

## **GRADING**

To assure the student in the Radiographer Program is achieving the objectives of the Program and of each class, grading of didactic and clinical performance of the student shall be accomplished.

Responsibility: Clinical Preceptors, Instructors, Program Director,  
Standard: Curriculum

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The Program has established a standard of 80% or better as a passing grade for all courses (clinical and didactic) in the Program.

### **Clinical Setting**

Performance in the clinical education setting requires that a student demonstrate progressive improvement of skills with clinical experience. Failure to exhibit the clinical aptitude necessary to perform radiographic procedures for the educational level in the Program or the demonstration of continued poor clinical performance below 80% will suffice for the initiation of the Corrective Action Policy which may lead to the student's termination from the Program.

Each student shall be evaluated by the supervising technologist in the clinical setting, which includes the areas of professional development as a radiographer, attitudes, initiative, and communication skills.

### **Didactic Setting**

Each didactic instructor is responsible for evaluating the student on a periodic basis for the material covered in a particular class. The instructor shall derive a grade or grades from these evaluations and record these grades following current procedures.

Each didactic instructor may develop his/her own grading policy, as long as it complies with Program policy regarding the grading requirements. Didactic instructors may or may not allow repeating of quizzes, worksheets, tests or other graded material. The instructor shall include the grading policy as part of the information available to the student. A student should reference the online learning management system (LMS) to determine the instructor's grading expectations.

Failure to exhibit the didactic aptitude necessary for the level of educational performance needed to graduate from the Program or the demonstration of continued poor didactic performance below 80% will suffice for the initiation of the Corrective Action Policy which may lead to the student's termination from the Program.

The instructor's grading policy shall at least meet the minimum standards identified in GRADING POLICY – 722.8.05.05

this policy. All instructors shall use the following grading scale for all classes:

**Grade requirements**

A = 95 to 100 percent  
A- = 90 to 94 percent  
B+ = 89 to 85 percent  
B = 84 to 80 percent  
Not passing = 0 to 79 percent

**Grade Point Average**

The Program will assign grade points to letter grades as follows:

A = 4 points  
A - = 3.67 point  
B+ = 3.33 points  
B = 3.00 point

To determine the grade point average, the total number of grade points earned for each attempted credit hour is divided by the total credit hours attempted.

While the instructor for each course will monitor the student's performance to assure the student is not failing the course, it is the student's responsibility to assure that grades are kept at an acceptable level. Each student must monitor his or her performance since courses are not necessarily of an eight-week time frame as may occur in a college setting. This self-monitoring may be accomplished by reviewing grades posted on the online learning management system (LMS) where grades are accessible to students.

Each student is required to maintain grades at a level of 80% or above for each class while in the Program. A student who fails to maintain the minimum grade level of 80% is subject to the Corrective Action Policy that may lead to termination from the Program.

A student demonstrating a history of repeated failures of worksheets, quizzes, tests or other graded material is subject to the Corrective Action Policy. Indications of failure to make significant progress will be measured by failing grades from various evaluation documents and/or from input from supervising technologists and instructors.

Failing any course will be sufficient reason to terminate the student from the Program. A student who has failed a course or is terminated from the Program because of continued poor didactic or clinical performance may appeal to the Educational Advisory Committee by referring to the termination section of the Corrective Action policy.

## Incomplete Grade

The grade of Incomplete (I) is exceptional and is given only to students whose completed coursework has been qualitatively satisfactory, but who have been unable to complete all course requirements because of illness or other extenuating circumstances beyond their control.

A student must have completed 60 percent or more of the course requirements with an average course grade of B or better. The student must request an incomplete before the end of the semester or term from their faculty member in writing. The student may choose to use the Request for a Grade of Incomplete form. Once requested, the faculty member and student will complete the Agreement for the Grade of Incomplete. Faculty members, however, are not required to grant the request.

Students with a mark of incomplete must arrange to fulfill course responsibilities with their faculty member in order to receive credit. The faculty member must set a deadline within 90 days of the last day of the course. Courses that are not completed within the 90 days will result in dismissal from the Program.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

Reviewed: 7/31/01, 32/6/03, 3/30/05, 2/1/06, 9/25/08, 5/26/11, 2/9/12, 2/28/14, 1/30/15, 1/20/17, 1/26/18, 1/24/19, 4/28/2020, 8/18/2021, 2/10/22, 2/3/23  
Revised: 5/15/95, 9/25/95, 11/13/96, 5/1/98, 12/29/99, 3/7/00, 5/31/04, 3/30/05, 5/18/05, 8/2/10, 5/26/11, 3/7/13, 2/19/16





**REGIONAL WEST MEDICAL CENTER SCHOOL OF RADIOLOGIC TECHNOLOGY**  
**AGREEMENT FOR THE GRADE OF INCOMPLETE**

STUDENT NAME: \_\_\_\_\_

PERSONAL E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ COURSE NAME \_\_\_\_\_

TERM \_\_\_\_\_ YEAR \_\_\_\_\_

The above named student is

Eligible

Not Eligible

To receive the grade of incomplete for the course specified. The incomplete will be converted to the letter grade earned upon completion of the following requirements:

\_\_\_\_\_  
\_\_\_\_\_

These requirements must be met by \_\_\_\_\_

If the course requirements are NOT completed as scheduled, the incomplete will be converted to the following letter grade: \_\_\_\_\_

This change was requested by the student on \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**REGIONAL WEST MEDICAL CENTER SCHOOL OF RADIOLOGIC TECHNOLOGY**  
**REQUEST FOR A GRADE OF INCOMPLETE**

STUDENT NAME: \_\_\_\_\_

PERSONAL E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ COURSE NAME \_\_\_\_\_

TERM \_\_\_\_\_ YEAR \_\_\_\_\_

I am requesting a grade of incomplete. I was unable to complete the course requirements by the normal deadline due to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_