

BALL STATE UNIVERSITY RADIOGRAPHY PROGRAM POLICIES, PROCEDURES AND INFORMATION

The following will provide you with policies, procedures and information for the Ball State University (BSU) Radiography Program. Please read this information in its entirety and refer to the program check sheet.

1. Please use the resources below to research and investigate the profession of medical imaging (radiography) prior to declaring a major, applying to the professional phase of the program and/or accepting a professional phase position. Students are also encouraged to search the Internet for additional information. Please contact the Radiography Program Director and BSU Radiography Major Advisor for more information.

Informational resources and websites

- American Registry of Radiologic Technologists, www.arrt.org
 - American Society of Radiologic Technologists, www.asrt.org
 - Ball State University, www.bsu.edu/radiography
 - BSU Radiography Major Advisor, Mathilda Okhuemoi, mathilda.okhuemoi@bsu.edu
 - Bureau of Labor Statistics, www.bls.gov
 - Indiana Society of Radiologic Technologists, www.isort.org
 - Joint Review Committee on Education in Radiologic Technology, www.jrcert.org
 - Radiography Program Director, Rhonda Jones, MA, RT(R), rajones5@bsu.edu or rjones1@iuhealth.org
2. The BSU Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and has a full 8-year accreditation. Ball State University is regionally accredited through The North Central Association of Colleges and Schools. Program mission, goals, student learning outcomes, philosophy, accreditation information and program effectiveness data are located on the BSU website at www.bsu.edu/radiography under the links *Mission, Goals, Student Learning Outcomes, and Accreditation Status (PDF)* and *Radiography Program Effectiveness Data (PDF)*. For more information regarding program effectiveness data visit the JRCERT website at www.jrcert.org.
 3. The BSU Radiography Program meets the didactic and clinical competency requirements for the American Registry of Radiologic Technology (ARRT) certification exam and radiography credential which meets the requirements for the state of Indiana. BSU has not determined if the program meets the state education requirements in any other state, any U.S. Territory or the District of Columbia where state licensure is required. However, the ARRT exam scores and/or credentials are accepted by most states for licensure. Students intending to seek employment in a state other than Indiana are asked to contact the Radiography Program Director to assist in determining whether the BSU Radiography Program meets the requirements of that state.
 4. Recruitment and admission practices are non-discriminatory.
 5. Information relative to BSU admission policies, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit can be found on the BSU website at www.bsu.edu and/or in this document. Once in the professional phase of the program, students are considered off campus (distance) students. Tuition and fees, financial aid, refund and other information is available at <https://www.bsu.edu/academics/collegesanddepartments/online>.
 6. Job availability in radiography is ever changing and cyclical in nature. At times there are jobs available in the central Indiana area. At other times, there may be few or no jobs available and graduates may have to consider relocating. The BSU Radiography Program Faculty provides information on available jobs to students but the Program Faculty and BSU do not guarantee job placement.
 7. To participate in the professional phase of the program, all accepted students must:
 - Possess United States citizenship or a permanent resident visa in the United States or student visa that does not expire prior to the completion date of the program.
 - Possess a social security number.
 - Provide a \$100 administrative fee to confirm the position offered in the program.

- Attend a mandatory pre-orientation at IU Health Methodist Hospital in Indianapolis held in March or April.
 - Successfully complete a background check through a company approved by IU Health. Students are responsible for the background check fee (minimum currently \$39).
 - Successfully obtain a radiology student permit through the Indiana Department of Health.
 - Successfully complete a drug screen performed by IU Health.
 - Complete the Technical Standards for Admission and Retention Certification Form.
 - Provide proof of health insurance coverage through the completion of the Radiography Program and documentation of mandatory immunizations/tests by a qualified health care provider.
 - Provide proof of completion of an American Heart Association “Basic Life Support (BLS) for Healthcare Providers” course.
 - Be a minimum of 18 years of age by the first day of the professional phase of the program.
 - Have a laptop computer with a camera and audio capabilities, ability to download required software for course testing and reliable internet.
 - Provide any other requested documentation necessary for the professional phase of the program.
8. To participate in the professional phase of the program, all accepted students will be screened with three federal exclusion lists. The Federal Government requires that facilities receiving federal money must screen students on a regular basis to be in compliance with the federal requirements of the three lists. Students that appear on the Federal Exclusion lists cannot complete professional phase courses at the clinical settings or the setting may lose federal funding. Any student appearing on the list at any time would immediately be dismissed from the professional phase of the program.
 9. The professional phase incorporates clinical courses working with actual patients in addition to required academic radiography courses. The professional phase is provided in an accelerated format and is very structured to incorporate all the required components in 14 months. The professional phase demands your full time and attention for the entire 14 months to successfully complete all radiography courses. ***Please give great thought to the demands of the program prior to applying to the program and/or accepting a professional phase position.***
 10. The radiography profession requires hands on, direct patient contact to perform radiographic procedures. During the program students must have hands on, direct contact with patients and classmates during class, labs and clinic. During classes and labs students are expected to touch, move and position classmates to obtain proper images and learn procedures while under supervision of qualified Program Faculty. Any prospective student who has concerns with this is encouraged to speak with the Program Director prior to applying to the program.
 11. An extensive amount of verbal and written communication, self-motivation and discipline is required to successfully complete the professional phase of the Radiography Program. The program is accelerated, and students are required to immediately begin interacting with patients and healthcare personnel and attempting hands on procedures, are expected to read and follow directions and will be continually instructed on ways to improve performance during the entire program. ***Please seriously reconsider your career options if you do not believe you are suited for this type of accelerated educational environment.***
 12. If you are an athlete competing for BSU or in ROTC, it is possible that you may not be able to maintain your status as a competitive athlete or in ROTC and complete the professional phase of the Radiography Program at the same time due to conflicts in academic course schedules and sports practice/competition or mandated ROTC activities. Please discuss this with the Radiography Program Director and the BSU Radiography Major Advisor prior to applying to and/or accepting a position in the professional phase of the program.
 13. Students are not prohibited from working jobs outside of their professional courses, but students are reminded of the extremely time consuming and physical demands of the accelerated professional phase of the program. If you choose to work a job, you must adjust your work schedule to accommodate your class and clinical schedule. ***It is extremely difficult to work an outside job while in the professional phase of the program.***

14. Due to the accelerated nature of the program, it is extremely difficult to take additional courses to meet full time financial aid and scholarship requirements for summer semesters, a baccalaureate or other degree while a student in the professional phase of the program. If you need additional credit hours for financial aid or scholarship purposes, please immediately contact the BSU Radiography Major Advisor. If you are working on a baccalaureate or other degree you must schedule an appointment with your advisor to map out an acceptable academic plan. Approval of additional courses during the program requires permission of the program director. If you sign up for additional courses, please remember that those courses would most likely have to be online courses to fit with your radiography schedule.
15. The curriculum for the professional phase of the Radiography Program is primarily full time, day shift. The typical schedule is Monday through Friday, 7:00 or 7:30 a.m. to 3:00 or 3:30 p.m. plus homework. Students may be assigned 1-2 weeks of clinical rotations on the evening shift each semester, 3:00 p.m. to 11:00 p.m. You will receive a schedule of your clinical rotations and classes at the beginning of each semester. The times and rotations cannot be altered once you begin the professional phase of the program.
16. Most of the professional phase of the program takes place off campus at IU Health Methodist Hospital in Indianapolis. There are also clinical rotations to Hendricks Regional Health Hospital Danville (45 minutes west of Indianapolis) and IU Health Methodist Medical Plaza East on US 40 (30 minutes east of Indianapolis), usually 1-2 weeks for each rotation each semester for Danville and East.
17. There is no housing provided for students at IU Health Methodist Hospital in Indianapolis. Since most of the professional phase of the program takes place off campus at IU Health Methodist Hospital in Indianapolis we recommend relocating for the final 14 months of the program and searching for housing close to IU Health Methodist Hospital. Due to the time-consuming travel, clinic and class schedule it is strongly recommended that students live within 30 - 45 minutes of all clinical settings to successfully complete the professional phase of the Radiography Program.
18. Due to the organization of clinical and class schedules, we cannot "pair" you with someone for car-pooling purposes. Clinical and class schedules are tentative and subject to change, so the times students are required to be in clinic, class and released for the day varies. For these reasons, it is **strongly recommended** that each student possess a valid driver's license, legally be able to drive and have access to a reliable vehicle. Students are responsible for all transportation costs, including gas, to and from the clinic and class sites.
19. Students are required to have a laptop computer with a camera and ability to download the required software for course testing, Word and PowerPoint, a printer, and reliable Internet. Students will be required to bring the laptop to in person classes. Courses may be delivered in an online format and testing may be online. Course and assignments require the use of a computer, printing and Internet access. Electronic assignments typically must be submitted in a Microsoft-based program such as Word or PowerPoint. Students may be required to access course information and/or assignments from BSU's Canvas or other sites. All computer, printing, Internet and any other associated costs are the responsibility of the student. The program is not responsible for providing computer, printer, Internet and/or any other supplies or access. It is the student's responsibility to ensure that their computer, printer, scanner, email, Internet, etc. is working properly so that email messages can be read in a timely manner, assignments, course delivery and testing can be accessed and submitted on time, etc.
20. The BSU Radiography Program is designed to teach entry-level radiography skills and academic information to prepare you to take the national radiography certification exam. Other disciplines such as magnetic resonance, interventional radiology, sonography, etc. are not taught in the entry-level program. Students have the option of continuing their education once they complete the entry-level Radiography Program. The Program Director can provide further information.
21. Radiography has some potential risks/hazards related to the job. A student's physical presence in the clinical setting inherently carries with it risks of patient-related, specimen-related, needle-stick and nosocomial infections or other disease or infectious transmissions including but not limited to coronavirus, hepatitis, human immunodeficiency virus and tuberculosis. Students are required to learn and perform venipuncture (inserting needle into patient's vein), administer enemas, work in

general radiography areas as well as the emergency room and surgery. Students in the clinical setting may be exposed to ionizing radiation, blood, and body fluids including vomit, urine, feces, etc. Radiography students are required to assess patients and provide general nursing care to patients while in the radiology department.

22. Students are required to follow policies and procedures while in the professional phase of the program intended to teach professional work ethics including dress code, attendance, punctuality, etc. All policies and procedures will be provided to accepted students during the first week of the professional phase program orientation.
23. The academic courses involve study outside of the classroom and clinic since they are accelerated. You should plan to spend at least one to two hours of study outside of the classroom and the clinic each day to be prepared. Students must obtain a grade of **C** or higher in all professional radiography courses to remain in the program.
24. Students receive evaluations on clinical performance (work with actual patients) throughout the professional phase of the program. Evaluations will include student strengths as well as areas for improvement.
25. The academic calendar can be found at <https://www.bsu.edu/calendar/calendars/academic-calendar>. A tentative schedule can be found at the end of this document and an updated schedule will be provided with orientation materials.
26. The BSU Radiography Program observes the official holidays recognized by BSU: Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, New Year's Day and Martin Luther King, Jr. Day. Students may complete additional or make up time during term or scheduled breaks; however, students may not be assigned to clinical settings on holidays observed by BSU when the University offices are closed.
27. Once in the professional phase of the program, the schedule varies from the BSU schedule to encompass as much clinic and classroom time as possible in the 14-month period. Students will be given a schedule no later than the first day the professional phase of the program begins. Students will usually have one week off in August, two weeks off after the completion of the fall semester and one week off in the spring which may or may not coincide with BSU's spring break. Students are not scheduled to work weekends unless they voluntarily request additional or make up time. Even though BSU campus students may break for longer and/or at different times, students in the professional phase of the program will not break any more than those times listed above, and vacation will not be approved at any other times. ***Due to the accelerated format of the professional phase of the Radiography Program, it is not possible to take vacation at any times different than what is listed in the above paragraph. Please keep this in mind when planning time off from May through the following July.***
28. A professional hierarchy is present in the hospital that students must work within which includes peers, registered technologists, physicians, Program Faculty and numerous other healthcare professionals. An extensive amount of verbal, non-verbal and written communication is required as well as critical thinking, problem solving, acceptance of constructive instruction, organization and time management. Students must be able to make and verbalize rationale for decisions daily.
29. Students are not permitted to use cell phones or other electronic devices to text, check personal email, use the Internet for personal use, etc. while in class or clinic except when on meal breaks or on break during academic courses.
30. The clinical settings are tobacco free. No tobacco use is allowed anywhere on the facility property, including personal vehicles. This includes cigars, cigarettes, snuff, all other products made from the tobacco plant and electronic cigarettes. No tobacco use is allowed even if on a meal break due to bringing smoke in on your person back to the clinical area.
31. The dress code is conservative.
 - Earrings, ear gauges (no bigger than 10mm) and/or a single small nose stud are acceptable (no septum or rings). No other visible pierced jewelry or body adornment is allowed.

Earrings may be stud (straight post) or very small hoops which don't extend past the outside of the ear. Dangling, bars or other nontraditional earrings are not allowed.

- Dangling, bulky or larger jewelry (including bracelets, earrings and necklaces) is not allowed.
- Smart watches or any other similar electronic device is not allowed. Simple pedometers without Bluetooth capability are acceptable.
- Nails must be trimmed short. Artificial, sculptured, acrylic or fake nails of any kind or false eyelashes are not allowed.
- Extreme hair styles or colors are the prerogative of the Program Faculty. Hair must be secured back away from the face while in clinic so hair does not come into contact with a patient or obstruct the student's vision.
- Visible tattoos (excluding facial tattoos) are allowed provided they are not inappropriate as determined by the Program Faculty. Inappropriate tattoos and facial tattoos must be covered while in clinic and class by modest flesh-colored make-up or with clothing or flesh-colored self-adhesive dressings provided by the student.
- Any student with specific religious constraints for the dress code must address these issues with the Radiography Program Director prior to beginning the professional phase of the program.

32. The courses during the professional phase of the program may be conducted differently than on campus. Students have academic classes taught in classrooms at IU Health Methodist Hospital in addition to working in the clinic environment with actual patients. Courses may also be taught online. Since we work with a much smaller group of students, different types of learning activities are used.

- The courses focus on critical thinking and problem-solving skills.
- Student attendance, punctuality and participation in class and clinic are expected and required. Students must purchase and have the required textbooks available during class.
- Lectures and handouts are posted on Canvas and/or provided. Complete instructor class notes are not typically provided. Students are expected to take notes as needed.
- Research, technical papers, journal reviews, case studies, written and oral presentations and group work may be assigned. These are essential elements of the program to demonstrate knowledge, understanding and application of principles and to develop and increase critical thinking and problem-solving skills.
- Testing is done utilizing many different question types such as multiple choice, true/false, short answer, questions on bones and images and questions on procedures performed by students on patients in clinic.
 - Testing may be done in person in a proctored setting or online with remote proctoring.
 - Tests may be given as early as 8:00 a.m. or later in the day depending on the course schedule.
- Since students are demonstrating cumulative knowledge required to complete the professional phase of the program and take the national certification exam, tests may be worth more points than what you are used to on campus and comprehensive finals may be given. Tests are not usually curved, low test scores, etc. **are not** usually dropped from the student's overall grade and extra credit is not typically given.
- Testing is also done in clinic on procedures performed on actual patients. The professional phase is not just on-the-job training with no more testing. Testing is constant for the entire 14 months.

33. The following is the academic grading scale used for all professional radiography courses. Final point totals will be rounded to the nearest whole number to determine the final grade. Decimal places of .0-.4 will round down to the next whole number. Decimal places of .5-.9 will round up to the next whole number. Grades will be determined according to the following scale:

Grading Scale

A	=	100-95%	C	=	77-75%
A-	=	94-91%	C-	=	74-71%
B+	=	90-88%	D+	=	70-68%
B	=	87-85%	D	=	67-65%
B-	=	84-81%	D-	=	64-62%
C+	=	80-78%	F	=	61.4% and below

34. Transfer students: Decisions on accepting transfer students will be determined on an individual basis. All students must meet the admissions requirements as outlined in the BSU Undergraduate Catalog as well as those of the Radiography Program. Transfer credit will be evaluated on an individual basis from comparison of course content, syllabi and course descriptions for BSU and the transferring institution. The Radiography Program Faculty and BSU will determine the acceptance of transfer credits.

The following criteria will be considered for transfer students previously enrolled in a Radiography Program:

- Must have attended a JRCERT or regionally accredited radiography program.
- Previous radiography program course work completed must be evaluated by the Radiography Program Faculty to assure that equivalency, comprehensive knowledge and competency exists and has been maintained. If equivalency, comprehensive knowledge and competency cannot be determined and/or demonstrated, additional course work and/or clinical experience will be necessary. For transfer students at least 51% of the courses required to award the Ball State University Radiography Program degree must be completed within the Ball State University Radiography Program.
- Favorable written recommendation from previous program director.
- Favorable clinical and academic standing from previous radiography program.
- Disciplinary action record from previous radiography program.
- Any other factors deemed relevant by the Radiography Program Admissions Committee.

35. Admission Requirements

- **NOTE: If you declared Radiography as a major prior to Fall 2026, contact the Radiography Major Advisor for admission requirements.**
- Refer to the BSU Undergraduate Course Catalog at www.bsu.edu, the Radiography Program website at www.bsu.edu/radiography and the Program Check Sheet at www.bsu.edu/radiography for specific admission requirements.

General Information

- Students may complete the required radiography prerequisite and UCC courses upon admission to the university. Admission to the professional phase requires a separate application and is competitive. Admission to the university, satisfactory completion of the prerequisite and UCC courses and fulfillment of program admission requirements does not guarantee admission to the professional phase of the program. The radiography program designates the number of students admitted to the professional phase each year based on the clinical setting capacity.
- To participate in the professional phase of the program, no accepted student may appear on specific Federal exclusion lists.

Admission Requirements

To apply for admission to the professional phase of the program, students must:

- a. Meet with the Radiography Major Advisor.
- b. Be a current Ball State student by December 1 of the year immediately prior to the professional phase application deadline. All transfer credits must be evaluated and appear on the official BSU transcript.
 - If you are **not** a current Ball State student you need to apply to BSU by the first business day of November and provide all necessary documentation required by BSU Admissions (other college transcripts, high school transcript, etc.)
 - If you have not received an official admittance notification from BSU by the December 1 deadline, provide evidence that you officially applied to BSU by the first business day of November when submitting your application packet.
- c. Successfully complete 12 of the 26 credits of radiography prerequisite and UCC courses.
- d. Earn a minimum of 2.75 overall GPA from the required radiography prerequisite and UCC courses.
- e. Disclose any termination from a healthcare facility.
- f. Meet the following requirements of the math/science courses (ANAT 201, MATH 125, PHYS 215):
 - Complete 2 of the 3 required math/science courses.
 - Complete within the past seven years or must be retaken.

- Not repeat any math/science course more than one time.
 - Earn a grade of C or higher for all required math/science courses.
- g. Read the most current Radiography Program documents posted on the BSU website at www.bsu.edu/radiography: *Radiography Program Instructions and Application; Radiography Program Policies, Procedures, and Information; Radiography Check Sheet*.
 - h. Be a minimum of 18 years of age by the first day of the professional phase of the program due to occupational radiation exposure limits of minors and to meet legal clinical setting policies.

Retention Requirements

To maintain admission and participate in the professional phase of the Radiography Program, students must:

- a. Successfully complete all 26 credits of the radiography prerequisite and UCC courses by the end of spring semester prior to beginning the professional phase.
 - b. Earn a grade of C or higher in all professional courses.
36. You may complete required prerequisite and UCC courses at universities/colleges other than BSU provided that the course is accepted and considered an equivalent by BSU. Please contact the BSU Radiography Major Advisor if you need assistance in determining course equivalencies.
 37. The most current grade from a course will be used to calculate your radiography admission score and GPA regardless of whether the grade is higher or lower than the previous time(s) the course was taken, except for the prerequisite Math/Science courses. For prerequisite Math/Science courses taken more than once, the grade for the second time the course was taken will be used to calculate the admission score. This includes courses taken at all universities/colleges.
 38. If you are accepted to the professional phase of the program and are still completing radiography prerequisite and UCC courses, you will be accepted on a conditional basis. To retain your professional phase position, all remaining radiography prerequisite and UCC course grades must meet the requirements of a C or higher for math/science and English courses, a passing grade for all other courses, and no less than a 2.75 overall GPA in all required radiography prerequisite and UCC courses. All radiography prerequisite and UCC courses must be completed by the end of the spring semester prior to beginning the professional phase of the program.
 39. The number of applicants and the accepted GPA for the professional phase of the program varies each year. The admissions process is competitive and typically more qualified students apply than can be accepted into the professional phase. Admission scores are greatly influenced by the math/science GPA since it is the highest weighted factor in the radiography admission process. Students who are not offered a professional phase position may elect to continue courses on campus to complete a baccalaureate degree and reapply or may elect to repeat specific radiography prerequisite and UCC courses to raise their math/science and/or overall radiography prerequisite and UCC course GPA.
 40. Applicants are ranked using the following formula: $(\text{GPA of required radiography prerequisite and UCC courses} \times 8) + (\text{GPA of required radiography prerequisite and UCC math/science courses} \times 17)$. This translates into the GPA of the required radiography prerequisite and UCC courses being weighted 32% and the GPA of the math/science courses being weighted 68% of the admission score/ranking.
 41. To apply to the professional phase of the program, go online to www.bsu.edu/radiography to obtain the most current Radiography Program application and instructions. Allow enough time prior to the application deadline of the first business day of February to obtain the required official transcript(s).
 42. The Admissions Committee usually meets in February to select the individuals admitted to the professional phase, which begins in May of each year. The Radiography Program usually accepts sixteen students based on the availability of clinical spots. Notification of acceptance or non-acceptance is sent to all applicants' BSU email, usually by Spring Break. If you are offered a position in the professional phase of the program, you will receive notification outlining exactly what to do to accept the position. Orientation information will be sent in March outlining information for ordering uniforms, registering for classes, purchasing books, when and where to report, etc.

43. All accepted students in the professional phase of the program are not considered employees of the hospital and are not covered under any of the clinical setting's Employee Health services. Students enrolled in the professional phase of the program must provide documentation of health insurance coverage and must maintain coverage through the completion of all professional phase courses. If a student is injured while performing clinical duties, the student may utilize their own personal health insurance and assumes responsibility for all costs associated with treatment. All accepted students in the professional phase of the program are provided with professional liability insurance through the university.
44. Since a degree in the Radiography Program attests to the mastery of knowledge and skills, students must possess the essential knowledge and skills to function in a broad variety of situations and render a wide spectrum of patient care in a safe and effective manner. The Radiography Program Faculty have therefore specified nonacademic criteria called technical standards (essential functions). Essential functions are those physical, mental and psychosocial characteristics that are necessary to meet the clinical expectations for the Radiography Program. Becoming a healthcare professional requires the completion of an educational program that is both intellectually and physically challenging.

There are times when reasonable accommodations can be provided to assist a student with a disability. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward the completion of the tasks.

All students accepted to the professional phase of the program will be required to sign a statement certifying they can meet the technical standards and/or outline any requested accommodations.

45. Due to the accepted standard of patient care in the workplace, all students who are offered and accept a professional phase position in the program must provide proof of health insurance and documentation of required immunization/tests as determined by the clinical settings for the entire time that they are a student. **No exceptions will be granted.** Information will be provided with the program acceptance notification. The mandatory immunizations/tests are listed below. While in the professional phase of the program students must also receive inoculation for influenza. **Mandatory** immunizations/tests include but are not limited to:

- Influenza, mumps, rubella, rubeola, tuberculosis, varicella (Chicken Pox)

Recommended immunizations include:

- COVID 19, Hepatitis A, Hepatitis B, Meningococcal, Tdap (Tetanus, Diphtheria, Pertussis)

46. Prior to beginning the professional phase of the program, all accepted students must provide proof of completion of an American Heart Association **"Basic Life Support (BLS) for Healthcare Providers Course"**. The course must have a two-year expiration date. You may choose to take the course now before being accepted to the program provided that the 2-year expiration date is good through the end of the professional phase of the program. If you have already taken the appropriate course, your card must have a date that expires after graduation from the professional phase of the program. If the card does not have an expiration date past graduation from the professional phase of the program, you will need to retake the course. **The American Heart Association course is the only course that will be accepted.** Go to <https://www.heart.org/> or <https://www.smrtindiana.com/> to search for a course offered in your area. Information will also be included in the admission notification letter.

47. The following requirements must be met to be certified for graduation from the Radiography Program and to release course grades to Ball State:
- Satisfactory complete all degree and university requirements as determined by BSU. Information is available at www.bsu.edu.
 - Satisfactory complete all Radiography Program courses in the prescribed period of time.
 - Return any materials loaned by the clinical setting or the Radiography Program.
 - Meet all financial obligations concerning BSU and courses.
 - Return IU Health ID, Hendricks Regional Health ID, markers, radiation dosimeter and surgery scrubs. Any fees associated with items not returned are the responsibility of the student and must be paid before the student can be certified as completing the program and receive course grades.

48. **Disclosure of termination from healthcare facility**

Full disclosure of involuntary termination from a healthcare facility is required on the application to the professional phase of the Radiography Program. The cause of termination will be reviewed to determine if you would not be eligible to work in a healthcare facility. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it will not be possible for you to complete the professional phase of the Radiography Program, and the application process will be stopped. All decisions are handled on a case-by-case basis.

49. **Disclosure of misdemeanor or felony**

Students accepted to the professional phase of the Radiography Program must successfully complete a background check and be cleared by IU Health to participate in the program. Accepted students must also apply and receive a student permit issued by the Indiana Department of Health. Prior to completion of the program, students will apply for the national credentialing exam administered by the American Registry of Radiologic Technologists (ARRT). The ARRT credential is required to work in most states. Accepted students will be asked to respond to questions regarding felonies and misdemeanors. On the ARRT application, applicants will be required to disclose any ticket, citation, summons, arrest, charge or conviction for a misdemeanor or felony. You must disclose any ticket, citation, summons, arrest, charge or conviction regardless of how long ago they occurred even if you have been told nothing will show on your record, the charges were dismissed, etc. For example, a charge and/or ticket and/or conviction for underage drinking must be disclosed even if you have been told it will not show on your record. Disclosure will not automatically disqualify an individual from qualifying to take the ARRT exam.

- For the ARRT, individuals with disclosure of a misdemeanor or felony may complete a pre-application review process and receive clearance from the ARRT prior to being accepted into the program or if you're at least eight months away from Radiography Program graduation. To download a pre-application form, go to https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=74a101fc_44. Please note the Ethics Pre-Application Review may take up to 12 weeks to be completed.
- If you have questions on whether or not you need to disclose information and/or should consider completing the pre-application review process through the ARRT, please contact the Radiography Program Director at rajones5@bsu.edu or rjones1@iuhealth.org.

50. The Ball State University Radiography Program has a contingency plan that addresses any type of catastrophic event that could affect student learning and program operations. Please contact the Program Director if more information is needed.

51. All accepted students must meet all requirements of the program and clinical settings by the deadlines specified by the program for acceptance and throughout the entirety of the program. These requirements will be provided for accepted students and are subject to change as needed.

52. ESTIMATED PROFESSIONAL PHASE COSTS

- Costs below are fees for the professional phase of the program (14 months), based on Indiana resident fees.
- Costs do not include the 26 hours of radiography prerequisite and UCC courses.
- Costs do not include housing or transportation, including gas, for the professional phase courses, including travel to the clinic settings.
- Costs do not include supplies needed to complete courses such as notebooks, folders, computer print cartridges, printing paper, computer, etc.
- All costs are estimated, and tuition is based on in-state online and distance education fees. ***Tuition increases are announced at the discretion of BSU so the total estimated costs listed may increase.***
- The administrative acceptance fee and program fees are estimated, nonrefundable and subject to change.
- Students are encouraged to contact the BSU Financial Aid and Scholarships Office for assistance and advisement regarding financial aid.

REQUIRED PRIOR TO BEGINNING THE PROFESSIONAL PHASE OF THE PROGRAM	APPROXIMATE COSTS
Administrative acceptance fee; includes mandatory drug test performed by IU Health.	\$ 100.00 nonrefundable
Background check - accepted student is responsible for paying the fee at the time of the background check. The current <i>minimum</i> fee is \$39 and a credit card is required.	\$ 39.00 minimum
Documentation/administration of mandatory immunizations/tests. Costs may vary depending on number of immunizations/tests needed and healthcare provider fees.	\$ 250.00
American Heart Association Basic Life Support (CPR) course for Healthcare Providers. Costs vary depending on where the course is completed.	\$ 150.00
SUMMER SESSION	
Uniforms based on 5 pants, 5 tops, 1 lab coat, 1 pair shoes	\$ 350.00
Tuition: 8 hours x approximately \$346/hour + \$25 per credit hour College of Health fee + \$150 technology fee.	\$3,118.00
Books: All books are used for all successive semesters. Cost is based on required textbooks.	\$ 350.00
Program fee (one time): Used for required thyroid shields and supply expenses associated with the program.	\$ 250.00
FALL SEMESTER	
Tuition: 12 hours at Ball State flat cost of approximately \$4,474 + \$25 per credit hour College of Health fee + \$150 technology fee.	\$4,924.00
SPRING SEMESTER	
Tuition: 12 hours at Ball State flat cost of approximately \$4,474 + \$25 per credit hour College of Health fee + \$150 technology fee.	\$4,924.00
ARRT Exam application fee	\$ 225.00
SUMMER SESSION	
Tuition: 4 hours x approximately \$346/hour + \$25 per credit hour College of Health fee + \$100 technology fee.	\$1,634.00
NOTE: Payment utilizing an installment plan, credit or debit card may carry additional fees. Contact the BSU Bursar and Loan Administration Office at 765.785.1643 if you have questions.	
TOTAL ESTIMATED COSTS FOR THE PROFESSIONAL PHASE OF THE PROGRAM (14 MONTHS)	\$16,314.00

TECHNICAL STANDARDS/ACCOMMODATIONS FOR ADMISSION AND RETENTION BALL STATE UNIVERSITY RADIOGRAPHY PROGRAM

Since a degree in the Radiography Program attests to the mastery of knowledge and skills, students must possess the essential knowledge and skills to function in a broad variety of situations and render a wide spectrum of patient care in a safe and effective manner. The Radiography Program Faculty have therefore specified nonacademic criteria called technical standards (essential functions). Essential functions are those physical, mental and psychosocial characteristics that are necessary to meet the clinical expectations for the Radiography Program. Becoming a healthcare professional requires the completion of an educational program that is both intellectually and physically challenging.

There are times when reasonable accommodations can be provided to assist a student with a disability. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward the completion of the tasks.

All students accepted to the professional phase of the program will be required to sign a statement certifying they can meet the technical standards and/or outline any requested accommodations.

If a student has any type of disability (ADD, ADHD, learning, physical, psychiatric or anything else) with which they need assistance, **the student must contact BSU Office of Disability Services (DS)**. DS information is available at <https://www.bsu.edu/about/administrativeoffices/disability-services>. For any accommodations for the professional courses in the Radiography Program to be considered by the Radiography Program Faculty, the student must file the appropriate disability documentation with Ball State University Disability Services (DS) and follow all DS procedures.

Students are encouraged to contact Disability Services to allow enough time to process the request.

These non-academic criteria, technical standards, will apply to students *admitted and enrolled* in the professional phase of the Ball State University Radiography Program.

Radiographers are health care professionals who possess the knowledge and skills to utilize radiation in the production of medical images of the human body. These individuals also provide basic nursing and medical care and assist with emergency patient treatment where indicated. Therefore, to be admitted to the professional phase of the Radiography Program or to be retained in the program after admission, all applicants should possess:

1. Sufficient strength and motor coordination required to stand and walk up to 90% of the day.
2. Sufficient visual acuity, such as is needed in the accurate preparation and administration of contrast media and other medications as directed and for the observation necessary for patient assessment and nursing care.
3. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess the health needs of people with monitoring devices such as intercom systems, cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.
4. Sufficient gross and fine motor coordination to respond promptly and to implement the skills including the manipulation of equipment, positioning and moving patients required in meeting health needs related to these professions. In addition, students must be able to move and transport equipment utilized for procedures weighing up to 50 pounds.
5. Sufficient communication skills in English (speech, reading, writing) to interact with individuals to communicate their needs promptly and effectively, as may be necessary in the patient's interest.
6. Sufficient intellectual and emotional functions to exercise independent judgment and discretion in planning and implementing care for patients or to assess medical emergencies and respond quickly to summon qualified medical personnel.

The program reserves the right to request further information regarding a disability and request for accommodations and/or require the applicant or student to physically demonstrate any of the above listed skills.

BACKGROUND CHECK INFORMATION

To participate in an educational program at IU Health, all accepted students must successfully complete a background investigation performed by a company specified by IU Health. This is done to assist in providing a safe and violence free environment. The investigation includes requirements under the Compliance Program Guidance for Hospitals issued by the Department of Health and Human Services, Office of the Inspector General.

Students are responsible for paying the fee at the time of the background check. Information obtained in an investigation will be compared with information provided on the application and/or resume by the prospective student. If falsification is discovered, the offer of enrollment shall be rescinded. In the event the falsification is discovered after enrollment has occurred, action(s) consistent with the Health Sciences Education policies shall be taken, up to and including termination.

In the event of falsification, the prospective student is eligible to reapply for the program after a period of twelve months from the date on the original application. After the 12-month period expires, any information disclosed will be evaluated in accordance with current policy. If a pending case is discovered, and a disposition of "guilty" would render the individual not eligible for enrollment based on this policy, the application process is stopped.

To fully understand the circumstances that can disqualify you from being a student in an educational program at IU Health, please be aware of how we define the following terms and use them in this document:

- **Background investigation:** A process to verify information provided by the prospective student and to obtain copies of records and/or gather information on a prospective student.
- **Candidate:** An individual who completed an educational program application or is an accepted student in an educational program.
- **Charge:** An existing accusation that an individual has committed a crime, lodged by a law enforcement through an indictment, information, complaint, or other formal charge, where the accusation has not yet resulted in a final judgment, acquittal, conviction, pleas, dismissal or withdrawal.
- **Conviction:** Any violation of a law or ordinance for which a candidate was found guilty by a judge and/or jury or to which the candidate pleaded guilty.
- **Criminal history:** A candidate's record of convictions (and/or final disposition of charges) maintained by a court of law or a law enforcement agency.
- **Falsification:** Providing or omitting information contrary to that obtained in a background investigation (unless the background information is proven to be inaccurate) and/or providing false, incomplete or misleading information.
- **Office of the Inspector General (OIG):** The federal oversight agency which maintains a cumulative list of individuals who have been sanctioned for fraud or abuse of government programs, such as Medicare, Medicaid, etc.
- **Sanction:** Any action in which a person has been debarred, excluded, or otherwise made ineligible for participation in federal health care programs.

The following will disqualify an applicant or accepted student from the professional phase of the program:

1. A sex crime.
2. Exploitation of an endangered adult.
3. Failure to report battery, neglect, or exploitation of an endangered adult.
4. Murder.
5. Voluntary manslaughter.
6. Abuse or neglect of a minor, child or dependent.
7. Failure to report the abuse of a minor, child or dependent.
8. Any act that, if it occurred at the organization, could compromise the organization's property or the safety or well-being of patients, team members, visitors, or volunteers of the organization.
9. Abuse, neglect, or mistreatment of a patient or misappropriation of a patient's property, as reflected in the state nurse aide registry.
10. Any act which resulted in the candidate's name appearing in the Sex Offender Registry.
11. Criminal offenses related to health care or have been debarred, excluded, or otherwise rendered ineligible for participation in federal health care programs based on sanctions or OIG records.

The following will disqualify a candidate from the professional phase of the program that has occurred within 5 years of the candidate's program application:

1. Theft that has occurred within five years of the candidate's program application.
 - a. Theft includes but is not limited to: criminal conversion, receiving stolen property, shoplifting and identity theft.
 - b. Time frames will be measured from date of disposition (conviction).
2. Felony battery
3. Felony offense involving controlled substances.
4. Involuntary manslaughter.

If the candidate's background check includes a conviction that is not listed above as an exclusion, the organization will conduct an individualized assessment to determine whether excluding a candidate based on any other conviction is related and consistent with business necessity.

Enrolled students must report, in writing, any criminal charge, conviction, or sanction to their program director. This notification must occur at least 24 hours prior to the IU Health class after the charges are filed or after the conviction or sanction occurs, or immediately if the charge/conviction/sanction occurs within 24 hours of the next course day. Failure to report a charge, conviction, or sanction could be grounds for immediate termination of participation in the program.

During an investigation of a charge, the student may be suspended. If the charge is related to drugs or alcohol, an immediate drug test may be ordered for the student. If positive, the student will be referred for corrective action consistent with Health Sciences Education policies up to and including termination from the program. If the student is placed on leave of absence to receive therapy, a release must be provided indicating readiness to return to the program.

DISCLOSURE OF TERMINATION FROM HEALTHCARE FACILITY

Individuals who have been terminated involuntarily from any healthcare facility must disclose this information on the program application and provide an explanation. The cause of termination will be reviewed to determine if you would not be eligible to work in a healthcare facility. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it will not be possible for you to complete the program and the application process will be stopped. All decisions are handled on a case-by-case basis.

Students who are suspended or terminated from a paid job at any of the program's clinical settings must notify the program director immediately. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it may not be possible for you to complete the professional phase of the program. All decisions are handled on a case-by-case basis.

FEDERAL EXCLUSION LIST INFORMATION

The Federal Government requires that a facility receiving federal money must screen employees and students on a regular basis to be in compliance with the federal requirements of Federal Exclusion lists through the Office of the Inspector General (OIG). Students will be screened monthly. Students that appear on the Federal Exclusion lists could cause IU Health to lose federal funding. Any student appearing on a list at any time would immediately be suspended from the program and an investigation would be completed. Subsequent action could include termination from the program.

- **Office of Inspector General (OIG) U.S. Department of Health and Human Services, List of Excluded Individuals/Entities (LEIE) List**

The OIG, under a Congressional mandate, established a program to exclude individuals and entities affected by various legal authorities, contained in sections of the Social Security Act, and maintains a list of all currently excluded parties called the "List of Excluded Individuals/Entities (LEIE)." The OIG must include any health professional on the LEIE if an individual or entity is convicted of Medicare or Medicaid fraud; patient abuse or neglect; felony convictions for other health-related fraud, theft, or financial misconduct; and felony convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances. By discretion, individuals will be placed on the list for a number of reasons, including misdemeanor convictions relating to health care fraud; unlawful use of controlled substances; suspended or revoked licenses; provid-

ing unnecessary or substandard services; submitting false claims to a federal health care program; or even defaulting on health education loans.

- **The System for Award Management (SAM) – *General Services Administration, Excluded Parties List***

This list includes persons and organizations excluded from participating in Federal contracts.

- **Specially Designated Nationals List (SDN) *U.S. Department of Treasury***

This is a list of individuals and organizations with which U.S. citizens and residents are prohibited from doing business. The list includes individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. The SDN also lists individuals, groups, and entities such as terrorists and narcotics traffickers designated under programs that are not country specific.



BALL STATE UNIVERSITY

RADIOGRAPHY PROGRAM CLASS GRADUATING 2028 PROFESSIONAL PHASE SCHEDULE

The calendar for the class beginning Summer Semester 2027 and graduating Summer Semester 2028 is pending and has not yet been finalized. Dates listed below are all tentative and subject to change. Do not make any plans until these dates are confirmed once you begin the program.

The professional phase calendar below may be different than the BSU academic calendar. Days subject to change with notification to students.

Due to the accelerated format of the professional phase of the Radiography Program, it is not possible to take vacation at any times different than listed below. Please keep this in mind when planning time off from May through the following July.

Summer Semester* 2027

Mon May 17, 2027	Summer courses AHSC 201, 224, 228, 231 begin
Mon May 31, 2027	Memorial Day – off
Fri Jun 18, 2027	Juneteenth - off
Mon Jul 5, 2027	Independence Day - off
*Summer courses extended to 8/13/2027	
Fri Aug 13, 2027	Summer courses end
Aug 16-20, 2027	Summer break

Fall Semester 2027

Mon August 23, 2027	Fall courses AHSC 225, 229 and 232 begin
Mon Sep 6, 2027	Labor Day - off
Wed-Fri Nov 24-26, 2027	Thanksgiving recess - off
Fri Dec 17, 2027	Fall courses end
Dec 20-31, 2027	Holiday break

Spring Semester 2028

Mon Jan 10, 2028	Spring courses AHSC 226, 230 and 233 begin
Mon Jan 17, 2028	Martin Luther King, Jr. Day - off
Mar 13-17, 2028	Spring Break
*Spring break may be a different week than the BSU calendar.	
Fri May 5, 2028	Spring courses end

Summer Semester 2028

Mon May 8, 2028	Summer course AHSC 234 begins
Mon May 29, 2028	Memorial Day - off
Mon Jun 19, 2028	Juneteenth - off
Tue Jul 4, 2028	Independence Day - off
Fri Jul 21, 2028	Summer course ends
Sat Jul 22, 2028	BSU campus graduation