

Brochure/Catalog



The certificate radiography program at Catholic Health's Mercy Hospital School of Radiography is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program's current length of accreditation is eight (8) years.

Granted on 5/17.

JRCERT contact information is:
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
email@jrcert.org
jrcert.org

and



Department
of Health

The New York State Department of Health: (518) 402-7580

Contents

| | |
|----|--|
| 2 | The field of radiography |
| 2 | Mission Statement of the School of Radiography |
| 3 | Program goals & student learning outcomes |
| 3 | Program effectiveness data |
| 4 | Catholic Health Mission Statement |
| 4 | I-CARE values |
| 5 | Sponsorship |
| 5 | Accreditation |
| 5 | Academic calendar |
| 5 | Clinical affiliations |
| 5 | Admissions |
| 5 | Requirements for admission |
| 5 | Application procedure |
| 6 | Technical requirements |
| 7 | Requirements for graduation |
| 7 | Advanced placement |
| 7 | Non-discrimination policy |
| 7 | Radiation safety policy |
| 7 | Pregnancy policy |
| 7 | Academic policy |
| 7 | Program curriculum |
| 8 | Accommodations for people with disabilities |
| 8 | Financial aid |
| 8 | Program fees |
| 8 | Tuition breakdown |
| 8 | Payment schedule |
| 8 | Program fees |
| 8 | Related fees |
| 9 | Refund policy |
| 9 | Modification of fees, policies, and curriculum |
| 9 | Professional liability insurance |
| 9 | Hospital security |
| 9 | Health services |
| 9 | Housing and child care |
| 10 | Calendar 2024–2026 |
| 10 | Due process—grievance policy |
| 10 | Grievance procedure |
| 10 | Disclaimer for all candidates |
| 10 | Contact information |

Introduction

Mercy Hospital School of Radiography appreciates your interest in our Program. The school was founded in 1961 by the late Dr. John J. Magovern and Sister Mary Constance, Congregation of Infant Jesus. Due to the untiring efforts and dedication of Dr. Magovern and Sr. Mary Constance, Mercy Hospital School of Radiography has achieved a leading role in educating radiologic technologists in the Long Island area. Today, that dedication to further education, lives on as a part of its memory.

The field of radiography

Radiographers are an integral part of the allied health care team. Radiography is the art and science of using ionizing radiation to provide images of the human body's organs, bones and vessels. The physicians who interpret these images are called radiologists. As radiographers, we are essential members of the health care team who have the responsibility of obtaining the best images while promoting the care and wellbeing of our patients. These responsibilities include but are not limited to: patient interaction, accurate positioning, ongoing assessment of the patient and utilization of proper technical factors for the production of quality images. There are currently many employment opportunities in the field of radiology. Graduates have found employment in hospitals, clinics, imaging centers and private offices. Various shifts are also available. Imaging modalities in the radiology field include: general diagnostic, CT, MRI, interventional radiography, cardiovascular technology and mammography.

- You are going to have to touch people. Radiology technologist are hands on people. This profession is high tech and high touch.
- A radiologic technologist isn't just a job it is a profession. Professionalism means committing to lifelong learning.
- School needs to be a priority. Studying to be a radiologic technologist is a demanding, full-time job. In addition to hours in the classroom and at clinical sites, you'll need time for studying.
- Your friends/family think you'd be great at it, but is your heart really in it? Patients deserve high-quality care from professionals who chose to focus on diagnostic imaging.

Mission Statement of the School of Radiography

The Mercy Hospital School of Radiography program will prepare students for entering the profession by offering a curriculum that enables them to demonstrate the required competencies in the art and science of radiography in a hospital/office(s), which is committed to achieving excellence in all aspects of patient care. It is the responsibility of the radiography program to provide a comprehensive curriculum and clinical experience so that graduates can successfully demonstrate the didactic and clinical competencies of a skilled and professional entry-level technologist.

Program goals & student learning outcomes

The goals of the Mercy Hospital School of Radiography evolve from the standards of education set forth by the Joint Review Committee on Education of Radiologic Technology (JRCERT) and the American Society of Radiologic Technologists (ASRT). They are:

- **Goal 1: The students will be clinically competent.**
 - Students will demonstrate proper radiation protection.
 - Students will demonstrate quality patient-care skills.
 - Students will demonstrate equipment manipulation.
- **Goal 2: The students will function as an active member of the health care team by practicing within the scope of professional radiologic principles.**
 - Students will recognize the importance of following HIPAA guidelines.
 - Students/graduates will demonstrate professionalism.
 - Students understand the importance of professional organizations.
- **Goal 3: The students will be able to communicate effectively.**
 - Students will effectively communicate with patients.
 - Students will demonstrate effective presentation skills.
 - Students will be able to communicate effectively in writing.
- **Goal 4: The students will be able to critically think effectively in the clinical setting.**
 - Students will perform non-routine procedures.
 - Students will appropriately evaluate images.

Program effectiveness data

In addition to the goals and student learning outcomes listed above, the performance of the program is reflected through program effectiveness data as defined by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
jrcert.org
mail@jrcert.org

Program effectiveness data includes the program completion rate, credentialing examination pass rate and job placement rate. Explanations of these measures and program data that correspond with the annual report most recently submitted to the JRCERT are noted below. This information can also be obtained at <https://portal.jrcertaccreditation.org/summary/programannualreportlist.aspx>.

Questions about program effectiveness data should be directed to the program director.

| Program Completion Rate | | | |
|-------------------------|-----------------|-----------------------|-------------------------|
| Year | Completion rate | # of students started | # of students completed |
| 2018 | 100% | 17 | 17 |
| 2019 | 100% | 17 | 17 |
| 2020 | 100% | 17 | 17 |
| 2021 | 100% | 17 | 17 |
| 2022 | 100% | 14 | 14 |
| 5-Year Average | 98.8% | Benchmark met | |

| First Time Pass Rate of American Registry of Radiologic Technologists (ARRT) Credentialing Examination | | |
|--|-----------------------|---|
| Graduation year | 1st attempt pass rate | # of graduates |
| 2018 | 100% | 17 of 17 students (first attempt) |
| 2019 | 100% | 17 of 17 students (first attempt) |
| 2020 | 94% | 16 of 17 students (first attempt) |
| 2021 | 94% | 16 of 17 students (first attempt) |
| 2022 | 100% | 14 out of 14 students passed on first attempt |
| 5-Year Average | 97.6% | *Will not be less than 75% at first attempt within twelve months of graduation |

| Job Placement Rate | | |
|--------------------|--------------------|--|
| Graduation year | Job placement rate | Number of graduates |
| 2018 | 100% | 17 graduates returned graduate survey/phone calls. 17 are employed |
| 2019 | 100% | 17 graduates returned graduate survey/phone calls. 17 are employed |
| 2020 | 100% | 17 graduates returned graduate survey/phone calls. 17 are employed |
| 2021 | 100% | 17 graduates returned graduate survey/phone calls. 17 are employed |
| 2022 | 100% | 14 graduates returned graduate survey/phone calls. 14 are employed |
| 5-Year Average* | 100% | * Will not be less than 75% within 12 months of graduation (Actively seeking employment) |

Catholic Health Mission Statement

We, at Catholic Health, humbly join together to bring Christ’s healing mission and the mission of mercy of the Catholic Church expressed in Catholic health care to our communities.

I-CARE values

Integrity: We are who we say we are and act in accordance with the Splendor of Truth of our Catholic moral teaching and our Catholic values.

Compassion: We have compassion for our patients, see the suffering Christ in them, strive to alleviate suffering and serve the spiritual, physical and emotional needs of our patients.

Accountability: We take responsibility for our actions and their consequences.

Respect: We honor the sanctity of life at every stage of life and the dignity of every person, and incorporate all the principles of Catholic social teaching in our relationships and advocacy.

Excellence: We seek the glory of God in the compassionate service of our patients, and we strive to do the best that can be done, whatever our role.

As a way to give back and live the mission of Mercy, all enrolled students will be required to partake in one “Healthy Sunday” community outreach event during the course of their two years. Dates and details to follow once the program begins.

Sponsorship

For more than 50 years, Mercy Hospital has sponsored the Mercy Hospital School of Radiography. Today, the school has expanded to include clinical rotation with our sister hospitals within the Catholic Health.

Accreditation

The School of Radiography is accredited by the Joint Review Committee on Education of Radiologic Technology (JRCERT- 20 North Wacker Drive, Suite 2850, Chicago, IL, 60606-3182, (312) 704-5300; mail@jrcert.org), and the New York Department of Health Bureau of Environmental Protection (NYSDOH-BERP), Corning Tower Empire State Plaza, 12th floor, Room 1221, Albany, NY, 12237, (518) 402-7580 (health.ny.gov). At this present time, the program has an eight (8) year accreditation status with the JRCERT, granted on 5/2017.

Academic calendar

The full time (40 hours/week), 23 continuous month program begins each September and operates Monday–Friday, from 8 am – 4 pm*. The course of study consists of two components: a formal classroom program and clinical application of radiologic procedures.

Classroom hours are 8 am–4 pm; Clinical rotations 7.5 hour shifts between the hours of 6 am and 7 pm—clinical site dependent. [The last 6 months of training may include an occasional Saturday 8 am–4 pm].*

The program offers a total of 6 assigned week’s vacation, eight personal/sick days per year and observes holidays consistent with the Mercy Hospital calendar.

Clinical affiliations

Mercy Hospital School of Radiography has clinical affiliations with St. Catherine of Siena Hospital in Smithtown; Good Samaritan University Hospital in West Islip; St. Charles Hospital in Port Jefferson, St. Joseph Hospital in Bethpage; St. Francis Hospital & Heart Center® in Roslyn, NUMC in East Meadow and various Catholic Health outpatient facilities. All students will be expected to attend clinical rotations at these locations in addition to those at Mercy Hospital.

*Subject to change

Admissions

The program accepts up to 20 students for admission, per year. For consideration into the program, it is recommended that all applications and required documents be submitted on a timely basis. Program applications are available from October through February.

Requirements for admission

The following are the **minimum** program requirements:

- Application fee (non-refundable) \$100.00 by check or money order payable to Mercy Hospital School of Radiography.
- Completed and signed application form.
- Personal essay.
- Minimum of an Associate Degree—conferred on or before July 1 of the year students begin the program—no exceptions.
- Official college transcript** indicating a conferred associate degree, or higher, by an accredited institution with a cumulative GPA ≥ 2.5 .
 - [Anatomy and physiology are NOT a pre-requisite. Anyone enrolled in our program MUST take all courses given during the two years including anatomy and physiology.]
- Satisfactory score on entrance exam (70 or higher).
- Ability to meet technical requirements listed below.
- Good health as determined by your personal physician.
- Passing a drug screening examination.
- Interview.

**Only WES (World Education Services) translated foreign transcripts will be accepted).

*Please note that meeting the above minimum requirements does not guarantee acceptance into the program.

Application procedure

- Please complete, sign and return your application along with a check for \$100.00 made payable to Mercy Hospital School of Radiography prior to February 29, 2024.
- Have your college/university send official copies of your transcript to Mercy Hospital School of Radiography—1000 North Village Avenue, Rockville Centre, NY 11570. Barbara.Geiger@chsli.org

Once we have received your:

- Completed and signed application.
- An application fee of \$100.00.
- Official copies of college transcripts(s) indicating degree awarded.

You will be notified of the next available scheduled date for the entrance exam.

The entrance examination is a general knowledge test that consists of three portions: verbal, science and math. To continue with the admissions process you must get a passing grade on the entrance examination. Please note that there is an additional fee of \$70 for the entrance exam.

If you obtain a 70 or better on the entrance exam, you will be contacted to set up “observation time” at Mercy with the clinical coordinator. At the end of your observation time, you will be required to write a short essay about your observation experience. This essay will be graded on a scale of 1–12 and this score will be used as part of the admissions scoring process.

After your observation time is complete, you will be granted an interview with the admissions committee. Passing the exam, completing the observation time and being granted an interview is NOT a guarantee of admission. Due to limited capacity, only a limited number of students can be accepted.

Technical requirements

The applicant accepted and enrolled in the program must be able to:

- 1. Communication:** Have the ability to speak, hear and observe patients to:
 - a. Be able to describe changes in activity, mood, posture of a patient.
 - b. Understand non-verbal communication.
 - c. Respond to verbal and non-verbal communication.
 - d. Effectively hear to help with patient needs and to express themselves verbally with other health care workers; intermittently, surgical procedural masks are to be worn during the day.
- 2. Observation:** Observe patient and environment activity through:
 - a. Peripheral vision.
 - b. Depth perception, to judge distance.

- 3. Motor and function ability:** In order to safely handle patient, students must have gross and fine muscular movements, equilibrium, strength and functional use of the senses of touch and vision to:
 - a. Walk and stand most of the clinical time at the hospital (8 hour periods).
 - b. May be required to wear 10 lb. lead apron for extended periods of time (most of an 8-hour day).
 - c. Frequent reaching and manual dexterity in handling accessory equipment (i.e.: flexing/rotating neck; lifting and moving above the head; palpating patient anatomy etc.).
 - d. Lift a minimum of 30 pounds and ensure patient safety.
 - e. Move immobile patients from a stretcher to the X-ray table with assistance from department personnel.
 - f. Push a stretcher/wheelchair with a patient from the patient’s waiting area to the X-ray room.
- 4. Mental requirements:** Adapt to changing environments (i.e. varied tasks, emergency conditions).
 - a. Intellectual and emotional functions to exercise independent judgment, critical thinking and discretion in the performance of medical imaging procedures.
- 5. Environmental requirements:** As students perform the tasks associated with clinical education, they must be safety conscious in performance of their duties so that they are not unnecessarily exposed to environmental risks. When performing procedures on patients with infectious diseases, masks, goggles and gloves may need to be worn. When in the presence of ionizing radiation, students will wear lead aprons and be monitored for dose to exposed body parts.

Requirements for graduation

Students must successfully complete each course with a minimum grade of 75% and have satisfactorily completed each Clinical Competency Evaluation to be eligible to graduate from the program. At this time they will be eligible to:

- Apply for the New York State License as a Radiologic Technologist (NYSDOH-BERP).
- Apply for the American Registry of Radiologic Technologist (ARRT) examination.

Advanced placement

Mercy Hospital School of Radiography does not grant advanced placement.

Non-discrimination policy

The program chooses candidates for admissions on the basis of ability and qualifications without regard to race, color, creed, religion, sex, age, national origin, marital status, citizenship, sexual orientation, disability or veteran status, in compliance with federal, state and municipal laws and requires that the applicant meet qualifications as set forth by the Joint Review Committee on Education in Radiologic Technology.

Radiation safety policy

Due to the nature of ionizing radiation and its potential for harm, the program complies with ALARA (As Low as Reasonably Achievable) policy of administering radiation. The radiographer, through education, understands radiation and applies that knowledge safely in producing quality diagnostic examinations.

Pregnancy policy

Pregnancy is not a barrier to admission or continuation in the program. (Mercy Hospital School of Radiography pregnancy policy is available upon request).

Academic policy

Each instructor establishes expectations for the students and arranges test and quiz schedules. The instructor will follow the grading scale established by the program as outlined below.

Students are encouraged to discuss any issues related to the course with the course instructor. The following numerical grading system is followed. All students must achieve a minimum grade of 75% in each course.

| Grading | | | |
|---------|----------|-----|---------------------------|
| A | 95–100 | 4.0 | Superior Achievement |
| A- | 90–94 | 3.7 | Above Average Achievement |
| B+ | 87–89 | 3.3 | Average Achievement |
| B | 84–86 | 3.0 | Average Achievement |
| B- | 80–83 | 2.7 | Average Achievement |
| C+ | 77–79 | 2.3 | Below Average Achievement |
| C | 75–76 | 2.0 | Below Average Achievement |
| F | Below 75 | 0.0 | Failure |

Failure in any course will result in individual evaluation of that student by the program faculty to determine the status of the student's enrollment in the program.

Program curriculum

During the two-year program, the students will receive more than 2,500 hours of clinical training and more than 800 hours of didactic education. The curriculum will cover, but is not limited to the following courses:

Please note—many school assignments may be required to be handed in via e-mail. Mercy and its affiliates are PC based only; therefore, if you use any other operating system you must have software that is compatible with Word and Excel PC.

| Junior Year | Senior Year |
|------------------------------|-----------------------------------|
| Introduction to Radiography | Principles of Exposure – (PRE) II |
| Medical Ethics & Law | Cross Sectional Anatomy |
| Anatomy & Physiology – I | Interventional Procedures |
| Anatomy & Physiology – II | Computerized Imaging |
| Radiographic Procedures – I | Radiographic Procedures – II |
| Principles of Exposure (PRE) | Mammography |
| Image Analysis/Evaluation | Image Analysis/Evaluation |
| Medical Terminology | Radiation Protection |
| Methods of Patient Care | Radiation Biology |
| Radiation Physics | QA/QC |
| Image Acquisition | CR/DR |
| Pediatrics | Radiographic Pathology |

Accommodations for people with disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the program strives to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in the program and activities.

Financial aid

The program does not participate in any financial aid offerings, which including Title IV Federal Programs and NYS Tuition Assistance Program (TAP). We do, however, accept VESID and USDVA payment.

Program fees

- Application fee: non-fundable \$100 due with application.
- Entrance examination fee: non-refundable \$70 due at time of examination.
- Tuition: \$17,000 total.

Tuition breakdown:

- \$1,000 due on acceptance (non-refundable).
- \$8,000 due by 1st day of junior year.
- \$8,000 due by 1st day of senior year.

Payment schedule—to avoid any service fees:

- \$8,000 in full and made payable to Mercy Hospital School of Radiography 1st day of junior year.

Or

- 8 monthly installments of \$1,000 by check or credit card 8 + service fee. See chart below.

| 2nd week of | Minimum amount | Service fee | Amount due | Balance pending |
|-------------|----------------|-------------|------------|-----------------|
| September | \$1,000 | \$100 | \$1,100 | \$7,000* |
| October | \$1,000 | \$90 | \$1,090 | \$6,000* |
| November | \$1,000 | \$80 | \$1,080 | \$5,000* |
| December | \$1,000 | \$70 | \$1,070 | \$4,000* |
| January | \$1,000 | \$60 | \$1,060 | \$3,000* |
| February | \$1,000 | \$50 | \$1,050 | \$2,000* |
| March | \$1,000 | \$40 | \$1,040 | \$1,000* |
| April | \$1,000 | \$30 | \$1,030 | Paid in full |

*Prior to service fee

Payment received more than 2 weeks late are subject to an addition late fee of \$50. Dates due are subject to change.

Payment schedule—to avoid any service fees:

- \$8,000 in full and made payable to Mercy Hospital School of Radiography 1st day of senior year. Check or credit card payments accepted.

Or

- 8 monthly installments of \$1,000 by check or credit card 8 + service fee. See chart below.

| 2nd week of | Minimum amount | Service fee | Amount due | Balance pending |
|-------------|----------------|-------------|------------|-----------------|
| September | \$1,000 | \$100 | \$1,100 | \$7,000* |
| October | \$1,000 | \$90 | \$1,090 | \$6,000* |
| November | \$1,000 | \$80 | \$1,080 | \$5,000* |
| December | \$1,000 | \$70 | \$1,070 | \$4,000* |
| January | \$1,000 | \$60 | \$1,060 | \$3,000* |
| February | \$1,000 | \$50 | \$1,050 | \$2,000* |
| March | \$1,000 | \$40 | \$1,040 | \$1,000* |
| April | \$1,000 | \$30 | \$1,030 | Paid in full |

*Prior to service fee

Payment received more than 2 weeks late are subject to an addition late fee of \$50. Dates due are subject to change.

Program fees—continued

- Text books, approximately \$1,300. Can be purchased through distributor or on own.
- Uniforms, approximately \$500. Must purchase with the school logo.
- Miscellaneous School fees \$300. For example, CPR/markers/Society [ASRT&NYSSRS] memberships, etc.

Related fees

- ARRT Examination Fee (payable to ARRT): \$200 end of senior year (May).
- NYS License Application Fee (payable to NYSDoH): \$120 end of senior year (May).
- Registry Review Seminar (approx. \$150): end of senior year (April/May).

***Please note that program fees are always subject to change.**

****Please note that total amount due junior year is \$9,000 and senior year is \$8,000. Mercy does not participate in any student loans.**

Refund policy*

- The \$100 application fee is non-refundable.
- The \$70 entrance examination fee is non-refundable.
- The \$1,000 acceptance fee is non-refundable.

Should the student withdraw from the program, the following is the refund policy (based on \$8,000 payment):

- During/up to 10 school days of attendance: 60% refund (excluding acceptance fee).
- During/up to 30 school days of attendance: 40% refund (excluding acceptance fee).
- During/up to 40 school days of attendance: 20% refund (excluding acceptance fee).

If at any time following the probationary period (first 40 school days), the student should decide to withdraw or is dismissed, all fees are forfeited.

*There is a small administrative processing fee associated with refund.

Modification of fees, policies, and curriculum

Apart from anything contained in this catalog, the program administration expressly reserves the right, where it deems advisable to change, modify or withdraw its schedule of tuition and fees; policies, program of study or requirement in connection with any of the foregoing.

Professional liability insurance

While enrolled in the Mercy Hospital School of Radiography all students are covered for professional liability by Mercy's insurance policy as long as they are operating within their scope of practice.

Hospital security

The hospital operates a department of Security and Safety that is continual 24/7.

Health services

All students must have a physical evaluation performed by their private physician and return to us the completed health assessment form. Copies of this form will be maintained in the schools administrative offices. The MMR vaccine is required by New York State Department of Health. **No student will be permitted to start the program without proof of proper immunization as required by law.** All students entering the program are encouraged to have the Hepatitis B vaccination. The seasonal influenza vaccination is mandatory by the NYS Department of Health and will be provided by Mercy Hospital or its affiliates. Any other vaccine that becomes mandated by NYS Department of Health will also be required.

*****Students must maintain their own health insurance while attending the program at Mercy. Mercy Hospital does not offer health insurance to students. Students are responsible for their own personal medical expenses. Students should present a valid health insurance card at the start of each school year.**

Housing and child care

The Mercy Hospital School of Radiography does not provide housing or childcare services.

Calendar 2024–2026*

| 2024–2026* | |
|--|---------------------------------------|
| Junior year 1st Semester— Classes Begin | September 4, 2024 – February 28, 2025 |
| Thanksgiving Holiday | November 28 – 29, 2024 |
| Winter Break | December 24, 2024 – January 2, 2025 |
| President’s Day | February 17, 2025 |
| 2nd Semester | March 1, 2025 – August 30, 2025 |
| Spring Break | April 18 – 25, 2025 |
| Memorial Day | May 26, 2025 |
| July 4 | July 4, 2025 |
| Senior’s Graduation Luncheon | July 16, 2025 |
| Senior’s Graduation | July 17, 2025 |
| Labor Day | September 1, 2025 |
| Senior Year 3rd semester Begins | September 2, 2025 – February 28, 2026 |
| Thanksgiving Holiday | November 27 – 28, 2025 |
| Winter Break | December 25, 2025 – January 2, 2026 |
| President’s Day | February 16, 2026 |
| 4th Semester | March 1, 2026 – July 16, 2026 |
| Spring Break | March 30, 2026 – April 6, 2026 |
| Memorial Day | May 25, 2026 |
| Fourth of July | July 3, 2026 |
| Graduation Luncheon | July 15, 2026 |
| Graduation | July 16, 2026 |

*Note: dates are subject to change.

Due process—grievance policy

- To provide a systematic and orderly method of adjusting complaints and differences of opinion.
- To protect the rights of students.
- To rectify or clarify alleged injustices or misinterpretations of school policies, procedures, rules or regulations.

Grievance procedure

1. If a problem arises the student should talk things over promptly with the program director. The matter should receive prompt attention. Most matters can be settled satisfactorily in this manner.

2. If, however, the student is not satisfied with the reply given by the program director, the matter should be referred to the administrative director of radiology in writing, within two school days. The administrator will then discuss the matter with the student and give a written reply within two school days.
3. If after utilizing these steps the student feels the grievance has not been resolved, the problem should be referred to the medical director in writing within two school days. The medical director will make an appointment with the student and review all of the facts and render a final decision within two school days.
4. If after all of these steps have been utilized, the student feels that the grievance has not been settled fairly or satisfactorily, the grievance will be referred to the vice president of human resources in writing, within two school days. (S)he will review the facts and render a final decision in writing, within two school days.

The grievance procedure is designed for the students’ protection. Remember, a grievance cannot be adjusted unless the program administration is aware that one exists. A copy of the *Standards for an Accredited Educational Program in Radiologic Sciences* published by the Joint Review Committee is available to the student upon request.

Disclaimer for all candidates

Certificates awarded January 1, 2011, and beyond are time-limited to 10 years. To renew registration of such certificates after 10 years have lapsed, individuals will be subject to Continuing Qualifications Requirements (CQR) as well as Continuing Education requirements.

Starting in January 2015, the ARRT imposed an education requirement that only those persons who possess an Associate degree or higher degree, may sit for the primary ARRT examination.

Contact information

Thank you for your interest in our program. Please feel free to contact the faculty of Mercy Hospital School of Radiography if you have any questions regarding the program or its policies at (516) 705-2272.

The following information is available upon request:

- Required courses and descriptions.
- Standards of conduct and performance.
- All school policies and procedures.
- Name and education of faculty.
- Standards for an Accredited Educational Program in Radiologic Sciences.