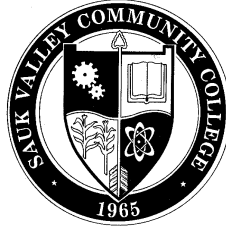


SAUK VALLEY COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY PROGRAM

Admission Handbook

2021-2022

Sauk Valley Community College

173 IL Route 2, Dixon, IL 61021

815/288-5511

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RADIOLOGIC TECHNOLOGISTS

Radiographers perform diagnostic imaging exams, administer contrast media, and operate digital radiographic equipment to perform a variety of imaging procedures including diagnostic X-rays, CT scans, magnetic resonance imaging (MRI) exams, bone densitometry, mammography, cardiovascular interventional studies, and additional specialties in nuclear medicine, ultrasound and radiation therapy.

Salaries vary depending on education, training and experience. There are about 250,000 Radiologic technologists in the United States. About 61 percent of all jobs were in hospitals. Most other jobs were in offices of physicians; medical and diagnostic laboratories, including diagnostic imaging centers; and outpatient care centers.

Employment of radiologic technologists is expected to increase by about 13 percent from 2016 to 2026, faster than the average for all occupations (Occupational Outlook Handbook from Bureau of Labor Statistics, current edition). As the population grows and ages, there will be an increasing demand for diagnostic imaging. With age comes increased incidence of illness and injury, which often requires diagnostic imaging for diagnosis. In addition to diagnosis, diagnostic imaging is used to monitor the progress of disease treatment.

Caring, dependability, and accuracy are some characteristics needed to be successful in this profession. Radiographers usually are expected to lift patients and give contrast in certain hospitals and/or specialty fields. The potential radiation hazards are minimal due to protection devices and strategies.

The Associate in Applied Science (AAS) degree in Radiologic Technology requires that the student complete 69.5 semester hours of general education and radiologic technology courses. Admission into the RAD classes is limited (with the exception of RAD 100) and students must meet certain criteria to apply (see application form checklist). This program admits 24 - 26 students each Fall semester. After acceptance into this program, classes follow a continuous 21-month curriculum (5 semesters – fall, spring, summer and fall, spring). Each student must receive a minimum grade of “C” in all radiologic technology courses. Upon degree completion, each student may apply to take the National Registry Exam and apply for a license to practice Radiography in the State of Illinois.

For further information on the profession or other imaging modalities, visit the following websites:

- American Registry of Radiologic Technologists - www.arrt.org
- American Society of Radiologic Technologists - www.asrt.org
- Association of Collegiate Educators in Radiologic Technology - www.acert.org
- Joint Review Commission on Education in Radiologic Technology - www.jrcert.org

ADMISSION PROCEDURE

Anyone interested in pursuing an AAS degree in Radiologic Technology must complete the following admission requirements by the designated deadline:

- Complete all required steps on the attached application form.
- Return the **fully completed** application form to the Health Professions Office.

The SVCC admission policy requirements and minimum Radiologic Technology Academic Admission Requirements must be completed by the priority deadline of March 1 of the year the applicant wishes to be admitted. This date is for in-district students or students that are a part of the Illinois Career agreement. A “point system” will be utilized to evaluate all qualified applicants. Once all eligible applicants have been evaluated and ranked, students will be admitted from the highest ranking to the lowest, until all spaces are filled. If there are more eligible candidates than there are spaces available, a waiting list will be developed. June 1st is a second deadline for applications. The applicants for this deadline are considered for admission in the program if there are not enough applicants from the March 1st deadline to fill the 24 - 26 available seats. Generally, the seats are filled and the June 1st deadline applicants are not considered for immediate admission. The June 1st applicants do receive a bonus point for the following year for filing an application by that deadline.

The Admissions Committee reserves the right to include Cumulative Grade Point Average (CGPA) as a part of the admission process. Students who have a CGPA below 2.5 do not qualify for admission. Students not qualifying for admission may choose to complete CSS 100 Student Success Skills with a “C” or better prior to applying to the RAD program. Following completion of CSS 100, you are not qualified for admission if your CGPA remains below 2.5.

Students who were not selected in the year of their initial application, but who wish to be considered for the next application year, **must reapply** by completing a new academic plan with the Radiology advisor (Ext. 390) and returning a reapplication form available in the Health Professions Office before the designated deadline.

The SVCC Radiologic Technology program does not accept advanced placement students who have completed a portion of another Radiologic Technology program. Sauk Valley Community College is only able to ensure that all appropriate topics and competencies are covered in its own curriculum. Therefore, students with prior education are welcome to apply to the program, but will need to complete it in its entirety.

In all cases, the decision to admit an applicant rests with the Admissions Committee.

SVCC New Student Admission Policy

New part-time and full-time students are expected to follow the procedure outlined below:

1. **STUDENT INFORMATION FORM:** Students must submit a completed Sauk Valley Community College Student Information Form. This form may be obtained from Admissions and Records, located on the first floor of the college or at www.svcc.edu/enroll
2. **TRANSCRIPTS:**
 - a. **High School/GED.** Submit transcripts of a high school record or the equivalent to Admissions and Records.
 - b. **College/University.** Sauk will accept credits earned at other Department of Education regionally accredited institutions. Official transcripts **MUST** be submitted through an authorized electronic method or in a sealed envelope from the issuing institution. Students must also submit a **Transcript Evaluation Request** form to the Admissions and Records. Upon complete evaluation, students will be notified in writing of course articulation.
3. **SATISFY THE PLACEMENT POLICY:** All degree and certificate seeking students must have a valid option completed prior to registration.
 - SVCC Placement Test Results
 - ALEKS (no longer offered as of 2020)
 - Accuplacer (English and/or Math)
 - ACT Scores
 - Individual scores in the areas of English/Writing and Mathematics.
 - SAT Scores
 - Evidence Based Reading/Writing and/or Math Scores.
 - Review of credit already earned at any accredited college or university including SVCC (including credit for prior experience).
 - Review of high school transcripts.
 - GED Composite Scores.

ACADEMIC ADMISSION REQUIREMENTS

The following academic criteria must be satisfied before an applicant will be considered for admission to the program:

English Language Arts (One of these following criteria must be met. Any valid standard of proficiency listed below can be utilized to apply.)

- Placed into ENG 101 using any approved valid placement option (see page 5).
- Completed ELA 099 (formerly ENG 099) or ENG 101 with a grade of "C" or higher.
- Completed an equivalent English course at another college or university with a grade "C" or higher.

Mathematics (One of these following criteria must be met. Any valid standard of proficiency listed below can be utilized to apply.)

- Placed into MAT 081, MAT 106 or higher, or its equivalent using any approved valid placement option (see page 5).
- Completed MAT 075, MAT 078 , MAT 081, MAT 076, OR *initial* approved Rad Tech general education math course with a grade of "C" or better
- Completed an equivalent math course at another college or university with a grade "C" or better.
- Completed two semesters of high school algebra with a "C" or better within the last three years OR completed through Completed Common Core 1 with a "C" or better within the last three years

Biology -- Anatomy and Physiology (One of these following criteria must be met. Any valid standard of proficiency listed below can be utilized to apply. Multiple attempts at anatomy and physiology may be a factor in the admission process.)

- Completed *BIO 108* or *BIO 109* or *BIO 110* with a grade "C" or better (initial general education course completed)
- Completed two semesters (One year) of high school *Anatomy and Physiology* with a "C" or better within the last five years.
- Completed an equivalent Anatomy and Physiology course at another college or university with a grade "C" or better

Other Academic Requirements:

A minimum of SIX hours of earned college credit from the General Education Courses listed with at least an **overall GPA of 2.5 or higher** OR, for students without any earned college credit (exception high school dual credit program), application within two years of high school with an ACT or SAT score in the 45th percentile, overall high school CGPA of 2.5 or higher, grades of C or better in four semesters (two years) of high school laboratory sciences, and grades of C or better for two semesters (one year) of high school algebra or Common Core Math 1.

Other Selection Requirements:

- Students who wish to apply to the Radiologic Technology program **MUST** attend a RAD TECH informational meeting. Meetings are held once a month. Please call Admissions & Records or Academic Advising at 815-835-6354 or 815-835-6273 to register for the information meeting.
- Assessment Technologies Inc. (ATI) valid printout for the TEAS test. Go to www.atitesting.com to set up an account for testing at SVCC. After the account has been established, contact the SVCC Testing Center (815-835-6530) to schedule the test date. A test fee is required.
- Students must meet with the Radiologic Technology advisor (Mandy Aldridge - 815-835-6390) in order to create the academic progression plan required for program application.
- Submit required paperwork including program application, TEAS score, two forms of recommendation, and academic progression plan.

Associate in Applied Science in Radiologic Technology

The Radiologic Technology program contains both general education courses and Radiology Technology courses. RAD 101 and above CANNOT be taken until a student is formally accepted into the program.

General Education Courses

Students are encouraged to complete general education courses prior to acceptance into the program.

ORIENTATION (1 credit hour)

FYE 101 First Year Experience _____ (1)

COMMUNICATIONS (6 credit hours)

ENG 101
AND ENG 103 or COM 131 _____ (6)

SOCIAL and BEHAVIORAL SCIENCES (3 credit hours)

PSY 103 Introduction to Psychology (recommended) _____ (3)

MATHEMATICS (3 or 4 credit hours)

MAT 106 (Applied Math)
OR *MAT 121 (College Algebra)* or higher _____ (3 or 4)

The following math courses do not fulfill this requirement: MAT 115, 110, 111

LIFE SCIENCE (4-8 credit hours)

BIO 108 _____ (4)

OR

**BIO 109 Human Anatomy and Physiology I* AND _____ (4)

***BIO 110 Human Anatomy and Physiology II* _____ (4)

***Prerequisite for BIO 109:** Two yrs of high school biology & one yr of high school chemistry with a grade of "C" within the last five years, OR BIO 105 or 108 with a grade of "C" or higher and CHE 102 or CHE 103 or CHE 105 with a grade of "C" or higher.

****Prerequisite for BIO 110:** BIO 109 with a grade of "C" or better

Courses that are italicized WILL NOT satisfy university general education requirements in transfer.

ADDITIONAL PROGRAM REQUIREMENT (3.5 credit hours)

These courses must be completed with a grade of C or higher prior to starting the first semester of RAD courses.

NRS 116 Medical Terminology for Health Careers _____ (3)

RAD 100 Introduction to Radiologic Technology _____ (0.5)

This course helps to inform students of the healthcare profession prior to starting the program. (Offered summer, fall, spring)

Radiologic Technology Application Form

Priority application deadline for Fall semester: **MARCH 01***.

*Additional application deadline of June 1 (as space allows).

Name _____ ID # _____
Address _____ City _____ State/Zip _____
Telephone _____ Year applying for admission: Fall _____

***Radiologic Technology students are only admitted in the Fall semester each year. The number of students that can be admitted to the Radiologic Technology Program is limited. Acceptance to the program will be given via SVCC email account.**

Indicate with a check the following requirements that have been completed. All requirements must be completed prior to applying to the program.

- _____ 1. SVCC Student Information Form completed and on file in Admissions and Records.
Filed official high school or GED transcript in the admissions office recommended
- _____ 2. Official transcript filed and evaluated from any other school(s) attended beyond high school.
- _____ 3. Attended Radiology Technology Information Meeting. Date: _____
- _____ 4. Academic Plan completed with Radiologic Technology Advisor, 815-835-6390:
Date: _____
- _____ 5. TWO Recommendation Forms filed.
Each form must be completed by someone outside of your family/friends. These recommendations **MUST** be mailed **directly** to the Health Professions Office.
- _____ 6. English Language Arts Proficiency: **one** of the following criteria must be met. Any valid standard of proficiency listed below can be utilized to apply.
 - Unweighted high school Cumulative Grade Point Average
Unweighted CGPA _____ Course Placement _____
 - GED Composite Score
Score _____ Course Placement _____
 - Placement Test: Circle one
SVCC Writing/ACT/SAT Results from another college or university
Test Score: _____ Course Placement: _____
 - ELA 099 (formally ENG 099) or ENG 101 with a grade of “C” higher
Course: _____ Grade: _____
 - Equivalent English course at another college or university with grade or “C” or higher
Course: _____ Grade: _____

_____ 7. Math Proficiency: **one** of the following criteria must be met. Any valid standard of proficiency listed below can be utilized to apply. The highest-level point value standard will be used.

- Unweighted high school Cumulative Grade Point Average
Unweighted CGPA _____ Course Placement _____
- GED Composite Score
Score _____ Course Placement _____
- Two semesters of high school algebra OR completed through Common Core Math 1**
Grade: _____
- MAT 075, 076, 078, 081 or initial approved Rad Tech general education math course with a grade of “C” or higher
Course _____ Grade: _____
- Equivalent Math Course at another college or university with a grade of “C” or higher
Course _____ Grade: _____
- SVCC Math/ACT/SAT: (Must place into MAT 081 or MAT 106 or higher or its equivalent)
ACT Score _____ SAT score _____
SVCC Placement Test Score: _____

_____ 8. Biology – Anatomy and Physiology: **one** of the following criteria must be met. Any valid standard of proficiency listed below can be utilized to apply. The highest-level point value standard will be used. Multiple attempts at Anatomy and Physiology may be a factor in the admission process.

- Two semesters of high school anatomy and physiology**
Grade: _____
- BIO 108, 109 or 110 with a grade of “C” or better***
Grade: _____
- Equivalent Anatomy and Physiology course at another college or university with a grade “C” or higher.
Course _____ Grade: _____

** completed within last 5 years, with a “C” or better

***initial general education course completed

_____ 9. Complete TEAS (Test for Essential Academic Skills) test. Attach printed copy of summary results (front page) to this application. Date: _____

_____ 10. **Course requirements**

All students applying must also fulfill certain course requirements by the deadline. Students with accumulated college credit must complete section A. Students applying without accumulated college credit and within 2 years of high school graduation must complete section B.

_____ A. **Students with Earned College Credit:**

A minimum of six (6) college credits must be completed from the following listed courses by screening deadline with at least an **overall 2.5 grade point average or higher**.

**If you are participating in the cooperative program through Blackhawk East, IVCC, Rock Valley or Highland (circle one), please enter course equivalents from that college below.

Orientation

FYE 101 or PSY 100 _____(1)

Communications

***ENG 101 _____ (3)

***COM 131 or ***ENG 103 _____(3)
or ***ENG 111 _____(3)

Social and Behavioral Science

PSY 103 recommended _____(3)

(see SVCC catalog for approved courses)

Life Science

***BIO 108 _____ (4)

OR

***BIO 109 and ***BIO 110 _____ (4)

_____ (4)

***A grade of "C" or better is required.

Mathematics

***MAT 106 or MAT 121 _____ (4)

or higher (excluding MAT 110, 111, 115)

Classes which **DO NOT** count toward the six college credits include: ENG 091, 099, ELA 095, 099, RDG 095, 098, MAT 070, 072, 074, 075, 076, 080, 081 or their equivalencies from other colleges.

_____ B. **Students Without Earned College Credit** (exception-high school dual credit program):

Application within 2 years of high school

SAT or ACT score in the 45th percentile or above: Score: _____

Grade of "C" or better for 4 semesters (2 years) of high school laboratory sciences --
Acceptable courses include anatomy and physiology, biology, physical science, chemistry or physics

Course _____ Grades: _____ and _____

Course _____ Grades: _____ and _____

Grade of C or better for 2 semesters (1 year) of high school Algebra.

Grades: _____ and _____

Overall high school GPA (grade point average) of a 2.5 or higher

Current GPA: _____

Based on the above information, I believe I am/will be ready for screening for admission the Radiologic Technology program by the deadline date for the year indicated on the previous page.

Signed: _____ Date: _____

Return completed form by the designated deadline date to Office 2G10 or mail to:

Office of Health Professions
Coordinator, Radiologic Technology
Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021

Radiologic Technology Point System for Candidate Evaluation

A “point system” will be utilized to evaluate all qualified applicants. Applicants will be awarded points for the following criteria:

1. Grades received in required Algebra and Biology courses.
2. Two Recommendation Forms
3. Bonus points are awarded for:
 - a. **Additional** lab science/math courses.
 - b. Applicable AP or CLEP exam results.
 - c. Completion of all required general education courses.
 - d. TEAS test score
 - e. Waiting List re-applicants who met the March 1 or June 1 deadline of the previous year.

How points are awarded:

1. Grades received in Algebra and Biology courses:

	A	B	C
BIO 108, 109, 110	4 points	3 points	2 points
AP math/science courses	4 points	3 points	2 points
Math 106	4 points	3 points	2 points
Math 121, 240 or higher	5 points	4 points	3 points

Algebra

- MAT 106 or MAT 121 or higher (the course with the highest grade will receive initial points, if additional courses are completed, they will be used for bonus points)
- An equivalent course at another college/university
- For applicants without earned college credit valid ACT or COMPASS scores with course placement of Math 121 or higher will receive 2 points.

Biology (only one option can be used for awarding points)

- Grade of “C” or better in BIO 108 or BIO 109 or BIO 110 at SVCC (**initial course completed**)
- Grade of “C” or better in an equivalent course at another college/university

2. Recommendation Forms will be evaluated. Applicants may receive up to a total of five (5) points for positive recommendations.

Course completed with “C” or higher	Bonus points
RAD 100	.5
Humanities/Fine Arts Gen Ed (IAI). Limit 2 points.	1
MAT 121, 240 or higher	1
PHY 175 or higher	1
BIO 109, 110, 111	1
CHE 103 or higher	1
All general education courses completed	1
TEAS score 70 or above	2
TEAS score 60 - 69	1
Reapplication from June 1 st deadline previous year	1
Reapplication from March 1 st deadline previous year	2

3. Bonus Points: Bonus points are not awarded for courses used to fulfill General Education Requirements. Courses must be completed before application deadline.
One bonus point for each *additional* lab science/math.

College Course Equivalents				
Subject to change				
SVCC Course	IVCC	Rock Valley	Blackhawk-East	Highland
BIO 108	N/A	BIO 185	N/A	BIOL 120
BIO 109/110	BIO 1007, 1008	BIO 281, 282	BIOLG 145, 146	BIOL 213, 214
MATH 106	MTH 1003 or 1005, 1206	MTH 100 or 120	MATH 112	MATH 111 or 166
PSY 103	PSY 1000	PSY 170	PSYC 101	PSY 161
ENG 101	ENG 1001	ENG 101	ENG 101	ENG 121
ENG 103 or COM 131 or ENG 111	ENG 1002 or SPH 1001 or ENG 125	ENG 103 or SPEC 131 or ENG 100/110	ENG 102 or SPEC 101 or ENG 132	ENG 122 or SPCH 191 or COMM 101

Criminal Background Check

Sauk Valley Community College Health Professions utilize local health care facilities for student learning. These facilities implement background checks as a means to protect their clients/patients and have the right to extend this criterion to students that would be placed at their institution. Positive criminal background checks will be relayed to the clinical facilities to secure permission for you to participate in patient care at their institution. In the event that a student is denied a clinical practicum by a facility, alternatives for the student will be evaluated. In most cases, the student will be required to withdraw from the Health Professions Program.

The student is responsible for fees associated with the criminal background investigation and providing the requested information to Certified Background. The student will be required to sign a disclosure/release form.

Personal History Information

After notified acceptance into the Radiologic Technology Program at Sauk Valley Community College, certain criteria will be required:

- Physical Examination
- Criminal background check
- CPR Certification (Health Care Provider)
- Drug Screening Test (depending on assigned clinical site)
- Documentation of the following immunizations
 - 2-step TB (current)

- 2 MMR
- Series of Hepatitis B shots or signed declination form
- Varicella
- Tdap
- Influenza or signed declination form

NOTE: Evidence of physical and mental ability to effectively execute the duties of Radiologic Technologist will also be required.

Professional Licensing and Registration Requirements

Upon completion of the Radiologic Technology program, graduates are eligible to apply to take the licensing examination. All candidates for the licensing examination will be required to provide the following information on the application for licensure and registration.

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? **If yes, attach a statement for each conviction including date and place of conviction, nature of the offense and if applicable, the date of discharge from any penalty imposed.**
2. Do you now suffer, have you suffered from, been diagnosed as having, or been treated for any disease or condition which is generally regarded by the medical community as chronic, i.e. (1) alcohol or other substance abuse; (2) mental or emotional disease or condition; (3) physical disease or condition that presently interferes with your ability to practice your profession? **If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.**
3. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? **If yes, attach a detailed explanation.**
4. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? **If yes, attach a detailed explanation.**
5. Are you a U.S. citizen **OR** a lawfully admitted alien of the United States?

Providing fraudulent information for the above may be grounds for refusal to issue the registration/license and at the discretion of the American Registry of Radiologic Technologists and the Illinois Department of Nuclear Safety, a review hearing may be required. These agencies will not conduct this hearing until the individual has completed the required program in an approved school and has completed the necessary application forms required by the Illinois Emergency Management Agency, Division of Nuclear Safety and registration by the ARRT. The decision to allow an individual to take the examination for licensure and registration rests with these agencies.

SAUK VALLEY COMMUNITY COLLEGE
PHYSICAL ABILITY STANDARDS
Health Professions Programs

The physical demands listed are representative of those that must be met to perform the essential functions in the clinical setting. Exceptions may be made to these requirements based on the principle of reasonable accommodation.

1. Must be able to:
 - a) have full range of motion of body joints and fine motor movements of the hands in order to perform finite tasks using the hands.
 - b) constantly stand, walk, reach, handle, feel and talk or hear, taste or smell.
 - c) frequently sit, carry, push, pull, balance and crouch.
 - d) frequently reach (i.e. 34 – 66% of the total working day, 2 2/3 – 5 1/2 hours).
 - e) occasionally stoop and kneel.
 - f) rarely climb (i.e. 1 – 5% of the total working day, 1 – 24 minutes).
2. Must be able to:
 - a) constantly lift and/or move 35 pounds, 20 pounds and 10 pounds
 - b) occasionally lift and/or move 50 pounds
 - c) rarely lift and/or move 75 pounds.
3. Must have the ability to carry objects weighing up to 50 pounds daily.
4. Must be able to:
 - a) use the English language to communicate effectively in a clear concise manner in order to be easily understood.
 - b) write in a legible and understandable manner.
5. Must be able to:
 - a) see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of the position can be fully met. Must be able to possess far vision acuity, near vision acuity, and peripheral vision on a constant basis.
 - i) possess far vision acuity on an occasional basis, near vision acuity on a constant basis and peripheral vision on a frequent basis.
6. Maintain composure when subjected to high stress levels.
7. Adapt effectively to environments with high tension to ensure client safety.
8. Adapt to irregular working hours.
9. Respond quickly to emergency situations in an emotionally controlled manner.
10. Is subject to exposure to infectious waste, disease and conditions, including exposure to the AIDS and Hepatitis B viruses.

RADIOLOGY STUDENTS ONLY

11. Wear lead protective devices for extended periods of time.

6/95 Rev. 5/12; 5/14

Disability Statement

If you have a disability or suspect that you have one and want to request a classroom accommodation, it is your responsibility to contact the Disability Support Office. Reasonable accommodations will be made after verification from the Coordinator of Disability Support located in Room 1F27, or by calling 815-835-6246.

Plagiarism Statement

As noted in the Radiologic Technology Student Handbook and the Sauk Valley Community College Catalog: “Students at Sauk Valley Community College are expected to demonstrate qualities of morality, honesty, civility, honor and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:

1. Acts of dishonesty, including, but not limited to:
 - a. cheating, which includes but is not limited to:
 - 1) use of any unauthorized assistance, resources or materials in taking quizzes, tests or examinations;
 - 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - 3) the acquisition, without permission, of a test or other academic material belonging to Sauk Valley Community College, to any department, or to any staff.
 - b. plagiarism which includes but is not limited to:
 - 1) use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement;
 - 2) unacknowledged use of materials prepared by another person;
 - 3) use of any agency engaged in the selling of term papers or other academic materials.
 - c. furnishing false information to any College official, faculty member or office.
 - d. forgery, alteration or misuse of any College document, record, form, or instrument of identification.
 - e. alteration or sabotage of another student’s work, such as tampering with laboratory experiments.
 - f. tampering with the election of any College-recognized student organization or the student trustee election.

A grade of “0” will be recorded for any assignment which involves plagiarism and further discipline may be imposed as outlined in the college catalog.

Non-Discrimination in Employment and Student Relations

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions permitted by law, no qualified employee or student shall be excluded from the employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status or unfavorable discharge from military service classified as RE-3 or the equivalent thereof.

Sexual Discrimination and Sexual Misconduct Policy (Title IX)

Sauk Valley Community College does not tolerate sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, and intimate partner violence. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, and staff. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will result in discipline, including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of prohibited conduct, and criminal prosecution may take place independently of any disciplinary action instituted by the College.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex or gender in the College's programs and activities. The College will respond to complaints or reports about prohibited conduct with measures designed to stop the behavior, eliminate any such gender discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities.

SVCC encourages anyone experiencing sexual discrimination or misconduct to talk to someone about what happened, so support/resources can be provided and the college can also respond appropriately. A student wishing to report an incident or having questions about College policies and procedures regarding Title IX, should contact the College's Title IX Coordinator, more information: <https://www.svcc.edu/about/policies/title-ix-policy.html>.

RECOMMENDATION FORM

The Radiography Candidate should complete information below before submitting to the writer.

Candidate's Name _____
Last
First
Middle

"I authorize _____ to write a reference which will become a part of my credential on file with the radiology program."

I voluntarily waive my right of access to this recommendation under Public Law 93-380 and the Regulations promulgated thereunder so that it may be kept confidential. If this waiver has not been signed, Public Law 93-380 and the Regulations promulgated thereunder permits the inspection of this recommendation by the candidate.

Signature of Applicant: _____

**Note to Applicant: Please provide the evaluator with an envelope addressed to Office of Health Professions, 173 IL Route 2, Dixon, IL 61021. The evaluator will mail the form directly to Sauk Valley Community College.*

This section must be completed by a professional reference source, i.e. employer, supervisor, co-worker, instructor, etc. (If you are inclined to list yourself as a **friend** please do not complete this recommendation. Return it to the applicant.)

- 1) How long have you known the applicant? _____
- 2) What is your professional relationship to the applicant? _____
- 3) Do you place full confidence in the applicant's integrity? Yes _____ No _____ Please Explain: _____

4) Evaluate the applicant as Excellent (5) Above Average (4), Average (3), Below Average (2), Poor (1) in the following areas:

		5	4	3	2	1
a.	Oral Communication: Expresses self clearly with precision and accuracy.					
b.	Written Communication: Writes clearly with precision and accuracy. Uses correct grammar.					
c.	Academic Ability: Demonstrates academic competence and aptitude for curriculum.					
d.	Leadership: Takes initiative for own learning and holds self- accountable for performance. Motivates others.					
e.	Ethics: Displays honesty, integrity, and ethical behaviors.					
f.	Empathy: Demonstrates respect, sensitivity and tactfulness in interactions with others.					
g.	Reliability: Is dependable, responsible and prompt.					
h.	Judgment: Displays critical thinking skills, common sense and decisiveness. Learns from past experiences and transfers this learning to new situations.					
i.	Adaptability: Reacts appropriately to stress. Demonstrates control over own behavior.					
j.	Professional Appearance: Maintains good personal hygiene, appearance, and appropriate attire.					

Comments: _____

Date: _____ Address: _____
 Print Name: _____
 Signature: _____
 Position: _____ Phone: _____

RECOMMENDATION FORM

The Radiography Candidate should complete information below before submitting to the writer.

Candidate's Name _____
Last
First
Middle

"I authorize _____ to write a reference which will become a part of my credential on file with the radiology program."

I voluntarily waive my right of access to this recommendation under Public Law 93-380 and the Regulations promulgated thereunder so that it may be kept confidential. If this waiver has not been signed, Public Law 93-380 and the Regulations promulgated thereunder permits the inspection of this recommendation by the candidate.

Signature of Applicant: _____

***Note to Applicant: Please provide the evaluator with an envelope addressed to Office of Health Professions, 173 IL Route 2, Dixon, IL 61021. The evaluator will mail the form directly to Sauk Valley Community College.**

This section must be completed by a professional reference source, i.e. employer, supervisor, co-worker, instructor, etc. (If you are inclined to list yourself as a **friend** please do not complete this recommendation. Return it to the applicant.)

- 5) How long have you known the applicant? _____
- 6) What is your professional relationship to the applicant? _____
- 7) Do you place full confidence in the applicant's integrity? Yes _____ No _____ Please Explain: _____

8) Evaluate the applicant as Excellent (5) Above Average (4), Average (3), Below Average (2), Poor (1) in the following areas:

		5	4	3	2	1
k.	Oral Communication: Expresses self clearly with precision and accuracy.					
l.	Written Communication: Writes clearly with precision and accuracy. Uses correct grammar.					
m.	Academic Ability: Demonstrates academic competence and aptitude for curriculum.					
n.	Leadership: Takes initiative for own learning and holds self- accountable for performance. Motivates others.					
o.	Ethics: Displays honesty, integrity, and ethical behaviors.					
p.	Empathy: Demonstrates respect, sensitivity and tactfulness in interactions with others.					
q.	Reliability: Is dependable, responsible and prompt.					
r.	Judgment: Displays critical thinking skills, common sense and decisiveness. Learns from past experiences and transfers this learning to new situations.					
s.	Adaptability: Reacts appropriately to stress. Demonstrates control over own behavior.					
t.	Professional Appearance: Maintains good personal hygiene, appearance, and appropriate attire.					

Comments: _____

Date: _____ Address: _____
 Print Name: _____
 Signature: _____
 Position: _____ Phone: _____