DSDT COLLEGE

The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology Program

STUDENT HANDBOOK

2025/2026

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GENERAL INTRODUCTION

This handbook has been compiled to acquaint students with the policies and procedures utilized by the professional program in magnetic resonance imaging. **It is the responsibility of the student to read the entire handbook.**

Students enrolled in the Magnetic Resonance Imaging Program are responsible for observing all policies and procedures stated in this handbook. **Failure to read this handbook does not excuse students from the requirements and regulations contained herein.**

Students are expected to adhere to the highest standards of medical ethics in all periods of attendance in the clinical education centers. All clinical education centers, while separately located, are an integral part of DSDT College's MRI Program. Any infraction of medical ethics in the clinical education center will be dealt with under the appropriate disciplinary policy of the College. It is the student's responsibility to know what the appropriate policies and procedures are at each of the clinical education centers.

The program, established in 2026, is currently accredited by the Commission of the Council on Occupational Education.

The curriculum is based on the MRI Curriculum published by the American Society of Radiologic Technologists, the Association of Educators in Imaging and Radiology Sciences, and the Section of Magnetic Resonance Imaging Technologists. A copy of this document may be found in the MRI Program Director's office.

The Program Faculty of the MRI Program at DSDT College reserves the right to make any additions or changes in program policies as deemed necessary at any time throughout the course of the program.

Students will be notified of new policies and/or changes in program policies in writing.

Program Capacity and Waitlist Policy
Enrollment in each program or cohort may be limited based on available instructional resources, faculty availability, clinical placement capacity, and other program requirements. Meeting the admission requirements does not guarantee placement in a particular cohort.

When the number of qualified applicants exceeds the available spaces, DSDT College may close enrollment for that cohort. The College may establish a waitlist for qualified applicants when appropriate; however, maintaining a waitlist is not guaranteed. If a waitlist is not available, applicants may be advised to apply for a future cohort.

Placement on a waitlist does not guarantee admission or enrollment. If a seat becomes available, the College will contact eligible applicants as appropriate. Applicants who are not offered a seat may need to reapply or request consideration for a future cohort.

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MISSION, PHILOSOPHY AND GOALS

MRI PROGRAM MISSION

The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program prepares students for entry-level careers in diagnostic imaging through a combination of classroom instruction, laboratory practice, and supervised clinical experience. Students gain knowledge in anatomy, physiology, patient care, MRI physics, and imaging procedures while developing the technical and professional skills necessary to operate MRI equipment, ensure patient safety, and produce high-quality diagnostic images.

PROGRAM PHILOSOPHY

The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program provides students with the knowledge and hands-on training needed to perform MRI procedures in clinical settings. The curriculum emphasizes patient care, anatomy, MRI physics, safety practices, and imaging techniques, preparing graduates to produce high-quality diagnostic images and contribute effectively as healthcare professionals.

PROGRAM MISSION

The mission of the magnetic resonance program is to prepare competent, entry-level magnetic resonance technologists able to function within the healthcare community.

Goal: Students will be clinically competent.
Student Learning Outcomes:
Students will apply positioning skills.
Students will select image parameters.
Students will utilize magnetic field safety measures.

Goal: Students will demonstrate communication skills.
Student Learning Outcomes:
Students will demonstrate written communication skills.
Students will demonstrate oral communication skills.

Goal: Students will develop critical thinking skills.

Student Learning Outcomes:
Students will adapt imaging parameters for non-routine patients.
Students will critique images for diagnostic quality.

Goal: Students will model professionalism.
Student Learning Outcomes:
Students will demonstrate work ethics.
Students will summarize the value of life-long learning.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)
CODE OF ETHICS

1. The MRI Technologist conducts himself/herself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The MRI Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The MRI Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion or socioeconomic status.

4. The MRI Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.

5. The MRI Technologist assesses situations, exercises of care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

6. The MRI Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The MRI Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard or practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.

8. The MRI Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The MRI Technologist respects confidences entrusted in the course of professional practice, protects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The MRI Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues, and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

MRI PROGRAM OVERVIEW

Program Description

The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program provides students with the knowledge and hands-on training needed to perform MRI procedures in clinical settings. The curriculum emphasizes patient care, anatomy, MRI physics, safety practices, and imaging techniques, preparing graduates to produce high-quality diagnostic images and contribute effectively as healthcare professionals.

Curriculum

COM-1150 Interpersonal & Professional Communication
Credit Hours: 4
Prerequisite: None
This course is an introduction to the field of communication with emphasis on the history of communication study, concepts important to all areas of communication, the contexts in which communication occurs, and the issues that must be faced by students of communication. The course serves as an introduction to the strands of communication: interpersonal, small groups and teams, mass communication, organizational, intercultural, and rhetoric.

PSY-1010 General Psychology
Credit Hours: 4
Prerequisite: None
This course introduces the study of behavior and mental processes. Topics include brain and neuroscience, behavioral genetics, cognition, social and emotional development, perception, learning, memory, decision-making, language, consciousness, emotions, motivation, psychological disorders, social identity, interpersonal interactions, and cultural processes.

MAT-1200 College Algebra
Credit Hours: 4
Prerequisite: None
This course bridges the gap between high school mathematics and college-level mathematics and science courses. Topics include equations (linear, quadratic, conic, polynomial, exponential, logarithmic, and rational); graphing (inequalities, equations, functions, and relations); calculator use (scientific and graphing); and trigonometric functions and their applications.

ENC-1010 English Composition
Credit Hours: 4
Prerequisite: None
This course introduces students to professional writing, English diction, sentence structure, and rhetoric with emphasis on thesis or claim development. Students will study writing skills and methods used in professional environments such as healthcare, focusing on academic texts, appropriate research, and documentation. The course prepares students to develop ideas through invention and express them clearly, creatively, and persuasively. It emphasizes the relationship between reading and writing in academic contexts, the application of Standard American English rules, and the ability to work cooperatively in academic and healthcare-related

writing tasks.

ENV-1010 Environmental Science
Credit Hours: 4
Prerequisite: None
This course is an interdisciplinary study of how humans interact with the environment. Topics include ecosystems, biodiversity, energy use, environmental policies, and sustainable practices. Students will examine environmental issues from scientific, social, and economic perspectives, with an emphasis on problem-solving and critical thinking.

MRI-1010 Patient Interaction, Care & MR Safety
Credit Hours: 3
Prerequisite: None
This course introduces students to the principles of patient care, communication, and safety in the magnetic resonance imaging (MRI) environment. Topics include therapeutic communication, patient assessment, vital signs, infection control, patient transfer techniques, emergency response, MRI safety zones, screening procedures, implant safety, radiofrequency and gradient field hazards, cryogen safety, contrast safety awareness, and professional ethics. Emphasis is placed on creating a safe and compassionate patient experience while adhering to current MRI safety standards.

MRI-1100 Clinical Language for Medical Imaging
Credit Hours: 3
Prerequisite: None
This course develops the medical terminology skills necessary for success in diagnostic imaging. Students learn medical word structure, anatomy terminology, body systems, pathology, diagnostic procedures, abbreviations, and imaging-specific terminology used in patient records, physician orders, and radiology reports. Emphasis is placed on applying medical terminology within the MRI clinical environment and healthcare communication.

BIO-1410 Human Structure & Function for MRI
Credit Hours: 3
Prerequisite: None
This course examines the structure and function of the human body with an emphasis on organ systems relevant to magnetic resonance imaging. Students study normal anatomy, physiology, and anatomical relationships to develop the foundational knowledge necessary for image acquisition, patient positioning, and interpretation of cross-sectional anatomy.

MRI-1300 Cross-Sectional Imaging Anatomy
Credit Hours: 3
Prerequisite: None
This course focuses on cross-sectional anatomy as visualized through magnetic resonance imaging. Students identify normal anatomical structures of the brain, spine, head and neck, thorax, abdomen, pelvis, and musculoskeletal system using axial, sagittal, coronal, and oblique imaging planes. Emphasis is placed on anatomical relationships, sectional orientation, and recognition of structures commonly encountered during MRI examinations.

MRI-1400 Principles of MR Physics & the MR System
Credit Hours: 3
Prerequisite: None
This course introduces the physical principles underlying magnetic resonance imaging. Topics include magnetism, nuclear magnetic resonance, spin behavior, pulse sequences, gradients, radiofrequency systems, signal production, image contrast, instrumentation, and MRI system components. Students develop an understanding of how MRI images are created and optimized.

MRI-1410 Sequence Design & Scan Parameters
Credit Hours: 3
Prerequisite: None
This course focuses on MRI pulse sequences and imaging parameters used to optimize image quality. Topics include T1-, T2-, proton density-, diffusion-, gradient echo-, inversion recovery-, and advanced pulse sequences. Students learn how TR, TE, flip angle, bandwidth, matrix, slice thickness, field of view, and other parameters affect image contrast and acquisition time.

MRI-2100 Neurological & Spine MR Procedures
Credit Hours: 3
Prerequisite: None
This course examines MRI procedures of the brain, cranial nerves, spine, and spinal cord. Students study patient positioning, protocol selection, anatomy, pathology, contrast considerations, image evaluation, and advanced neuroimaging techniques used in neurological MRI examinations.

MRI-1150 MR Imaging Skills Laboratory
Credit Hours: 3
Prerequisite: None
This laboratory course provides hands-on experience with MRI equipment, patient positioning, imaging accessories, safety procedures, and scan preparation. Students practice positioning techniques, coil selection, protocol setup, patient communication, and image acquisition in a controlled laboratory environment while reinforcing classroom concepts.

MRI-2200 Professional Practice, Ethics & Law in Imaging
Credit Hours: 3
Prerequisite: None
This course examines professional standards, legal responsibilities, ethical decision-making, healthcare regulations, patient confidentiality, informed consent, cultural competence, quality improvement, and professional development within diagnostic imaging. Students explore current issues affecting MRI practice and healthcare delivery.

MRI-1500 MR Image Formation, Data & Informatics
Credit Hours: 3
Prerequisite: None
This course explores MRI image formation, k-space, data acquisition, image reconstruction, digital imaging, PACS, DICOM standards, image storage, quality assurance, and healthcare informatics. Students learn how acquisition parameters influence image quality and workflow throughout the imaging process.

MRI-2400 Image Quality, Artifacts & Quality Control
Credit Hours: 3
Prerequisite: None
This course examines factors affecting MRI image quality and methods used to identify and reduce imaging artifacts. Topics include motion artifacts, susceptibility, chemical shift, aliasing, RF interference, equipment performance testing, quality assurance, quality control procedures, and troubleshooting techniques.

MRI-2110 Body, MSK & Vascular MR Procedures
Credit Hours: 6
Prerequisite: None
This course covers MRI procedures of the abdomen, pelvis, musculoskeletal system, breast, and vascular anatomy. Students learn examination protocols, patient positioning, anatomy, pathology, contrast administration concepts, image evaluation, and specialized MRI applications for body imaging.

MRI-1600 MR Clinical Practicum I
Credit Hours: 6
Prerequisite: None
This course requires in-person attendance at clinical sites partnered with DSDT College. Students will work directly with patients under the supervision of licensed and registered MRI technologists. The course includes a minimum of 200 in-person clinical hours and 70 simulation hours delivered asynchronously, for a total of 270 clinical hours. Students must follow all clinical site policies and procedures, which may include site orientation and proof of COVID-19 vaccination.

MRI-2600 MR Clinical Practicum II
Credit Hours: 6
Prerequisite: None
This clinical externship requires onsite attendance at affiliate imaging centers and hospitals. Students will participate in hands-on MRI training under the supervision of licensed MRI technologists. A minimum of 200 in-person hours and 70 simulation hours (totaling 270 clinical hours) is required, including at least 16 hours per week onsite. Students must follow all clinical site policies, which may include site orientation and COVID-19 vaccination requirements.

MRI-2700 MR Clinical Practicum III
Credit Hours: 8
Prerequisite: None
This clinical externship requires onsite attendance at affiliate imaging centers and hospitals. Students will participate in hands-on MRI training under the supervision of licensed MRI technologists. A minimum of 260 in-person hours and 100 simulation hours (totaling 360 clinical hours) is required, including at least 16 hours per week onsite. Students must follow all clinical site policies, which may include site orientation and COVID-19 vaccination requirements.

TUITION AND FEES

Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology
Total Program Cost: $30,290.00

1. Tuition: $24,510.00
2. Mandatory Fees:

1st Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00

2nd Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00
- Lab Fees: $1,585.00

3rd Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00

4th Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00

5th Semester
- Registration Fees: $275.00
- Student Services Fees: $146.00
- Technology Fees: $393.00
- Matriculation Fee: $125.00 (covers the administrative cost of degree audit & verification, graduation processing, and diploma & diploma cover, shipping)

Payment Information
Students are required to pay the full program cost of $24,510.00 and mandatory fees per semester. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

ADMISSIONS

Admission Requirements

Admission to DSDT College requires applicants to meet the institution's general admission requirements. Applicants must:

- Be a high school graduate or hold a recognized high school equivalency credential, such as a GED.
- Provide documentation verifying completion of secondary education.
- Provide a current driver's license, state-approved identification, or other acceptable picture identification with a Social Security card or birth certificate.
- Complete the DSDT pre-enrollment application.
- Meet with an Admissions Representative.
- Attend an on-campus or online orientation prior to acceptance.
- Complete the required enrollment documentation.
- Complete any required admissions screening and review process.

Application Process

Applicants must complete and submit the application through DSDT's secure online portal, Populi, prior to registration. Required forms and documentation are uploaded to the student's individual portal. **There is a $75 application fee.**

Transfer Credit

Students may request transfer credit for eligible **general education courses** completed at another college or approved credit provider.

To receive transfer credit:

- An **official transcript** must be provided.
- A minimum grade of **C (70% or 2.0)** is required.
- Courses should generally have been completed within the past **10 years**.
- DSDT may request a course description or syllabus to determine if the course is equivalent.
- Transfer credit is reviewed **course by course** and must be approved by the Director of Admissions or designee.

Technical courses completed at another college will not transfer into the DSDT MRI program. Students must complete the required MRI technical courses at DSDT.

STUDENT POLICIES

Academic Advising

Program faculty and the Director of Student Services will advise students throughout the semester on an as-needed basis.

Instructors will maintain office hours throughout the week. Students may meet with the Director of Student Services by emailing to request an appointment.

Academic Responsibilities and Standards

Textbooks

Each student is responsible for purchasing the required textbooks before the second meeting of the class.

Because the same textbook may be used again in later courses, students are strongly encouraged to consult with MRI faculty teaching future courses before selling textbooks.

Assignments

Each student is responsible for completing all reading, writing, and oral assignments assigned by faculty.

If a student is absent from class for any reason, he or she remains responsible for all material presented and discussed during class.

Microsoft Teams Etiquette

Students are expected to keep their microphones muted unless speaking and are required to have their video cameras turned on while attending VCS sessions.

Social Media

Social media can be a valuable way to share life experiences, opinions, and educational content with others. However, the use of social media presents risks and carries certain responsibilities.
Social media includes all forms of communication or posting of information and content via the internet or other electronic communication methods. This includes personal blogs, journals, websites, chat rooms, and social networking platforms such as Facebook, Twitter/X, Snapchat, Instagram, TikTok, and YouTube. Content shared on these platforms may be distributed to others with or without the original author's consent.

Additionally, in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), no information, photographs, videos, or descriptions of patients or their families may be posted on any social media platform.

HIPAA Information: https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/deidentification/index.html

Students are solely responsible for the content they post online. Inappropriate postings regarding patients, classmates, faculty, clinical affiliates, or the institution — including discriminatory remarks, harassment, threats, or violations of professional standards — may result in disciplinary action, up to and including dismissal from the program.

Students should also understand that future employers may review publicly available social media accounts when evaluating candidates for employment. Students are encouraged to review their online presence and remove any unprofessional images, language, or content that could negatively impact employment opportunities after graduation.

Students may use social media platforms for educational and personal purposes. However, students enrolled in the MRI program must not post or contribute to any online discussions or content that could violate patient

rights, breach confidentiality, damage the reputation of the MRI program or its clinical affiliates, or create an unprofessional environment.

Cyberbullying, harassment, or inappropriate online conduct by any student within the program will not be tolerated.

As with all forms of social networking, students should be aware that posts may be viewed by others, including content in which the student has been "tagged" by another individual.

Educational institutions and employers reserve the right to discipline, dismiss, or refuse employment based on social media activity deemed inappropriate or unprofessional.

Course Syllabi

Each instructor is required to provide students with a course syllabus. The syllabus will include:

- A description of the course
- Course goals and/or objectives
- Methods of evaluation and grading
- Make-up policies
- Descriptions of written and/or oral assignments

Evaluation and Grading

The MRI Program has established grading standards that supersede the College's general grading policy and are designed to align more closely with the minimum passing standards for the certification examination in Magnetic Resonance Imaging.

Grading Scale

Grade	Percentage
A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	Below 60%

Standards of Academic Achievement

Due to the unique nature of the MRI Program and the responsibilities of the MRI technologist, a high level of academic and technical competence is required of all students.

A grade of "C" or better is required in all MRI courses for a student to progress within the professional program.

If a student receives a grade of "D" or lower in a course, the student will be given one opportunity to retake the course in order to achieve a passing grade of "C" or higher.

If a student receives a grade of "D" or lower on the second attempt, the student will be dismissed from the MRI Program.

Cheating and Plagiarism

The maintenance of academic standards and integrity requires honesty from all students.

A student who uses dishonest or deceitful means to obtain a grade is guilty of cheating. A student who submits another person's work as his or her own without proper attribution is guilty of plagiarism.

The submission of AI-generated content as original student work is also considered plagiarism. Additionally, falsification of clinical hours, competencies, evaluations, or other clinical documentation — including submission of hours or achievements not personally completed — is considered cheating.

In accordance with College policy, cheating and/or plagiarism will result in disciplinary action as follows:

First Offense

- The student will receive a grade of zero on the assignment or examination.
- If the violation occurs in a clinical setting, the student's clinical grade will be reduced by one letter grade.

Second Offense

- The student may be dismissed from the program.

Cheating and/or plagiarism may result in disciplinary action up to and including dismissal from the MRI Program.

Copyright Violation

It is illegal to reproduce or distribute copyrighted material without permission from the copyright owner.

A student found responsible for copyright infringement may face sanctions from:

- The Magnetic Resonance Imaging Program
- DSDT College
- Federal authorities

Expenses

In addition to standard College tuition, fees, and textbook costs, students enrolled in the Magnetic Resonance Imaging Program will incur additional expenses. These expenses may include, but are not limited to, the following:

Transportation

Each student is responsible for transportation to and from assigned clinical sites.

All transportation arrangements and travel-related expenses are the sole responsibility of the student.

A valid driver's license is required prior to the start of clinical rotations.

Uniforms

Each student is responsible for purchasing and maintaining his or her own uniforms, including appropriate shoes.

Uniforms must include DSDT identification indicating the student's status as a DSDT student.

Vaccination and Skin Testing Requirements

Students admitted to the MRI Program must provide documentation of the following immunizations, certifications, and screenings:

1. **Rubella and Rubeola Immunization**
   Required in accordance with state regulations.

2. **Mumps and Varicella Immunization or Titer**
   Required by clinical affiliates, particularly when working with infants and children.

3. **Hepatitis B Vaccination Series**
   Students who do not provide proof of Hepatitis B immunization or a positive titer must begin the Hepatitis B vaccine series prior to enrollment in a clinical practicum course.

4. **Tuberculosis (TB) Skin Testing**
   Students must complete a TB skin test annually while enrolled in a clinical practicum course.
   a. If the TB test is positive, documentation of treatment status must be submitted.

5. **Influenza (Flu) Vaccination**
   Students must provide proof of annual influenza vaccination while enrolled in clinical practicum courses.

6. **COVID-19 Vaccination**
   COVID-19 vaccination may be required by certain clinical sites. Some clinical affiliates may allow exemption documentation in accordance with their policies.

7. **Cardiopulmonary Resuscitation (CPR) Certification**
   CPR certification is required prior to enrollment in any practicum course.
   a. Students must maintain current certification throughout enrollment in the program.
   b. Updated documentation must be submitted to the appropriate department as required.

8. **Drug Screening**
   Drug screening may be required prior to attending site-specific orientation or participating in clinical rotations.

Liability Insurance
Proof of professional liability insurance is required before a student may begin clinical education.
Students may apply online through HPSO: http://www.hpso.com/

When applying through HPSO, students should select: **Profession:** Radiologic Technician/Technologist.

Background Checks
Criminal background checks may be required by DSDT College and/or individual clinical affiliates.

Appropriate forms, instructions, and applicable fees will be provided to students prior to the start of clinical rotations.

Clinical Software Fees
Trajecsys
DSDT College utilizes a clinical tracking software program called Trajecsys.

Website: https://www.trajecsys.com/

Students are charged a one-time fee for annual access to the software. This fee will be attached to the student's first clinical course.

ScanLab MRI Simulator Subscription
The MRI Program utilizes the ScanLab MRI Simulator for laboratory and clinical education experiences.

Students are charged a one-time fee for sixteen (16) months of access to the online MRI simulation program.

Health & Safety

Health Examination
Students are required to submit a completed health form and to have a physical examination prior to entering the clinical site.

Illness
If the student is ill and unable to attend the clinical rotation, the MRI clinical supervisor and MRI Program Faculty must be notified as soon as possible prior to the scheduled starting time.

Injury
Should a student become injured or acutely ill during the course of assigned clinical duties, the clinical site to which that student is assigned will provide treatment and emergency care.

Health Insurance
Students are strongly encouraged to have current health insurance for clinical rotations.

Pregnancy

In compliance with the Nuclear Regulatory Commission (NRC) regulations, a female student who becomes pregnant has the option of whether or not to inform program officials of her pregnancy.

Magnetic Field Safety

The magnetic resonance (MR) system has a very strong magnetic field that may be hazardous to individuals entering the MR environment.

Radiation Safety

Due to the unique concerns and health risks associated with ionizing radiation, students enrolled in the MRI program are not allowed to observe, assist, or hold patients inside any room that is actively conducting an exam utilizing ionizing radiation.

Campus Safety

Safety is a shared responsibility at DSDT College.

Physical and Mental Performance Requirements

Because of the nature of the work required in the Magnetic Resonance Imaging Program offered at DSDT College, the applicant must be:

1. Able to reach, manipulate, and operate equipment necessary for exam procedures.

2. Able to move, manipulate, and observe a patient or client as necessary for the profession.

3. Able to visually assess patients, medical test results and the working environment to correctly decide the appropriate action to take for the benefit to the patient/client.

4. Able to clearly communicate, both verbally and in writing, with the patient, client, family members, medical personnel and others.

5. Able to disseminate information relevant to patient care and work duties and also hear clearly enough to gather information relevant to patient care and work duties.

6. Able to make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.

7. Able to demonstrate emotional stability and psychological health in day-to-day interactions with patients/clients, staff, family members, and others in routine and non-routine decision-making processes, and on the daily execution of didactic and clinical assignments.

8. Able to maintain professional demeanor and conduct under extremely stressful circumstances.

9. Able to lift at least 50 pounds.

10. Able to safely work in the MRI suite – Magnetic Resonance Imaging students should wear no implants or have devices surgically implanted that are deemed non-MRI compatible.

Standard Precautions Policy Statement

The Magnetic Resonance Imaging Program enforces current CDC policies on communicable diseases. Any student suffering from a contagious infection will be asked to provide medical documentation that the contagious phase has passed prior to continuing in clinical. This is to ensure minimum risk to others.

Because many people who carry highly infectious pathogens (e.g., AIDS virus, hepatitis A & B, etc.) are not aware of it, all students and faculty will strictly adhere to this policy. These safety guidelines are designed to protect the students, faculty, and patients from the spread of infectious diseases.

1. Always wear gloves when working with patients where blood/body fluids are evident or likely. (i.e. open wound trauma and IV injection)
2. Wear gloves when wiping blood/body fluids from equipment. Use appropriate cleaning chemicals.
3. Wash hands after handling any blood and body fluids.
4. Wash hands frequently during patient care activities.
5. Dispose of linens soiled with blood and body fluids in appropriate containers.
6. All infectious needles, tubing, etc., need to be placed in puncture-proof containers. Do not clip needles or recap needles.
7. All injuries and splashes must be reported to faculty and clinical supervisor immediately.
8. Any splash of body fluid entering a mucous membrane (eye, nasal passage, and mouth), open cut or wound shall be reported immediately to the faculty and clinical instructor. An incident report will be completed.

If occurrence at clinical site, students will be sent to the appropriate treatment facility for evaluation and treatment. The student will pay for cost of any treatment.

Substance Abuse Policy & Procedures

DSDT College is committed to maintaining a safe, professional, and supportive learning environment that prepares students for success in health-related careers. Even in an online learning environment, students are expected to uphold professional standards of conduct consistent with those in the healthcare field.

Students must participate in coursework, labs, and any program-related activities free from the influence of alcohol, illegal drugs, or any substances that may impair judgment, performance, or behavior. Impairment during learning activities may negatively impact the student's ability to safely and effectively meet program expectations and professional standards.

Students are responsible for ensuring that any prescribed or over-the-counter medications they take do not interfere with their ability to participate safely and effectively in academic activities. If a medication may impair cognitive or physical functioning, the student should notify the appropriate program representative and may be required to provide written documentation from a healthcare provider confirming safe participation.

As a condition of admission and continued enrollment in the MRI Program at DSDT College, all students must sign a Substance Abuse Compliance Contract agreeing to adhere to this policy. This agreement includes compliance with substance testing requirements, if applicable to the program, and authorization for appropriate handling and disclosure of results in accordance with institutional policy.

Substance Abuse Compliance Contract

SUBSTANCE ABUSE COMPLIANCE CONTRACT

MRI Program at DSDT College

I, _____, have read the *Substance Abuse Policy & Procedures* of DSDT College and agree, as a student in the professional health program, to comply with all aspects of the policy as written, including testing for substances and appropriate release of that information. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

_____
Student's Name

_____
Student's Signature

_____
Date

For Student File

Behavioral Changes Associated with Drug Abuse

The College of Nursing and Health Professions has developed the following list of behaviors that, while not all-inclusive, may be used as indicators that an individual could be under the influence of a drug at the time of observation. (Refer to the Substance Abuse Policy for the definition of "drug" and procedures related to enforcement of the policy.)

The College of Nursing and Health Professions is guided by behavioral descriptors outlined in the most current edition of the *Diagnostic and Statistical Manual of Mental Disorders (DSM).*

Observation of any of the following behaviors may result in removal from the classroom or clinical environment pending further evaluation.

Attention Deficit/Cognitive Impairment

- Ataxia
- Tremors, especially of the hands
- Slowed response time in familiar skills
- Diminished coordination or dexterity

Social Impairment

- Inappropriate verbal remarks, including inappropriate subjects, language, or expletives
- Behaviors outside normal professional or social expectations, including:
    - Angry outbursts or unrestrained agitation
    - Unexplained crying
    - Euphoria
    - Paranoia
    - Hallucinations
- Significant behavioral changes from the individual's normal demeanor, including:
    - Introversion
    - Extroversion
    - Irritability or sullenness
    - Giddiness
    - Defensiveness

Somatic Manifestations/Discomforts

- Odor of alcohol on the breath
- Nausea, vomiting, or excessive thirst
- Frequent restroom use, urinary frequency, or diarrhea
- Hiccups
- Reddened sclera (bloodshot eyes)
- Pupil changes or drooping eyelids
- Complaints of blurred vision or inability to focus

Speech/Communication Impairment

- Slurred speech
- Rapid or choppy communication patterns
- Incoherent speech

Behavioral Patterns Associated with Substance Abuse
The following behavioral patterns may be associated with substance abuse. While these behaviors may have causes unrelated to substance use, careful assessment and documentation over time may help determine whether a relationship exists.

Patterns that may warrant concern include:
- Repeated tardiness
- Frequent absenteeism
- Recurrent physical complaints, including:
    - Frequent colds
    - Gastrointestinal problems
    - Lack of sleep
    - Weight loss
    - Sluggishness or low energy
- Deterioration in personal appearance or grooming
- Poor hygiene practices
- Multiple personal crises
- Avoidance of eye contact
- Social isolation or lack of peer support
- Repeated excuses for below-standard performance
- Forgetfulness regarding appointments or assignments
- Slowed response time during familiar activities
- Mood swings or sudden behavioral shifts
- Excessive suspiciousness or lack of trust
- Visible needle marks on the body

Behaviors Related to Narcotic Handling
- Frequent need to waste unused medications
- Documentation of larger medication doses than ordered
- Unauthorized possession of narcotic keys
- Unsupervised entry into narcotic storage areas
- Volunteering for assignments that provide increased access to narcotics
- Frequent unexplained absences or extended breaks during clinical activities

Student Records
Administration maintains records of all didactic and clinical coursework attempted and/or completed by students. Records include:
1. Attendance and clinical rotation records

2. Clinical competency records
3. College transcripts
4. Clinical evaluations

Right to Inspect Records

Under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), students have the right to inspect and review their official educational records.

Student Counseling

The purpose of student counseling is to promote and support student success. Counseling may identify strengths and areas for improvement.

Withdrawal from the Program

- Student meets with Director of Student Services and Chief Financial Officer to learn consequences.
- Student notifies Director of Student Services of decision.
- Student is formally withdrawn from the program.

Dismissal from the Program

Dismissal may occur for, but is not limited to:

- Failure to meet academic standards
- Inadequate clinical progress
- Unsafe or unprofessional behavior
- Cheating or plagiarism
- Physical or emotional inability to meet requirements
- Falsification of records
- Clinical termination

Dismissal process includes written documentation, faculty review, and written notification to the student. Appeals must follow the DSDT Student Handbook process.

Readmission to the Program

Readmission requires formal application and is granted on an individual basis based on prior performance and space availability.

Readmission will be denied if:

1. Cumulative GPA is below 2.00
2. Student has failed the same course twice with a grade below "C"

Grievance Procedures

A grievance is a complaint alleging violation of student academic rights. Procedures are outlined in the DSDT Student Handbook.

Application for ARRT Certification Examination

In the final semester, students are provided access to apply for the ARRT certification exam. Completion of an accredited program is required prior to eligibility.

Student Participation in College and Program Organizations

Students may be invited to serve on committees. Participation is voluntary and does not affect grades.

Program Compliance

Accreditation is a process of voluntary, external peer review in which a non-governmental agency grants public recognition to an institution or specialized program of study that meets certain established qualifications and educational standards, as determined through initial and subsequent periodic evaluations. The goals of the accreditation process are to protect the student and the public, identify outcomes by which a program establishes and evaluates its assessment policies and procedures, stimulate programmatic self-improvement, and provide protective measures for federal funding or financial aid.

Accreditation is assurance of acceptable educational quality since accredited programs are required to meet national standards established by radiologic technology professionals and communities of interest.

The DSDT MRI program is accredited by the Commission of the Council on Occupational Education.

Clinical Policies and Procedures

General Introduction

During semesters 3 through 5 of the professional program in Magnetic Resonance Imaging at DSDT College, the student will be enrolled in a clinical course that requires attendance in the clinical education center in order to:

- Acquire expertise and proficiency in a variety of magnetic resonance imaging clinical environments
- Develop and practice work habits and appropriate interpersonal relationships with patients and other members of the health care team

In the clinical setting, the student will be representing DSDT College. The student is expected to conduct himself/herself in a professional manner at all times.

Clinical Assignments and Placement

Upon the first day of the program, students are enrolled in a Clinical Preparation Course (0 credit hours). This course does not affect GPA and is designed to serve as a structured tool to guide students through the clinical placement process and ensure readiness for clinical education.

Clinical placement is a shared responsibility between the student and DSDT staff. Students are expected to actively participate in the initial phase of placement by identifying potential clinical sites and initiating introductory communication with those facilities. Once a site has expressed interest or engagement, DSDT staff will assume responsibility for coordinating formal discussions and managing required documentation, including affiliation agreements, compliance requirements, and legal contracts.

Clinical education experiences are typically scheduled during Semesters 3, 4, and 5 of the program. However, clinical placement timing may vary depending on individual student progression, academic course load, and program needs. Adjustments may be made to ensure appropriate readiness and scheduling alignment.

While DSDT makes every reasonable effort to secure clinical placement opportunities for all students, placement is not guaranteed. Students are expected to remain actively engaged in the placement process until a site is secured.

If a student experiences difficulty securing a clinical site, they may delay progression into clinical rotations until an appropriate placement is confirmed. This delay does not impact academic standing but may extend the overall timeline of clinical completion.

Clinical assignments are structured to support student exposure to a variety of MRI procedures and environments over the course of the program. Given variability in site availability and scheduling, students may not experience identical clinical activities at the same time; however, the program is designed to ensure equitable exposure across all required competencies.

Evening Clinical Assignments

Due to the unique nature of the MRI program, it is possible for students to choose evening hour rotations. Evening clinical hours may be completed if:

- The clinical site agrees
- MRI program faculty and the student both agree it is in the best interest of the student
- Required clinical hours will be met for the given term (an Incomplete may be assigned)
- Competency exams will be completed (dependent on clinical site volume)
- Extenuating circumstances are present that require altering typical daytime hours (e.g., acceptance into another program, weather conditions, transportation issues, etc.)

Clinical Affiliates as of September 2026

Site Name	Location
All County Radiology	Flushing, NY
Bronxcare Health Systems	Bronx, NY
NewYork-Presbyterian	New York, NY
Apollo Imaging	Elmhurst, NY
Orthopedic Associates of Dutchess County	Poughkeepsie, NY
Rad X	Tampa, FL
Munson Health Care	Traverse City, MI
Adventist Health	Roseville, CA
Advantage Diagnostics & MRI	Broken Arrow, OK
Carl R Darnall Amy Medical Center	Fort Hood, TX
Regional Medical Imaging	Various Cities, MI
Bon Secours Mercy Health	Various Cities, VA & Various Cities, SC

St. Joseph's/Candler Health System	Savannah, GA
Sinai-Grace Hospital	Detroit, MI
The Queen's Health Systems	Honolulu, HI
Austin Radiology	Austin, TX
University of Maryland Medical System – Upper Chesapeake Health	Various Cities, MD
CommonSpirit Health	Tacoma, WA
Birmingham VA Health Care System	Birmingham, AL

Timesheets

The MRI program is currently using Trajecsys, a web-based clinical platform. This software is used to access the time clock, log daily activities, access clinical evaluations, and record clinical competency exams. Students will clock in/out at the clinical site, while technologists will approve the timesheets and complete clinical evaluations online.

Attendance

Attendance and punctuality are very important for clinical education. Students arriving one minute past the expected arrival time will accrue a tardy. The missed clinic time from this tardiness is to be completed the same day unless otherwise noted by the clinical coordinator. Students departing from clinic before the designated departure time without faculty approval will also accrue a tardy. Excessive tardies will not be tolerated. Students will receive an absence after every three (3) tardies (on the 4th) during each semester. Late arrival or early departure more than one hour will be counted as absence. This allowance is for emergency situations and not to simply choose to go in late or leave early a few times.

Time exceptions for missing clock ins or outs will count as a ½ tardy. Clocking in from a mobile device without location enabled or with an unrecognized IP address will count as a tardy with other possible repercussions following an investigation.

Students are allowed two (2) personal days, but excessive absences will not be tolerated. On the fourth (4th) accrued absence, the student's clinic letter grade will be lowered. This policy may be modified by extenuating circumstances and is at the discretion of MRI clinical coordinator. Students will be expected to schedule a make-up day at the end of the semester for this missing time. Comp time is not given. Any days missed (more than the three personal days) must be made up in the semester in which they were missed and at the clinical site where they were missed. It is the responsibility of the student to check with the clinical supervisor for acceptable dates and approve the dates with both the clinical site and MRI clinical coordinator.

Extenuating circumstances include, but are not limited to, jury duty, extended illness, a death in the immediate family (spouse, parents, grandparents, children, and grandchildren), mandatory employee orientation, etc. All missed time more than the three personal days must be made up prior to the end of semester finals regardless of the reason for the absence. Extreme absences could result in a student receiving a failing grade or incomplete for the semester. Any exceptions must be approved by the clinical coordinator and will be handled on a case-by-case basis.

Students are responsible for notifying both their clinical site instructor and MRI clinical coordinator if they are going to be absent from clinic. Notification should be made prior to the start of the clinical day. Failure to notify the appropriate supervisors will result in the absence being counted as two (2) absences and a final written warning as a No Call/No Show. In the event of an additional No Call/No Show, the student will be dismissed from the program.

Attendance Offense(s)	Offense(s) Result	Program Action Taken
Two absences (personal days)	No offense	No action taken
Third absence	Make up missed clinic time	No action taken
Fourth absence	Make up missed clinic time	Clinic letter grade lowered one
Four tardies	Equals one absence	See absence offenses
Time exception (Forgot clock in/out)	Equals ½ tardy	See tardy offenses
First No Call/No Show	Equals two absences	Final written warning
Second No Call/No Show	Program dismissal	Student dismissed from program

Dress Code

Students are required to present a professional appearance at all clinical sites. DSDT does not provide scrubs; therefore, uniform requirements, including scrub color and specific attire guidelines, will be determined by each individual clinical site. Students are responsible for confirming and complying with the dress code policies of their assigned facility prior to beginning clinical rotations.

In general, students are expected to adhere to the following standards unless otherwise directed by the clinical site:

- Clean, professional scrubs or clinical attire as specified by the site
- Closed-toe, non-slip clinical shoes
- DSDT student identification badge visible at all times
- Minimal, conservative jewelry (as permitted by site policy)
- Neat, clean grooming and hygiene appropriate for a healthcare environment
- Hair must be clean, secured, and maintained in a manner that does not interfere with patient care or equipment
- Visible tattoos must comply with clinical site policy and may be required to be covered

Students are expected to maintain a professional appearance that reflects the standards of the MRI profession and the expectations of the clinical environment. Failure to comply with clinical site dress code policies may result in removal from the clinical setting for that day and may impact clinical standing.

Because MRI environments involve strong magnetic fields, students must also comply with all MRI safety requirements related to attire, including removal of all ferromagnetic objects prior to entering restricted areas.

Clinical Competency Objectives

As part of their educational program, candidates must demonstrate competence in the clinical activities identified in the given document. Demonstration of clinical competence means that the program director or designee has

observed the candidate performing the procedure independently, consistently, and effectively. Candidates must demonstrate competence in the areas listed below.

- 7 mandatory patient care procedures
- 8 mandatory MRI safety procedures
- 17 mandatory MRI imaging procedures
- 12 elective MRI imaging procedures
- 7 mandatory MRI quality control procedures

Clinical Advising Program

All students enrolled in clinical education are evaluated and advised regarding their ability to care for patients in a professional and ethical manner. The advising program is conducted via several documents:

a. "**Performance Objectives**" forms are completed by program faculty and/or clinical instructors to document the attainment of specific performance objectives that should be met by the student during the semester.

b. "**Clinical Evaluation**" forms are used by technologists to give students and faculty an opinion of the students' trends in professional attitudes and behavior. The results of the clinical evaluations will be discussed with the student each semester.

c. Clinical grades do not include advising results, **however**, students may be subject to corrective actions including **incomplete or failing course grade** due to failure to comply with advising suggestions and/or not making satisfactory progress toward goal completion.

Evaluation criteria for Clinical Competency Objectives as well as Student Clinical Evaluations are clearly stated on the forms included in this handbook and will be discussed during orientation of the MRI Program.

Clinical Supervision

Students are not to operate the MRI equipment **without a registered magnetic resonance imaging technologist present.** It is the responsibility of the technologist to ensure proper patient care, imaging, and MRI safety occur in the MRI suite.

Students are allowed to operate the controls and set the machine **ONLY** if the student and technologist both feel confident the student is ready. The technologist must be present and verify the accuracy of the student's work with direct supervision (sitting beside the student) until clinical competency is obtained and documented. Thereafter, exam completion may be performed under indirect supervision (the technologist should be within yelling distance.)

Evaluations and Clinical Checklist

Upon completion of the student's assigned rotation in each particular clinical setting, the student must be able to complete the Competency Objectives as outlined on the objective forms included in the "Program Documents" section of this handbook.

There are certain objectives and criteria for each semester, with more expectations of student knowledge and performance as the program progresses. The forms for the clinical Competency Evaluations and the Performance Objectives will be discussed during orientation by the MRI Program Director.

In addition, the student will be clinically evaluated by the technologist on the machine or clinical assignment to which the student is assigned. The student's Clinical Evaluation Form to be filled out by the technologist is also included in this handbook and will be discussed in Orientation.

The student will also fill out an evaluation for the clinical instructor he/she was assigned to throughout his/her rotation.

It is the student's responsibility to complete the Daily Record of Procedures table included in Trajecsys (www.trajecsys.com) for each exam/clinical assignment they are assigned. The Daily Record of Procedures is to be kept daily and marked according to the procedures the student has observed or performed each day.

At the beginning of a student's rotation to each clinical assignment they will be given the clinical syllabus and the Performance Objectives. The Performance Objectives are those objectives the student should be able to perform by the end of the rotation.

It is the student's responsibility to have the Daily Record of Procedures, Timesheet, Competency exams (Original and Continued), Room Orientation, and Department Orientation completed by the end of each rotation. Failure to complete these items by the due date will result in a penalty to the student's clinical grade.

Clinical Rotation

The student's first few days on a new clinical rotation should be used for observation. This gives the student time to learn the setups, equipment and routine of the machine. Once comfortable with the scanning routine, students are encouraged to begin scanning as soon as possible. When not scanning, students should help the clinical site care for patients, stock rooms, transport, and any other daily duties assigned to working technologist.

Clinical Site Student Code of Conduct Policy

Purpose
DSDT College is committed to ensuring that students participating in clinical education and experiential learning demonstrate professionalism, integrity, accountability, and conduct consistent with the expectations of DSDT College and its clinical partners. Clinical experiences are an essential component of the student's education and provide students with the opportunity to apply classroom knowledge in a professional healthcare environment.

Professional Conduct
Students are expected to conduct themselves professionally and respectfully at all times while participating in clinical education, whether they are on the clinical site, communicating with clinical staff, traveling to or from clinical activities, or representing DSDT College in any capacity. Students are expected to follow all policies, procedures, rules, and requirements established by both DSDT College and the assigned clinical site.

Students must demonstrate appropriate professional behavior, including respectful communication, punctuality, appropriate attendance, professional appearance, confidentiality, ethical conduct, patient privacy, compliance with safety requirements, and cooperation with clinical staff, faculty, preceptors, patients, and other individuals encountered during the clinical experience.

Representation of DSDT College
Students participating in clinical education are representatives of DSDT College. Their conduct and professional performance reflect not only upon themselves, but also upon the College and its relationships with clinical partners. Because DSDT College relies upon the cooperation and confidence of clinical partners to provide students with educational opportunities, students are expected to maintain the highest standards of professionalism while at a clinical site.

Clinical Site Placement
DSDT College will assist students in securing an appropriate clinical site for their required clinical experience. While the College will make reasonable efforts to secure and coordinate clinical placement, the College cannot guarantee that a particular clinical site will accept or continue to accommodate a student. Clinical placement is contingent upon the student meeting the requirements of the clinical site and maintaining appropriate professional conduct throughout the clinical experience.

Clinical Site Termination of a Student
If a clinical partner requests that a student be removed from the clinical site, discontinues the student's clinical placement, or otherwise determines that the student may no longer participate at the site due to conduct, professionalism, attendance, performance, violation of clinical site policies, or other behavior deemed unacceptable by the clinical partner, the student may no longer be eligible to continue in the program.

Because clinical partners entrust DSDT College with access to their patients, facilities, staff, and educational environments, DSDT College cannot continue to enroll or place a student who has been terminated or prohibited from participating by a clinical partner due to conduct or other professional concerns. A clinical site's decision to discontinue a student's placement for conduct-related reasons will result in the student's automatic withdrawal or termination from the program, as determined by the College. The College is not

obligated to secure an alternative clinical placement for a student who has been removed from a clinical site for conduct-related reasons.

Compliance With Clinical Site Requirements
Students are responsible for understanding and complying with all clinical site requirements communicated to them by DSDT College, clinical faculty, preceptors, and clinical partners. These requirements may include, but are not limited to, attendance and punctuality requirements, dress and appearance standards, patient privacy and confidentiality, professional communication, workplace safety, documentation requirements, background checks, drug screening, immunizations, certifications, health requirements, and site-specific policies.

Failure to comply with clinical site requirements may result in corrective action, removal from the clinical experience, failure of the clinical course, and/or dismissal from the program, depending on the nature and severity of the violation.

Professional Accountability
Students are responsible for recognizing that clinical education is a privilege that depends upon the continued trust and cooperation of DSDT College's clinical partners. Students must conduct themselves in a manner that protects patients, maintains professional standards, and preserves the College's relationships with its clinical partners.

DSDT College reserves the right to take appropriate disciplinary action when a student's conduct is inconsistent with College policies, clinical site expectations, professional standards, or the requirements of the student's program. Nothing in this policy limits the College's ability to take immediate action when student conduct presents a risk to patients, staff, clinical partners, the College, or the integrity of the clinical education program.