreatment of patients
- Conduct unbecoming a professional, including but not limited to:
 - Insubordination
 - Excessive tardiness/absenteeism
 - Cheating/plagiarism
 - Theft
 - Fighting on hospital premises
 - Leaving hospital premises during clinically scheduled time
 - Abuse or mishandling of patients
 - Falsification of facts or records both academically or clinically
 - Presence in unauthorized hospital areas
 - Displays of disrespect to patients, families, authorities, or co-workers, PD, CC, instructors, clinical staff
 - Misuse of computers
 - Misuse of facilities, including but not limited to, laboratories, classrooms, libraries, clinic area
 - Violating confidentiality of the radiation therapist/patient relationship
 - Aiding and abetting dishonesty
 - Other unprofessional conduct - the commission of a crime as defined by Michigan or Federal laws

Recommendations for disciplinary actions will be initiated by the Program Director and brought before the Advisory Committee. The student will be informed in writing of any actions taken by the Program Director. Should the decision be disciplinary probation, the terms of the probation will be determined by the Program Director and the Advisory Committee will be notified.

The Advisory Committee will be informed of each case. Any violation of the professional conduct listed above may result in one or more of the following sanctions:

- Oral or written disciplinary warning or reprimand. Written warnings or reprimands will be placed in the student's file.
- Required counseling at UM-Flint as a condition of continuation in or return to the program, course of study, or enrollment.
- Assigned an incomplete, lower, or failing grade.
- Required that a course or clinical experience be repeated.
- Permanent expulsion from the program.
- Withholding a Bachelor of Science in Radiation Therapy degree.

Student Grievance Appeal Procedure

The Radiation Therapy Program recognizes the student has a right to file complaints and appeal actions. The program attempts to handle all complaints and appeals in a prompt and equitable manner.

Any student wishing to file an appeal to a disciplinary decision should submit a written complaint to the Program Director within 5 working days of student's notification of a disciplinary action. The Program Director will schedule a hearing with the Advisory Committee to be held within 10 working days.

When the student meets with the Advisory Committee, the student may choose one individual from the clinical system (not an Advisory Committee member) to attend the meeting. This individual will have an equal voice in the Advisory Committee's recommendation. The student is also allowed to bring one silent observer to the hearing. The student will be given 15 minutes to state their case and the Program Director will be given equal time for rebuttal. Any questions from the Advisory Committee members will be answered by either party. The Program Director will notify the student within 10 working days of the Advisory Committee's decision.

Should the student be dissatisfied with the Advisory Committee's recommendation, the student has 10 working days to appeal outside the Radiation Therapy Program through the College of Health Sciences Student Appeals Committee. Students should contact the CHS Dean's office for its appeal procedure, phone (810) 237-6645.

A copy of the CHS Student Appeals Committee Policy and Procedures is available upon request.

The severity of the alleged violation will determine the student's status during the appeal process.

In addition, should a student feel that the program is not acting in accordance with the [Standards](#), they may contact the [Joint Review Committee on Education in Radiologic Technology](#).

Should a program related complaint be made regarding non-compliance with the JRCERT Standards the Advisory Committee will meet to discuss the JRCERT investigational findings. Resolution will depend on the nature of the complaint.

Voluntary Withdrawal

Any student considering withdrawal from the program should consult with the Program Director. If a student decides to withdraw from the program, a letter of withdrawal must be submitted to the Program Director, stating the reason for withdrawing and the effective date of withdrawal. After the letter has been received, the Program Director will schedule an exit interview with the student.

Students wishing to continue at UM-Flint in another program must initiate contact with the desired program. Students, who wish to withdraw from UM-Flint, must submit **written** notification to the University Registrar.

Program Assessment

The Radiation Therapy program actively assesses its program through various evaluations. The purpose of the evaluations is to allow for continuous program improvement. Students are asked to evaluate the instructors in their academic courses as well as their clinical instructors. Tallied evaluations are shared with the instructors so that teaching methods can be improved. In addition, one year following graduation, students and their employers are asked to complete evaluations. Information from these completed evaluations indicates the program's ability to graduate students who are prepared for entry-level work and areas where additional teaching would be useful.

Policy for Equitable Learning Opportunities

JRCERT 4.4

The radiation therapy program curriculum is designed to provide equitable learning opportunities to students. Learning activities and clinical assignments promote a fair and impartial education as well as reduce institutional and/or program liability.

Learning activities, such as research projects, are developed so that each student discovers specific details on a broad topic. For example, RTT 321-Technical Radiation Therapy requires students to perform research regarding a particular specialized treatment unit. The oral presentations culminating the assignment not only provide practice in public speaking, but also relay the unique qualities of each treatment unit to fellow students.

To create a fair and balanced clinical experience for each student, the clinical rotation schedules are developed based on the various learning opportunities presented in each clinic. Considerations concerning personal preference, transportation access, and travel time are not used to create the schedule.

Graduation Requirements

In order to graduate, the student must:

1. Complete all didactic courses and clinical rotations
2. Complete all clinical objectives
3. Complete all projects and assignments
4. Maintain a B- in each RTT course
5. Have all clinical time made up
6. Have all fees paid
7. Demonstrate all competencies required of a Radiation Therapist, including but not limited to the following:
 - Practice effective oral and written communications
 - Maintain records of treatments administered
 - Perform basic mathematical functions
 - Demonstrate knowledge of anatomy, physiology, pathology
 - Demonstrate knowledge of radiation physics in radiation interactions and radiation protection techniques
 - Provide basic patient care and hold current CPR certification
 - Deliver a planned course of radiation therapy
 - Verify a physician's prescribed course of radiation therapy and recognize errors in computation
 - Demonstrate awareness of patterns of physical and emotional stress exhibited by patients
 - Produce and utilize immobilization and beam directional devices
 - Demonstrate knowledge of preparation of commonly used brachytherapy sources
 - Demonstrate knowledge of methods of calibration of equipment and quality assurance
 - Prepare isodose summations
 - Detect malfunctioning equipment
 - Demonstrate knowledge of rules and regulations for radiation safety and detect defects that pose a radiation hazard
 - Demonstrate knowledge of functions of equipment and accessories
 - Demonstrate knowledge of methods of patient follow-up
 - Understand wedge and compensating filters
 - Recognize patients' clinical progress, complications, and demonstrate knowledge of when to withhold treatment until a physician can be consulted
 - Interact with patients and families concerning the physical and psychological needs of patients
 - Demonstrate knowledge of record and verify systems

Student Records

The following student records are kept on permanent file in the Program Director's office. These records include:

1. All required program application materials
2. Clinical rotation schedule
3. Attendance records
4. All student evaluation forms
5. Conference/counseling forms completed by the Program Director

6. ARRT spreadsheet showing compliance

Students may request an opportunity to inspect their transcripts and records in accordance with the Buckley Amendment of the "Federal Family Educational Rights and Privacy Act of 1974."

Employment Opportunities

Throughout the year, the Program Director and Clinical Coordinator receives information regarding job opportunities available in radiation therapy. This information will be disseminated to the students via email. There are many employment agencies that have job listings and the PD and CC will share these with all students.

RADIATION THERAPY PROGRAM CLINICAL PARTICIPATION POLICIES

Medical/Health Information

These **Clinical Onboarding requirements** are expected for all our clinical sites. Failure to stay compliant with these requirements will result in you, the student, not being able to participate in the clinic. Requirements will be housed in ACEMAPP.

Clinical Rotations

Students will participate in rotations on treatment units and simulation as well as dosimetry.

Clinical start time* for each site are as follows:

7 am-3:30 pm for Michigan Medicine Ann Arbor, Michigan Medicine Brighton Center for Specialty Care, Ascension Providence Novi, Ascension Providence Southfield, MyMichigan Midland, Corewell Health Royal Oak, Corewell Health Troy, Corewell Health Dearborn, McLaren Flint

7:30 am-4:00 pm Compass Health, Covenant Health Care

8 am- 4:30 pm for Genesys Hurley Cancer Institute

Clinical days** per semester are as follows:

RTT 350 (4) Winter Jr is Thursday & Friday

RTT 400 (5) Summer I is Monday-Friday

RTT 403 (5) Summer II is Monday-Friday

RTT 404 (6) Fall Sr is Monday-Wednesday

RTT 405 (6) Winter Sr is Monday-Wednesday

*There could be slight variation in clinic hours due to patient load.

**Each semester of the Program, expect one week of early shifts that is required to learn machine QA.

Students will receive a copy of the clinical rotation schedule. The schedule is subject to change at the discretion of the Clinical Coordinator. No clinical assignment may be altered without the permission of the Clinical Coordinator. The Clinical Preceptor is directly responsible for the students during clinic hours; however, students take direction from the staff therapists (instructors) working with them at their clinical assignments. The Program realizes that sometimes changes are made on a case-by-case basis particularly when treatment machines are down for repair.

There are no accommodations for transportation issues, or driving distances. Students are solely responsible for getting themselves to their clinical experience. Clinical schedules are made giving students an equitable clinical learning experience.

The student **MUST** maintain a record of their clinical attendance that is signed by a clinical instructor each day. Failure to turn in signed; documented clinical attendance will result in failure of the clinical rotation. Forms can be found on the Canvas org page for the Program.

Clinical Site and Clinical Preceptors Contact Information

Radiation and MRI Safety Policies

JRCERT 5.1, 5.3

Radiation Safety:

To keep radiation exposure as low as reasonably achievable (ALARA) students are required to attend the annual radiation safety meeting presented by the Radiation Safety Officer liaison at the University of Michigan Hospital. Safety regulations set forth by the Nuclear Regulatory Commission and the state of Michigan are reviewed.

MRI Safety:

For radiation oncology departments with MRI equipment students are required to attend MRI safety training upon starting the clinic. Orientation includes a cornerstone learning MRI Safety module that is current with American College of Radiology standards and also includes a screening questionnaire. Students must complete the MRI screening questionnaire and provide a copy to the clinical coordinator. If medical/physical changes occur while students are in the program, the MRI screening questionnaire must be updated.

Radiation Monitoring Reports

Students will be issued badges at each clinic site. **Students are to leave the badge at the site at the end of their day and give it to the clinical preceptor on their last day of clinic for each rotation.** All clinical sites change badges quarterly. Do not participate in clinical activities without your badge.

Due to HIPAA policies, badge readings are no longer posted. The Radiation Safety Officer (RSO) keeps all past readings. Students wishing to review previous readings must contact the Radiation Safety Officer in the Radiation Oncology Department:

Monitoring reports are given to the program director for all students at all clinical sites. The program director will send out students reports, within 30 days upon receipt of data.

Questions regarding personnel monitoring may be directed to the Radiation Safety Officer/ liaison or the program director.

If a badge reading exceeds 120 millirem(quarterly badge) the student, clinical supervisor, and program director will receive a written notice from the Radiation Safety Officer (RSO) explaining that the reading exceeded established limits. The Radiation Safety Officer will meet and discuss the reason for the unexpected reading. It is possible that a badge can fall off and be in a treatment room or other area and receive doses that the student did not receive. After investigation by the RSO, and depending on the dose received, a plan will be determined.

Pregnancy Policy

Effective January 1, 1994, the Nuclear Regulatory Commission (NRC) implemented a revised set of federal regulations for the Standards for Protection Against Radiation, primarily the Dose to an Embryo/Fetus. In this section, a new term, "Declared Pregnant Woman," has been added.

The definition of "Declared Pregnant Woman" means that she has **voluntarily** informed the Program Director and Radiation Safety Officer (at assigned site) **in writing** of her pregnancy and the estimated date of conception.

Key points regarding Declared Pregnant Workers are:

- Despite any appearance to the contrary, a female student is not pregnant until **she declares** herself pregnant **in writing**.
- The woman may undeclare her pregnancy at any time.
- If the student's dose is 450 millirem or below at the time of declaration, then the licensee must ensure that the dose to the worker does not exceed 500 millirem over the course of gestation.
- Once declared, the licensee must make efforts to avoid substantial variation in the monthly exposure rate.

Written withdrawal of declaration

- A declared pregnant woman may voluntarily inform the Program Director and Radiation Safety Officer (at assigned site) in writing to revoke her declaration of pregnancy at any time for any reason. This can be done whether or not the pregnancy has concluded.
- The revocation terminates any previous restrictions on work being performed with radioactive materials or other sources of ionizing radiation, for the sole purpose of ensuring compliance with the embryo/fetal dose limits specified above.

Option to continue the program without modification

The pregnant student will remain in all other clinical rotations and in the didactic portion of the program unless excused by a physician due to medical reasons (see option to continue with modification).

Option to continue program with modification

The duration of maternity leave will be six weeks unless the student's physician indicates the need to extend leave for medical purposes. In this instance, the student must present the Program Director with a letter composed and signed by the physician stating the reason for extended leave.

The student will be allowed to complete missed clinical rotations after the school term is complete.

Should a student's pregnancy during the program result in missed program requirements; those requirements will be made up in a reasonable length of time after the student returns to school. The Program Director will provide the student with missed class notes and assignments. Make-up examinations will be given after a

mutually agreeable schedule has been worked out among the Program Director, course instructors, and students. All program specifications must be completed before graduation.

Student Supervision

Students **must** work under the direct supervision of appropriate personnel during the clinical phase of the program. Students are **NEVER** to work independent of a supervising therapist or dosimetrist, nor are students to be considered substitute staff. If there is ever any question ask the clinical preceptor or the CC immediately. Students may remind therapists or staff that it is program policy that a student be under the direct supervision of a qualified therapist at all times. The only exception is escorting a patient into the room. Under no circumstances is the student to put the patient on the table without the therapist present in the room. Students who violate this policy may be dismissed from the program.

Clinical Evaluations

Staff therapists (or other clinical staff, i.e. dosimetrists or nurses) working with the student will be responsible for evaluating the student. Evaluation of a student's clinical performance will take place at the end of 7-week terms and midway and at the end of 15-week terms. A student is evaluated on a variety of clinical skills on a scale of 1-5. Evaluations with a total score of 79% or higher are considered passing. The clinical preceptor, clinical coordinator and/or program director can meet with each student to review the student's evaluation for that rotation. Written or verbal comments on the student's evaluation may be given and a student may make comments or suggestions regarding his/her clinical rotations at this time.

Professional Conduct in the Clinic Area

- **Protocol:** Students will display **respect** to all persons (including instructors) in the department. Physicians and instructors will always be addressed by title. All patients and family members will be addressed as Miss, Ms., Mrs., or Mr., unless otherwise requested by that person. All UM-Flint Radiation Therapy students **must** identify themselves as students while in the program. This is the recommended script for introducing yourself to a patient.

“Hello Mr./Mrs. _____ (patient's name), I am _____, (student's name) a junior/senior in the UM-Flint Radiation Therapy program. I am going to be helping with your treatment today.”

- **Smoking:** All clinical education settings are smoke free environments. Smoking is not permitted in the Radiation Oncology Department, any hospital classroom, conference room, hallway or office, or directly outside the Medical System buildings.
- **Telephone Calls:** Student's friends and relatives should not call the department during clinic hours except in cases of emergency. Personal telephone calls will be kept to a minimum. Students cannot make long distance calls from department telephones. **Students may not carry cell phones in the clinic.** Cell phones should be off in didactic classes.
- **Studying in the Clinic:** Students will refrain from studying and bringing textbooks in their clinically assigned areas during clinic hours. When there are no patients to treat, students should review patient charts, images, or practice moving equipment in the room. Students should take the initiative to become familiar with the treatment equipment and procedures. No books or other reading materials are allowed at the console areas.

Dress Code Policy

Professionalism is imperative in the healthcare environment. The UM Flint Radiation Therapy Program stresses professionalism and believes it begins with appearance. Appearance influences the degree of confidence a patient expresses toward the student. Students **must** dress appropriately for the clinic. This policy also applies to non-clinic classes held in the hospital.

All students in clinic:

- Navy blue (solid) uniforms pants and top.
- Official UM Flint Radiation Therapy program Jacket or White lab coats must always be worn in the clinic. The lab coat length should be approximately mid-thigh.
- ID badge must be worn at all times.
- Hospital and dosimeter badges must also be worn at all times.

All students in attendance at conferences:

When students are at conferences, they must continue to portray a professional appearance. As such, during professional conferences, students will be required to wear business casual attire. This does not include jeans of any kind, athletic shoes or sweatshirts. All other dress code standards apply as well.

In addition:

- Cleanliness of all aspects of your appearance is crucial to your being perceived as a professional. All clothing must be clean, unwrinkled and free of tears, holes and frayed bottoms. All pants must be the appropriate length. Pants must be neither too short nor too long. Pants may not be dragging the floor or be so long as you are stepping on the bottom or have them rolled up.
- Shoes and stockings are required to be worn by students at all times. Shoes must be clean and professional looking. Sandals, clogs, high heels, or shoes with an open heel or toe may not be worn. All shoes worn should be comfortable and protective of the feet.
- Any jewelry worn should be of a conservative nature and should not interfere with the operation of equipment. Earrings are limited to two in each ear. There may be no other visible piercings anywhere else on the body. *Facial piercings of any kind may not be worn in the clinic.* This includes eyebrow, nose, lip and tongue. This list is not all inclusive. Jewelry should not come into contact with patients.
- Tattoos must be covered.
- Some clinical sites may have more specific regulations. Students must adhere to the individual clinic's policies.
- Although there is no established standard for hair length, hair must be neat, clean and pulled back. Hair should not interfere with equipment usage or touch the patient at any time. Hair should be of a natural or near natural color. Blue, pink or purple would be examples of hair color that is unacceptable in the program.
- Artificial nails or artificial nail products, e.g., tips, jewelry, overlays, wraps, may not be worn. Natural nails must be kept trimmed so as not to extend past the tip of the finger. Nails are to be kept short and cannot extend past the tip of the finger must always be clean.
- Nail polish may be worn if it is kept well manicured; chipped polish must be removed. Colors are to be kept in the neutral family. Examples are nude, beige, soft pink.

- The student identification badge from the program must be worn at all times. In addition, the Hospital ID badge and dosimetry badge must be worn at all times. A dosimetry badge is provided at each clinical education setting. **Students are not allowed to be in the clinic without a dosimetry badge.**
- Students who dress inappropriately will be asked to leave the clinical area for that day. They are not to return until their next assigned day. The appearance issues that led to clinic dismissal must be resolved or the student may face dismissal from the program.

Illness or Absences during the Clinical Rotations

As in the case of didactic courses, students are required to be present for **all** scheduled clinical hours.

It is expected that the students will be in their assigned clinic for clinical assignments. There is some flexibility in the shifts. Clinical Preceptors have the final say depending on the patient load and the hours of operation in the clinic. Clinical rotation hours will be set time unless other arrangements are discussed with the clinical preceptor and the clinical coordinator. Students will never exceed forty hours of combined classroom and clinical time per week.

If a student becomes ill or injured at a clinical site, or becomes exposed to any communicable diseases, he/she should report to the clinical coordinator and the Clinical Preceptor, who may send the student home, to the emergency room, or to Employee Health Service. If a student contracts a communicable disease, the student will not be allowed in the clinic or didactic classes until the Program Director receives a release letter from the student's physician. In the interest of protecting radiation therapy patients from exposure to communicable disease, the University of Michigan-Flint Program of Radiation Therapy requests that students contracting such diseases inform the Program Director, (810) 762-3172 and fill out this form ASAP [Occupational Injuries & Illnesses | University of Michigan-Flint Environment, Health, & Safety](#)

Excused Absence: Attendance is required for all scheduled didactic and clinical sessions. Students will get **sixteen excused hours per semester** to be used for personal time. Time does not carry over from one semester to another. Any time missed beyond these sixteen hours must be accompanied by a note from the student's physician (or appropriate agency). The missed hours must be made up during the current semester. Students may work with the CC to negotiate scheduled time off in special circumstances. This time must be made up. Students who miss in excess of 24 hours (including the 16 excused hours) in any one semester (including clinic or didactic time) will be on probation for the rest of the program and will be dismissed if any additional absences occur that semester.

Students should schedule appointments over semester breaks.

Tardiness in the clinic affects the clinical grade. The first time a student is more than 5 minutes late, but not more than 15 minutes, it is not counted (per semester). A student who is chronically tardy (more than four times in a semester) will be put on probation for the rest of the program and may be dismissed from the program if tardiness occurs while on probation. See clinical probation section.

Students should **call/email** the Clinical Preceptor (clinic day) or didactic instructors (class day) if they are going to be absent-a minimum of one hour prior to the time they are expected in the clinic. Students must e-mail the Clinical Coordinator- a minimum of one hour prior to the time they are scheduled. Attendance grades will be deducted by 50% for failure to do this.

Funeral Leave: Students who have a death in the **immediate** family will be given three (3) days funeral leave. Funeral leave will not be counted as part of the student's personal time. Immediate family includes - mother,

father, (in-laws) siblings, and children. A Funeral Director's letter is required for verification.

Weather Related Absences: During the winter months, it is feasible for the Flint Campus to close during periods of heavy snowfall. Students attempting to verify the existence of a Campus Closing should go to the UM-Flint home page. Absence of a student during a legitimate Campus Closing will not be reflected in the personal time that is allotted to each student. Failure to report to the department as scheduled when unfavorable weather conditions exist but a Campus Closing has not been issued, will result in the student being required to make up hours. However, if a Campus Closing has been issued, students are not to report to the clinic.

Holiday Closures: Students in the clinical sites will not be expected to perform any clinical duties on any holidays observed by the Flint Campus. The academic calendar may be found at: [Academic Calendar | University of Michigan-Flint Office of the Registrar](#)

Notification of Absence: Call-In Policy

Students are to email/call the Clinical Coordinator (email), Clinical Preceptors (email), team they are working with (call). If you do not have access to email, call all three contacts.

Clinical Experience Conflict and Resolution Guidelines

Purpose: Issues may arise during clinical experiences that students may feel are inappropriate related to professionalism, ethics, patient safety, or personal safety. These guidelines are designed to assist students during clinical exposures and the appropriate pathway for resolution of these concerns, as well as to provide a generalized overview of actions a program may take. This is with the understanding that different programs may have different requirements as per accreditation standards.

Term: Clinical Educator - Comprehensive term encompassing any educator providing clinical education to students. Terms for clinical educators may vary per clinical program.

Guidelines: Should the student have concerns during their clinical experience/field work, the student should always handle them in a professional manner.

- Students should first address their concerns with the clinical educator at the clinical site to see if a simple resolution is possible.
- The university offers assistance and services related to conflict management located at [Office of the Dean of Students | University of Michigan-Flint](#)
- If talking with the clinical educator does not resolve the issue or if the clinical educator is part of the situation, then the student is expected to contact their CHS program coordinator responsible for clinical experiences for their respective program immediately.
- The student is expected to be able to give precise information about the issue (including examples), immediate cause of concern, and potential resolution.
- The CHS program may wish to have internal discussions about the situation and potential resolutions as per CHS program policy.
- The CHS program coordinator or designated program representative may contact the main site clinical educator to address these concerns, hear preceptor/advisor feedback, and assist with a potential resolution.
- If a resolution is discussed and obtained, the student will continue the clinical experience/field work.

- Should a resolution not be obtained, the CHS program coordinator may determine that a conversation with the student, clinical educator, and site leadership may be needed. This can be performed anytime during the clinical experience as deemed fit by the program.
- The program will keep records of the incident as per program policy.
- The CHS program coordinator reserves the right to remove a student from any clinical site if deemed appropriate and reassign to another clinical site.
- Should the CHS program coordinator have concerns with the clinical site, the site will be reviewed to see if the clinical site is still meeting the standards as set forth by the program.
- Depending on the nature of the issue, the program may bring the information forward to the CHS Clinical Education and Health Affairs Committee for review and discussion.
- The program may also bring this situation forth to appropriate representatives for the College of Health Sciences.

Resource:

The Campus Assessment, Response, and Evaluation (Care Team): Cross-divisional, multi-disciplinary team with a centralized focus on addressing situations and behaviors that have the potential to impede student success and/or threaten the safety and security of the campus and learning environment. [CARE Team | University of Michigan-Flint Office of the Dean of Students](#)

Link to UM Flint Radiation Therapy Clinical Concerns Form
Used by students sent directly to program director

Clinical Probation

Academic Probation

See the handbook sections “Failure of a Course” and “Academic Probation Policy.”

Clinical Probation

A student may be placed on clinical probation after receiving an unsatisfactory evaluation of a clinical rotation (see section on Clinical Evaluations). An unsatisfactory evaluation of a clinical rotation occurs when the student scores less than 79% on an evaluation. If the student shows insufficient improvement after the following term in the clinic, as assessed by the Clinical Preceptor, and the Clinical Coordinator. The Program Director will present the student's record to the Advisory Committee* for evaluation. The student may be dismissed due to unsatisfactory clinical performance.

The Program Director will make the final decision as to whether the student has demonstrated sufficient progress to be taken off probation. When a student is removed from probation, they are considered in "good standing" in the program. If deemed insufficient, the student may be dismissed from the program, or in some cases the probationary period may be extended.

Any student who, after being placed on two probation periods anytime throughout the course of the program, requires additional probationary action will be dismissed from the program.

*The Program Advisory Committee periodically reviews the didactic and clinical components of the program and makes recommendations to the Program Director. Membership includes the Program Director, Program Faculty, Dean of the College of Health Sciences, Director of Public Health and Health Sciences, Clinical Preceptors, and one or two other interested parties from the

clinical sites.

Student Employment during the Clinical Program

It is generally not recommended that students work while completing the program; however, if students do work while enrolled in the clinical portion of the program, such work cannot interfere with the educational process. Students may not be employed in the Radiation Oncology Department during their regularly scheduled clinical or course hours. Students will not be excused from educational time for any employment commitment.

Contingency Working Policy

Students are eligible to work on a contingency basis when the following conditions are met:

1. There is an expressed need by the department and an expressed student interest.

APPENDIX

Resources

[ARRT Examination](#)

[ASRT Professional Curricula](#)

[JRCERT Standards](#)

[Textbook list](#)

