

# *Medical Education and Training Campus (METC)*

## **Student Evaluation and Administration Plan (SEAP)**

### **Radiologic Technologist Program**

Army Phase I	Radiology Specialist	313-68P10
Army Phase II	Radiology Specialist	313-68P10
Navy Phase I	Advanced Radiographer	B-313-0126
Navy Phase II	Advanced Radiographer	B-313-0226
Air Force Phase I	Diagnostic Imaging Apprentice	L5AQJ4R031 01AA
Air Force Phase II	Diagnostic Imaging Apprentice	L5ABO4R031 02AB

**Effective with class start of August 30, 2021**



*Medical Education and Training Campus  
3176 CPL Johnson Rd  
JBSA-Fort Sam Houston, Texas 78234*

February 16, 2021

MEMORANDUM FOR RECORD

SUBJECT: Student Evaluation and Administration Plan, RADIOLOGIC TECHNOLOGIST

This Student Evaluation and Administration Plan (SEAP) supports Medical Education and Training Campus (METC) Administrative Instructions (AI), and establishes responsibilities, expectations and requirements for the academic management of students attending the METC, RADIOLOGIC TECHNOLOGIST Program.

The policies, procedures, and responsibilities defined and/or referenced herein apply to all members participating in this training Program. If applicable, management of International Military Students will be coordinated with the International Military Student Office.

A copy of this SEAP and References (d) through (f) will be posted in a common area or in a student folder in each classroom and reviewed with students during Program orientation.

This SEAP cancels all previous SEAPS and will expire five years from the date of signature if it has not been reissued or cancelled before this date in accordance with DHA- Procedural Instruction (DHA-PI) 5025.01 (Reference (c)).

The point of contact for this memorandum is the Instruction Systems Specialist assigned to the program at (210) 808-1783.

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....6

ENCLOSURE 2: PROGRAM INFORMATION .....7

    PREFACE.....7

    PROGRAM DESCRIPTION.....7

    COURSES .....7

        Consolidated Academic Courses.....7

        Service Specific.....8

    SKILL IDENTIFIERS.....9

    TRAINING PHASES.....9

        Phase I.....9

        Phase II .....9

    ACCREDITATION, AFFILIATIONS, AND EVALUATION .....9

    PROGRAM PREREQUISITES.....10

        Army .....10

        Navy.....10

        Air Force.....10

ENCLOSURE 3: EVALUATIONS AND TESTING.....11

    GENERAL.....11

    STUDENT EVALUATION PLAN .....11

    WRITTEN EXAMINATIONS.....12

    PERFORMANCE EVALUATIONS .....12

    CLINICAL/PRACTICUM .....12

    WORKBOOKS.....12

ENCLOSURE 4: ACADEMIC COUNSELING.....13

    STUDENT COUNSELING.....13

    RETEACH/RETEST.....14

    ACADEMIC PROBATION .....14

    REMEDIAL TRAINING/STUDY HALL .....15

    ACADEMIC RELIEF/RECYCLE.....15

ENCLOSURE 5: STUDENT STANDARDS .....16

    STUDENT STANDARDS .....16

    STUDENT CHARACTERISTICS AND ATTRIBUTES .....16

        Suitability for Profession .....16

        Physical Limitations and Profiles.....17

Pregnancy Policy ..... 17

ENCLOSURE 6: NON-ACADEMIC ..... 18

    NON-ACADEMIC COUNSELING ..... 18

    EXCESSIVE ABSENTEEISM..... 18

ENCLOSURE 7: STUDENT RECOGNITION ..... 19

    SPECIAL RECOGNITION ELIGIBILITY ..... 19

    SPECIAL RECOGNITION CATAGORIES..... 19

        Honor Graduate ..... 19

        Dean’s List ..... 19

        Special Recognition for Dean’s Signature..... 20

        International Students ..... 20

ENCLOSURE 8: GRADUATION AND PROGRAM DOCUMENTATION ..... 21

    CERTIFICATES OF COMPLETION, DIPLOMA, AND AWARD OF SKILL IDENTIFIERS ..... 21

        Certificates of Completion ..... 21

        Skill Identifiers ..... 22

    METC STUDENT TRAINING REPORT (STR)..... 21

    TRANSCRIPTS ..... 22

        College of Allied Health Science (CAHS) ..... 22

ENCLOSURE 9: STUDENT EVALUATION REPORTS..... 24

    ARMY STUDENTS..... 24

    NAVY STUDENTS ..... 24

    AIR FORCE STUDENTS ..... 24

ENCLOSURE 10: STANDARDS OF ACADEMIC INTEGRITY AND CONDUCT ..... 25

    GENERAL ..... 25

    FACULTY ..... 25

    TEST INTEGRITY ..... 25

    DISMISSAL ACTIONS..... 25

    UNPROFESSIONAL RELATIONSHIPS ..... 26

    DISCIPLINARY ACTION ..... 26

ENCLOSURE 11: ATTENDANCE POLICY ..... 27

    PROGRAM OF INSTRUCTION (POI) ..... 27

    ATTENDANCE ..... 27

EXCUSED ABSENCE .....27  
UNEXCUSED ABSENCE .....28  
CLASSROOM ARRIVAL .....28  
OTHER ARRIVALS .....28  
NOTIFICATION.....28  
LUNCH/BREAK .....28

ENCLOSURE 12: ELECTRONIC MEDIA POLICY.....30

    COMPUTER USE.....30  
    SECURITY .....30  
    SOFTWARE/HARDWARE.....30  
    TELEPHONE/CELL PHONE .....30  
    BREAKROOM PHONE .....30  
    OTHER DEVICES.....31  
    COPIER/FAX USAGE .....31  
    NON-EDUCATIONAL MEDIA.....31

ENCLOSURE 13: CLASSROOM PROCEDURES AND POLICIES .....32

    POLICY .....32  
    STUDENT LEADERSHIP.....32  
        Class Leader .....32  
        Service Branch Leader.....32  
    DRESS CODE .....32  
    FOOD AND BEVERAGES .....32  
    CLASS DUTIES .....32  
    PERSONAL SECURITY .....32

ENCLOSURE 14: STUDENT EVALUATION PLAN (SEP) TEST PLAN .....33

ENCLOSURE 15: METC GRIEVANCE POLICY (see <https://www.metc.mil> page footer).....

ENCLOSURE 16: ACKNOWLEDGEMENT .....44

ENCLOSURE 17: SUPPLEMENTAL PROGRAM REQUIREMENTS .....45

ENCLOSURE 18: COLLEGE OF ALLIED HEALTH SCIENCE COHORTS.....46

GLOSSARY .....47

FIGURES .....34

    1. ARMY, SEP .....34  
    2. NAVY, SEP .....37  
    3. AIR FORCE, SEP .....40

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, "Publication System," August 24, 2018
- (d) METC-Administrative Instruction (AI) 16, "Student Counseling," November 16, 2018
- (e) METC-AI 22, "Academic Oversight Board," October 9, 2018
- (f) METC-I 1300.01, "Student Customs and Courtesies Policy," February 25, 2011
- (g) Army Medical Department Center and School (AMEDDC&S) Fort Sam Houston (FSH) 351-12, "Enrollment, Relief, New Start/Recycle, Administrative Disposition and Counseling of Student Personnel," August 2017
- (h) Army Regulation (AR) 623-3, "Evaluation Reporting system," November 4, 2015
- (i) Bureau of Naval Personnel (BUPERS) 6010.10 series, "Navy Performance Evaluation System," April 20, 2011
- (j) Air Force Instruction (AFI) 36-2406, "Officer and Enlisted Evaluation Systems," November 8, 2016
- (k) AR 670-1, "Wear and Appearance of Army Uniforms and Insignia," January 26, 2021
- (l) Air Force Guidance Memorandum 2019-01, "Air Force Guidance Memorandum to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel," February 1, 2021
- (m) Navy Personnel Command (NAVPERS) 15565I, "Uniform Regulations," May 2, 2018
- (n) Commandant, United States Coast Guard Instruction (COMDTINST) M1020.6J, "Uniform Regulations" December 13, 2018.

ENCLOSURE 2

PROGRAM INFORMATION

1. PREFACE.

This Student Evaluation and Administration Plan (SEAP) establishes policies, assigns responsibilities, and prescribes procedures for the management of students attending the METC Radiologic Technologist Program. The policies, procedures, and responsibilities herein apply to all members participating in this training program. If applicable, management of International Military Students will be coordinated with the International Military Student Office. A copy of this SEAP will be posted in a common area or in a student folder in each classroom. This document is reviewed with students during program orientation.

2. PROGRAM DESCRIPTION.

a. The METC Radiologic Technologist Program provides enlisted personnel, from multi-services, with a basic knowledge of Medical Terminology, Anatomy & Physiology, Radiation Physics, Principles of Quality Management, Radiographic Procedures of the Upper & Lower Extremities, Imaging Equipment, Radiographic Procedures of the Skull & Spine, Radiographic Procedures of the Chest & Abdomen, Radiation Biology, Radiation Protection, Radiographic Procedures of Gastrointestinal and Genitourinary Systems, Radiographic Pathology, Radiographic Procedures of the Nervous & Circulatory Systems, Special Procedures & Imaging Modalities, Patient Care, Computed Tomography (CT), and Certification Preparation.

b. The training consists of lectures, group activities, demonstrations, hands-on instruction and clinical practice. Performance exercises, presentations, written examinations, and clinical/practicum are used to assess accumulation and retention of knowledge and skills. Graduates are awarded the following skills/job identifier based on Service Component.

3. COURSES.

a. Consolidated Academic Courses A/N/F:

- (1) RAD 101 Introduction to Radiology
- (2) MBUS 001 Medical Terminology
- (3) PHYS 101 Radiation Physics
- (4) RAD 202 Patient Care
- (5) MHUM 101 Medical Ethics and Law

- (6) RAD 102 Radiographic Imaging Equipment
- (7) QMGT 101 Principles of Quality Management
- (8) RAD 103 Radiographic Procedures of the Upper and Lower Extremities
- (9) BIOL 101 Anatomy, Physiology, and Pathology
- (10) RAD 104 Radiation Protection
- (11) BIOL 110 Radiation Biology
- (12) RAD 106 Radiographic Procedures of the Thorax & Abdomen
- (13) RAD 105 Radiographic Procedures of the Skull & Spine
- (14) Rad 107 Radiographic Procedures of Gastrointestinal & Genitourinary Systems
- (15) RAD 201 Radiographic Procedures of the Nervous & Circulatory Systems and Special Procedures
- (16) RAD 203 Computed Tomography (CT)
- (17) RAD 210 Certification Prep
- b. Service Specific A:
  - (1) BMO 101A Basic Medical Orientation
  - (2) MATH 101A Technical Math
  - (3) FTX 101A Field Training Exercise (FTX)
- c. Service Specific N:
  - (1) MATH 101N Technical Math
  - (2) SAMS 101N SNAP/SAMS (Shipboard Non-Tactical ADP (Automated Data Processing) Program (SNAP) Automated Medical System (SAMS))



d. Service Specific F:

(1) AFCP 101F Air Force Career Progression

(2) Basic Life Support

2. SKILL IDENTIFIERS.

a. Army: Military Occupational Specialty Code (MOS) 68P10

b. Navy: Navy Enlisted Classification Code (NEC) L17A

c. Air Force: Air Force Specialty Code (AFSC) 4R0X1

3. TRAINING PHASES.

a. Army: Phase 1 24 weeks 4 days, Phase 2 22 weeks.

b. Navy: Phase 1 21 weeks, Phase 2 30 weeks.

c. Air Force: Phase 1 19 weeks 2 days, Phase 2 35 weeks.

4. ACCREDITATION, AFFILIATIONS, AND EVALUATION.

a. The METC is institutionally accredited by the Commission of the Council on Occupational Education. METC students are part of a regional accreditation through the Middle States Commission on Higher Education, which is recognized by both the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA), to accredit degree-granting institutions

b. METC submits eligible course material to be evaluated for recommended credit by the American Council on Education (ACE) Military Evaluations Program.

(1) Recommended ACE evaluative credits:

(a) Army. 6 credits.

(b) Navy. 9 credits.

(c) Air Force. N/A

d. The METC is a College of Allied Health Sciences (CAHS) Branch campus. The METC has an academic collaboration with the CAHS, which is federally-chartered and part of the Uniformed Services University of the Health Sciences (USUHS) school system.

(1) Recommended CAHS evaluation credits:

- (a) Army. 70 credits
- (b) Navy. 65 credits
- (c) Air Force. 65 credits

e. Awarded credits are posted in each classroom and provided by instructors upon the first day POI, in review of this SEAP. Any change or update to awarded credits will be provided and re-posted for student reference.

f. This program is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology.

6. PROGRAM PREREQUISITES. All potential students will be expected to meet their Service components specific prerequisites as outlined in the respective recruitment/accession or training regulations. Students who do not meet the minimum admission requirements agreed to by their Service component will not be admitted.

a. Army. Personnel must meet the prerequisites listed in AR 614-200 and Army Training Requirements and Resources System (ATRRS) located at: <https://www.atrrs.army.mil/>.

b. Navy. Personnel must meet all prerequisites listed in the Catalog of Navy Training Courses (requires Login) located at: <https://www.netc.navy.mil/Development.aspx>.

c. Air Force. Personnel must meet all prerequisites listed in the Education and Training Course Announcements located at: <https://app10-eis.aetc.af.mil/etca/sitepages/home.aspx>

ENCLOSURE 3

EVALUATIONS AND TESTING

1. GENERAL.

a. Individual objectives within each lesson or clinical rotation are the basis for examinations. All written, performance examinations and clinical/practicum must be successfully completed/passed to graduate.

b. Students will be informed of their written or performance examination and clinical/practicum results within 24 academic hours after testing. The post-examination reviews are conducted to provide feedback, reinforce objectives, and identify discrepancies as appropriate to the lesson/objective.

c. Program instructors will administer all written, performance examinations and clinical/practicum.

d. A grade of zero (0) or a "FAIL" will be recorded for any written, performance examination or clinical/practicum that is missed because of unauthorized absence.

e. Grading: Examination scores are calculated by dividing the total points earned by the total points possible on the examination (example:  $80/100 = 80$  percent). Grades will be recorded as percentages to the nearest hundredth. Cumulative Program grades are determined by a weighted averaging of all examination scores.

f. Reteach/Retest: Based on the Program's approved test plan (see Enclosure 14), students who fail a written, performance examination and/or clinical/practicum will be counseled and may be re-taught and retested.

g. Reteach/Retest will occur on the following day of the original test, exceptions require the approval of the Program Director (PD). The retest will be conducted before or after Program of Instruction (POI) training.

2. STUDENT EVALUATION PLAN.

a. See Enclosure 14 for a list of evaluations for each Service per the Student Evaluation Plan (SEP). Each Service has a SEP which includes the consolidated and Service unique portions of the Program.

b. If there is a Service Specific section within the Program, the weight of each course within the Program may vary among each Service due to the difference in the Service specific portions.

3. WRITTEN EXAMINATIONS.

- a. Score a minimum of 70 percent on each examination.
- b. Maintain a minimum overall Program average of 70 percent.
- c. Must not exceed a total of 3 examination failures.

**NOTE:** In Phase I, grades are recorded as numerical grades and computed as a combined weighted average for written exams (**60%**) and performance exams (**40%**).

- d. Pass re-testable examinations with a grade of **70%** or above.

4. PERFORMANCE EVALUATIONS. Students must attain the minimum score required on all objectives in accordance with the SEP requirements.

- a. Score a minimum of **70%** once the average score of all routines in the specific course has been calculated.
- b. Not to exceed a total of **3** examination failures (to include written examinations).

5. CLINICAL/PRACTICUM. As applicable, students must pass all objectives in the clinical/practicum.

6. WORKBOOKS.

- a. Various units of instruction incorporate assignments that may be completed during study hours or at home.
- b. The intent of these assignments is to assist the students in identifying critical concepts and ensure that the required course reading is performed.
- c. Workbooks will encompass multiple-choice, matching, true/false, fill in the blank, short essay, and diagram labeling questions.

ENCLOSURE 4

ACADEMIC COUNSELING

1. STUDENT COUNSELING.

a. Academic counseling will be conducted in accordance with Reference (d) and (e).

b. Academic counseling is considered an opportunity to provide guidance and mentorship. Counseling can re-enforce positive performance as well as assist with identification and remediation of negative issues that affect academic success. It should be instituted as early as possible to aid in mitigating academically impactful issues before a student enrollment in a Program is jeopardized. Faculty and staff are responsible to provide counseling to correct problems such as test failures, poor habits and personal problems that affect academic success. Faculty and staff are also responsible to notify/interact with Service Leads for Service level interventions as appropriate.

c. All counseling will be documented on METC Form 05 (APPENDIX B). Counseling records will be maintained in the student record

d. The counseling form must include, at a minimum:

(1) The reason(s) for the counseling (positive reinforcement, performance failures, corrective action, etc.).

(2) The consequences, if any, of any noted deficiency or conduct that is not corrected.

(3) The remediation to be completed to correct the noted deficiency.

(4) Recommended actions to improve performance.

**(5) The date the counseling was performed, and the signatures of the counselor and counselee.**

(6) The number of tests/evaluations failed to that point.

(7) Any Service Component specific verbiage or form that is required, for example, the Army 4856.

(a) "You are hereby notified that if this type of conduct continues, actions may be initiated under the Uniform Code of Military Justice (UCMJ) to separate you from the Army prior to your schedule ETS date IAW AR 635-200."

(b) If you are involuntarily separated, you could receive:

1 An Honorable Discharge

2 A General (Under Honorable Conditions) Discharge.

3 An Under Other Than Honorable Conditions Discharge. If you receive a discharge Under Other Than Honorable Conditions, you will be ineligible for reenlistment and for most benefits, including payments of accrued leave, transitional benefits, the Montgomery GI Bill, VA benefits, and you may also face difficulty in obtaining civilian employment.

4 Counseling will be conducted IAW the METC Student Counseling Instruction. Counseling will be given at regularly scheduled times throughout the program to review each student's progress. Additionally, students who fail to comply with the program standards and policies as outlined in APPENDICES C thru F will be counseled and may be recommended for relief.

5 Frequency of Counseling: Students will receive a minimum once a month counseling sessions. Students will be referred to the service lead, class advisor, and program director for counseling upon their **2nd** and **3rd** test failure. Student will be referred to the Program Director if any test score is below **60%**.

## 2. RETEACH/RETEST.

a. Students who fail a written, performance examination and/or clinical/practicum will be counseled and may be retaught and retested per Program's SEP.

b. The recorded grade for any retest will be the Program's established minimum passing grade for the evaluation, regardless of the passing grade received on the retest (example: a student scored **85%** on the retest, it is recorded as **70%**).

## 3. ACADEMIC PROBATION.

a. Students are placed in Academic Probation status when their overall Program average falls below 75 percent.

b. Students are placed in Academic Probations when sent to an Academic Oversight Board (AOB). Academic Probation Procedures:

(1) Student advisor/instructor will:

(a) Notify student of placement on academic probation.

(b) Discuss the process of academic probation with the student.

(c) Monitor student's progress and annotate changes in the student's record.

(2) The Instructor and Student will:

(a) Sign the counseling form, which identifies their academic status.

(b) Be recommended to attend remedial training held during non-academic hours.

(c) Removal from Academic Probation occurs when the student's Grade Point Average (GPA) returns to 75 percent or higher.

4. REMEDIAL TRAINING/STUDY HALL.

a. Remedial training/study hall may be scheduled during non-academic hours or when the Program deems appropriate.

b. An announcement or a schedule is provided for those students requiring this training.

c. If the student's GPA falls below 79 percent are considered at "Academic Risk."

d. Remedial training/study hall is not mandatory, but recommended for students whom are "Academically at Risk."

e. Any student desiring additional assistance may attend remedial training/study hall.

5. ACADEMIC RELIEF/RECYCLE.

a. When a student does not meet the established academic performance criteria, the student will be referred to an AOB as outlined in Reference (e).

b. Students may also be recommended for academic relief/recycle for the following reasons:

(1) Failing a total of 4 written, performance examinations and/or clinical/practicum throughout Phase 1.

(2) Failure to achieve, and/or maintain the Program's minimum **70%** average.

(3) Failure of a retest.

(4) Failure of Basic Life Support (Army Only).

(5) Failure to successfully complete all competencies required of course.

ENCLOSURE 5

STUDENT STANDARDS

1. STUDENT STANDARDS. Students must comply with the following policies and standards:

- a. Standards of academic integrity and conduct (see Enclosure 10).
- b. Attendance policy (see Enclosure 11).
- c. Electronic media policy (see Enclosure 12).
- d. Classroom procedures and policies (see Enclosure 13).

2. STUDENT CHARACTERISTICS AND ATTRIBUTES.

a. Suitability for Profession

(1) METC recognizes the essential elements of producing the world finest Medics, Corpsman and Technicians for the services; include individuals who are highly trained and who will uphold the characteristics and attributes that positively and proudly represent their Service Component and their newly acquired medical specialty.

(2) Medical personnel are entrusted to work in environment that directly or indirectly, impacts the delivery of health care services to our beneficiaries. Service members who demonstrate a lack of commitment, professionalism and/or discipline to include the abuse of controlled substances, drugs, alcohol, or who show a general lack of interest, integrity or responsibility may be referred to a Non-Academic Oversight (NAO) Board (see Reference (e)).

(3) Any student through any action or accumulation of incidents, who brings into question his/her lack of good judgment, demonstrates negative habits or traits of character, may be referred to an NAO with a recommendation for non-academic recycle or relief by the Service component Command.

(4) The student must demonstrate suitable basic proficiencies in communication skills, conflict resolution, creative problem solving, strategic thinking, team building, and basic interviewing/counseling skills.



b. Physical Limitations and Profiles. Students will inform instructor cadre when placed on a medical profile (Army/Air Force) or light duty chit (Navy). Students will participate in training within the limits of the profile. If limitations prevent successful completion of training objective(s), the student may be considered for a NAO process at the discretion of their respective Service.

c. Pregnancy Policy. If a student becomes pregnant during the Program of training, the student's Service component, and Chain of Command will be notified. Information pertaining to Service component specific pregnancy policies:

d. In accordance with accrediting body, Joint Review Committee on Education in Radiologic Technology Standards 2014, students can continue to train without modification, without a written notice of voluntary declaration of pregnancy or with a written withdrawal of voluntary declaration. The program adheres to DoDI 6055.08 for the purpose of radiology training. All services have a military service related obligation to inform their chain of command and military public health department of their pregnancy status for readiness and health related purpose.

(1) Army at: <https://www.atrrs.army.mil>.

(2) Navy at: <https://www.netc.navy.mil/Development.aspx>.

(3) Air Force at: <https://app10-eis.aetc.af.mil/etca/sitepages/home.aspx>.

ENCLOSURE 6

NON-ACADEMIC COUNSELING

1. NON-ACADEMIC COUNSELING.

a. A student can be recommended by the Program through the Service Lead to the Service, for non-academic relief from the Program.

b. Non-academic relief is Program Service Lead or Service initiated. Students must be informed verbally and in writing (see Enclosure 6 for non-academic procedures).

c. Students will follow Service policies for NAO appeals in accordance with Reference (e).

d. Service component Commander relief decisions are final.

2. EXCESSIVE ABSENTEEISM. Excessive absenteeism, can result in a Program initiated request to the Service for non-academic relief even if grades are above the required standard. Classroom participation is key to kinesthetic learning. The definition of “excessive” may be defined by an academic accrediting agency and/or, the Program or Service component (situation specific).

a. Phase I. Excessive absences are more than 24 hours.

b. Phase II/III. Excessive absences are more than 24 hours. This includes emergency leave, hospitalization, family emergencies or cumulative medical/personal appointments but is **NOT** additive with Phase I hours missed.

ENCLOSURE 7

STUDENT RECOGNITION

1. SPECIAL RECOGNITION ELIGIBILITY.

a. Eligibility for Academic Honors/Awards. Students may be eligible for academic honors/awards based on cumulative GPA and their demonstrated ability to uphold and represent the characteristics and attributes that positively and proudly represent their Service component and their newly acquired medical specialty.

b. In the event that there is no student who meets the criteria for honors, then no honors will be awarded.

c. If a student with the highest cumulative GPA is not eligible for honors, then the next student who meets the selection criteria will receive the recognition.

d. If a Service component wants to recognize a student, beyond the METC Honor Graduate Certificate, it may be done through that Service component outside of graduation unless otherwise formerly requested.

e. Students will not be eligible by METC for special recognition based on the following METC standards to include Service supplied information in the below areas:

- (1) Received actions administered under the Uniform Code of Military Justice (UCMJ).
- (2) Have been placed on academic probation.
- (3) Failed an exam.
- (4) Failed to meet their Service component specific physical fitness test.
- (5) Failed to meet their Service component specific height/weight standards.
- (6) Received negative counseling as a result of poor attitude or behavior.
- (7) Recycled for academic reasons.

2. SPECIAL RECOGNITION CATEGORIES.

a. Honor Graduate

- (1) Each Service component participating in the Program will have an Honor Graduate.

(2) The student within each service with the highest GPA above **92%** will be recognized.

(3) The Honor Graduate receives recognition of their accomplishment noted on their METC graduation/Program completion certificate.

(4) The PD will verify which student(s) is/are eligible for recognition.

b. Dean's List

(1) All students that complete the Program with a GPA of 92 percent or above and eligible for honors are placed on the METC Dean's List. The METC Dean's List recognition is noted on the student's METC graduation/program completion certificate.

(2) The PD will verify which student(s) is/are eligible.

c. Special Recognition for Dean's Signature

(1) Each Program may request a special recognition signed by the METC, Dean of Academic Affairs.

(2) Examples may include, but are not limited to, a letter to a student for missing only one question on an exam during the duration of the Program, or recognizing a student who performed in an outstanding manner as the Class Leader.

d. International Students. Any Program that has international students that meet the established criteria for Honor Graduate or Dean's List will be recognized as such during graduation

ENCLOSURE 8

GRADUATION AND PROGRAM DOCUMENTATION

1. CERTIFICATES OF COMPLETION, DIPLOMA, AND AWARD OF SKILL IDENTIFIERS.

a. Certificates of Completion. Are issued to a student who successfully completes Phase I/didactic and if applicable, Phase II of training, thereby completing the Program in its entirety. Students must meet all requirements indicated in this SEAP.

b. Diplomas. If applicable, one is provided by the Service.

c. Skill Identifiers. Upon meeting all Program requirements, the student is awarded a certificate of completion and then awarded the Service classifications per Service requirements as follows:

(1) Army. MOS 68P10, Radiology Specialist

(2) Navy. NEC L17A, Advanced Radiographer

(3) Air Force. AFSC 4R0X1, Diagnostic Imaging Apprentice

2. METC STUDENT TRAINING REPORT (STR).

a. METC is not a degree granting institution and does not issue transcripts. A STR is issued which reflects the GPA of all training completed by a student, whether they graduated or not. The STR must be requested in writing and must be signed by the requesting student before a STR will be released. A digital signature is acceptable.

b. The STR Request Form can be located at: [www.metc.mil/registrar/STR.php](http://www.metc.mil/registrar/STR.php).

c. The STR may be requested by sending the completed request form:

(1) Email:

(a) [dha.jbsa.j7.mbx.metc-registrar@mail.mil](mailto:dha.jbsa.j7.mbx.metc-registrar@mail.mil).

(b) Subject line. METC Student Training Report Request.

(2) Fax. Commercial (210) 808-6334 or DSN 420-6334.

(3) In person. METC Registrar office, Monday through Friday from 0700 to 1600 hours CST.

(4) Phone. Commercial (210) 808-1351, (210) 808-1325 or (210) 808-1361.

(5) Mail:

Medical Education and Training Campus  
Attn: Registrar  
3176 CPL Johnson Road, Bldg. 1291  
JBSA Ft. Sam Houston, TX 78234

3. TRANSCRIPTS.

a. College of Allied Health Science (CAHS)

(1) May authorize college credits for METC enlisted training.

(2) Transcripts may be requested by graduates (Army, Navy, Marine Corps, Air Force, and Coast Guard) that attended training at the METC. CAHS will send official transcripts to other colleges and universities and issue an unofficial transcript directly to the student. Additional information about CAHS is located at: <https://www.usuhs.edu/cahs>.

(3) Transcripts may be requested by submitting a Transcript Request Form via email to the CAHS Registrar.

(a) Transcripts Request Form is located at:  
[https://www.usuhs.edu/sites/default/files/media/cahs/pdf/usu\\_transcript\\_form\\_fillable\\_2019.pdf](https://www.usuhs.edu/sites/default/files/media/cahs/pdf/usu_transcript_form_fillable_2019.pdf).

(b) Fill out and submit the form via email to: Registrar@usuhs.edu.

ENCLOSURE 9

STUDENT EVALUATION REPORTS

1. ARMY STUDENTS. Academic Evaluation Reports are initiated for students from the Active Component, Reserve Component and National Guard, in accordance with AMEDDC&S FSH 351-12 and AR 623-3 (see Reference (g) and (h)).
  
2. NAVY STUDENTS. In accordance with BUPERS 6010.10 (see Reference (f)) Navy students are given a Navy Personnel 1070/613 page 13, "Administrative Remarks" and a "Not Observed" enlisted evaluation report on NAVPERS 1616/26, "Evaluation Report and Counseling Record (E1-E6) upon completion of each phase.
  
3. AIR FORCE STUDENTS. Air Force students in accordance with AFI 36-2406 (see Reference (j)) will receive Air Education and Training Command Form 156, "Student Record of Training."



ENCLOSURE 10

STANDARDS OF ACADEMIC INTEGRITY AND CONDUCT

1. GENERAL.

a. Students must possess moral and ethical standards appropriate in/for their medical career field within the medical profession environment.

b. All students' career field suitability is evaluated continuously while they are enrolled in this Program. This evaluation includes performance in the classroom, on examinations and practical exercises. It also includes demonstrated motivation, attitude, and personal conduct both in and out of the classroom.

2. FACULTY.

a. A designated faculty member administers all evaluations.

b. Students are supervised during testing periods, and are provided authorized assistance.

c. The absence of a proctor during testing does not relieve students from complying with these Standards of Academic Integrity and Conduct.

3. TEST INTEGRITY. Students neither accept from nor provide any written or verbal information that compromises the examination process to past, present, or future classes of students or other individuals.

4. DISMISSAL ACTIONS. Examples of actions, which may result in dismissal from the Program via the NAO process, include, but are not limited, to the following:

a. Cheating on a test or other class work by copying the answers of another student and the unauthorized use of notes or other references.

b. Knowingly permitting another student to copy answers or providing answers to another student in an unauthorized manner.

c. Plagiarizing the work of another individual without properly citing the source or copying the work of another student.

d. Disrupting classroom or laboratory sessions.

- e. Failing to meet each Service component standards of personal appearance.
- f. Abusing substances (such as illegal drugs and/or alcohol) both on and off post.
- g. Flagrantly disregarding safety standards.
- h. Failing to comply with accepted standards of patient confidentiality.

5. UNPROFESSIONAL RELATIONSHIPS.

a. It is prohibited to develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with an instructor or a patient in the clinical setting.

b. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social media/networking, or any other means of communication.

c. These prohibitions apply from the first contact between a student and an instructor until completion of training, and for six months after the student completes training.

6. DISCIPLINARY ACTION. Actions taken to dismiss/remove a student from the Program for non-academic issues related to Good Order and Discipline, UCMJ, etc. are the prevue of the Service component and are coordinated with the Program's Service Lead as required. The Service Lead also ensures the PD is made aware, and that METC-AIs are followed as appropriate.

ENCLOSURE 11

ATTENDANCE POLICY

1. PROGRAM OF INSTRUCTION (POI). The METC Radiologic Technologist Program is comprised of 990 (Army), 840 (Navy), and 760 (AF) Phase I total training hours over a 24 week 4 day (A), 21 week (N), and 19 week 2 day (AF) period in accordance with the Curriculum Plan. The training time is composed of academic and clinical classroom hours.
  
2. ATTENDANCE. Students are expected to be in attendance at all times. Students are required to make up any absent time, missed classroom notes, assignments, and examinations. Students who miss more than the following hours may be subject to non-academic relief:
  - a. Phase I
    - (1) Army 24 hours
    - (2) Navy 24 hours
    - (3) Air Force 24 hours
  - b. Phase II (Army, Navy, AF) 24 hours
  
3. EXCUSED ABSENCE. Excused class absence time may count against the required attendance time, but may be made up after-duty hours at the discretion of the student's advisor with approval from the PD. The following list some examples of excused absences:
  - a. Excused absence not requiring make-up time:
    - (1) Military promotion testing.
    - (2) Command mandated military appointments/events.
  - b. Excused absence requiring make-up time:
    - (1) Red Cross message.
    - (2) Medical/Dental appointments of a non-elective nature for service member only.
    - (3) Sick-Call/Quarters.

4. UNEXCUSED ABSENCE. Unexcused class absence counts against the required attendance time, but usually may not be made up after duty hours unless special arrangements are made. The following lists some examples of unexcused absences:

a. Tardiness. May result in administrative and/or disciplinary action by the Service component and will be documented through formal counseling.

b. Automobile repairs.

c. Childcare issues.

d. Elective appointments during training time.

5. CLASSROOM ARRIVAL. Students are expected to be in the classroom at the scheduled class start time. If an instructor is not present in the classroom, study materials should be utilized.

6. OTHER ARRIVALS. Any time students are expected to be somewhere other than the classroom, the same attendance/tardiness rules apply. Students should be congregated at the designated meeting point (waiting in a privately owned vehicle) does not constitute arrival or attendance).

7. NOTIFICATION.

a. Students are required to notify their class leader and the instructor when they will be absent from training for scheduled appointments.

b. Class schedule may require students to cancel or change their appointments.

c. Telephonic notification of impending tardiness, sick-call, or emergency absence must be made with a Class Leader and/or an instructor.

8. LUNCH/BREAK.

a. The standard training day POI time is eight hours with a one hour break for lunch and one 10 minute break each hour.

b. Early unscheduled release of students during the training day may be approved by the PD or higher authority.

c. Students will be released for breaks or dismissed at the end of the duty day by the instructor or delegated class leader.

- d. Students are permitted to take breaks in the classroom at the discretion of the instructor.
- e. At no time are students permitted to lie down in the break area or hallways. Students will only sit on chairs and benches, not on the floor.
- f. Unprofessional conduct (example: horseplay) will not be tolerated in break rooms, hallways or classrooms.
- g. Students will clean break areas before departing.
- h. Families and friends of students are not normally allowed to eat lunch with the students in the student break area. Students may have food items "dropped off" by families and friends. Families may be invited and allowed to eat lunch at school during special events as approved by the PD.

ENCLOSURE 12

ELECTRONIC MEDIA POLICY

1. COMPUTER USE. Students have the privilege of computer access for academic use, email, and the internet. Violations of the following guidelines may result in the loss of computer access:
  - a. E-mail and personal internet use is limited to before and after academic hours, during breaks and lunch. Internet access is for educational use, and may be accessed during study hours as directed by the instructor. Individuals accessing the internet or e-mail without permission during class activities may have their access removed.
  - b. All e-mail and internet usage must be in compliance with DoD and METC guidelines.
2. SECURITY. Students must log off or lock their computer when they leave the classroom, and at the end of the POI day.
3. SOFTWARE/HARDWARE. No modifications of any type may be made to the computers default configuration. This includes software installation and user preference settings.
4. TELEPHONE/CELL PHONES.
  - a. Students may not have their cell phones, blue tooth head phones and smart watches without Service component/instructor permission.
  - b. If permitted:
    - (1) Must remain on silent/off during the POI/class time.
    - (2) May only be used during breaks in approved areas.
    - (3) Cell phone/smart watches will not be used during testing.
5. BREAKROOM PHONE. This phone is for primarily for official and emergency use. Personal calls are limited to three minutes during lunch and breaks.

6. OTHER DEVICES. Use of personal tech devices of any kind (i.e. blue tooth watches and head phones) for the purpose of entertainment is not authorized unless otherwise approved by proper authority.
  
7. COPIER/FAX USAGE. Copier and fax machines are for professional and academic use only. Students must obtain approval prior to use.
  
8. NON-EDUCATIONAL MEDIA. Books, magazines, newspapers, etc. may only be used during breaks and lunch, and must be stored off the desktop at all other times.

ENCLOSURE 13

CLASSROOM PROCEDURES AND POLICIES

1. POLICY. All students must familiarize and comply with the METC-I 1300.01, Student Customs and Courtesies Policy.
  
2. STUDENT LEADERSHIP.
  - a. Class Leader. The senior ranking student, at the discretion of the PD is assigned as class leader regardless of service. The class leader is responsible for:
    - (1) Maintaining accountability and enforcing all Program regulations and policies.
    - (2) Assigning classroom duties and tasks by roster.
    - (3) Maintaining security for lockers and classrooms.
  
  - b. Service Branch Leaders. The senior ranking individual from each service after the class leader serves as branch leader, at the discretion of the PD. They are responsible for:
    - (1) Assisting the Class Leader.
  
    - (2) Managing Service component specific events like formations, flag detail, and promotion testing, etc.
  
3. DRESS CODE. Students will maintain their respective Service component uniform standard at all times as prescribed in accordance with AR 670-1, AFI 36-2903, NAVPERS 155651, COMDTINST M1020.6J and respective International Service standards (see References (k) through (o)).
  
4. FOOD AND BEVERAGES. Students may consume food/drinks within the METC Medical Instructional Facilities per METC-I 1300.01.
  
5. CLASS DUTIES. Students will ensure classrooms are clean and orderly before departing at the end of the duty day.
  
6. PERSONAL SECURITY. Students are responsible for maintaining accountability of all textbooks, assigned equipment and personal possessions. No material may remain on the student desk after duty hours.



ENCLOSURE 14

STUDENT EVALUATION PLAN (SEP) TEST PLAN

1. HIGH PHYSICAL DEMANDS TASKS (HPDT). It is the program's responsibility to ensure the successful completion and documentation of the Army's High Physical Demand Task consisting of:

- a. 081-68P-0306 Handle Patient Using Proper Body Mechanics.
- b. 081-68P-0302 Operate Deployable Medical Systems Portable Radiographic Unit.

2. STUDENT REQUIREMENTS. Students are required to meet all course graduation requirements to include the HPDT task identified above.

Figure 1 ARMY, SEP Phase 1

MPFLAG: P		SCH: 083	CRS: 313-68P10	PHASE: 1
Effective Date: 2018-10-01		Default Max Retake: 70.000	At Risk: 79.000	Probation: 75.000
Approved Date: 2015-06-02		Course Title: RADIOLOGY SPECIALIST	Total Hours: 960.00	
Course	Hours	Assessment	% Max Retake	Remarks
RAD 101 0.000% of Grade	4.000			Introduction to Radiology
		Progress Check One 100.000% of Grade	70.000	Unit 1
RAD 202 4.000% of Grade	23.500			Patient Care
		Written Test One 100.000% of Grade	70.000	Units 1-4
PHYS 101 9.000% of Grade	52.500			Radiation Physics
		Written Test One 33.300% of Grade	70.000	Units 1-2
		Written Test Two 33.300% of Grade	70.000	Units 3-4
		Written Test Three 33.400% of Grade	70.000	Units 5-6
RAD 102 9.000% of Grade	61.500			Radiographic Imaging Equipment
		Written Test One 50.000% of Grade	70.000	Units 1-4
		Written Test Two 50.000% of Grade	70.000	Units 5-6
QMG 101 5.000% of Grade	27.500			Principles of Quality Management
		Written Test One 100.000% of Grade	70.000	Units 1-3
MBUS 001 3.000% of Grade	7.500			Medical Terminology
		Written Test One 100.000% of Grade	70.000	Units 1-2
BIOL 101 10.000% of Grade	73.500			Anatomy, Physiology, & Pathology
		Written Test One 33.300% of Grade	70.000	Units 1-6
		Written Test Two 33.300% of Grade	70.000	Units 7-9
		Written Test Three 33.400% of Grade	70.000	Units 10-13
RAD 104 3.000% of Grade	10.500			Radiation Protection
		Written Test One 100.000% of Grade	70.000	Units 1-3
BIOL 110 4.000% of Grade	12.500			Radiation Biology
		Written Test One 100.000% of Grade	70.000	Units 1-3
RAD 103 10.000% of Grade	125.000			Radiographic Procedures Of the Upper & Lower Extremities
		Written Test One 30.000% of Grade	70.000	Units 1-6
		Written Test Two 30.000% of Grade	70.000	Units 7-12
		Practical Test One 20.000% of Grade	70.000	Practical Test 1, Units 1-6
		Practical Test Two 20.000% of Grade	70.000	Practical Test 2, Units 7-12
RAD 105 10.000% of Grade	133.000			Radiographic Procedures of the Skull & Spine
		Written Test One 30.000% of Grade	70.000	Units 1-2
		Written Test Two 30.000% of Grade	70.000	Units 3-6
		Practical Test One 20.000% of Grade	7.000	Practical Test 1, Units 1-6
		Practical Test Two 20.000% of Grade	70.000	Practical Test 2, Units 5-8

Figure 2 ARMY, SEP Phase 1 cont.

RAD 106 8.000% of Grade	47.000			Radiographic Procedures of the Thorax & Abdomen
		Written Test One 60.000% of Grade	70.000	Units 1-3
		Practical Test One 40.000% of Grade	70.000	Practical Test 1, Units 1-3
RAD 107 8.000% of Grade	77.500			Radiographic Procedures of Gastrointestinal & Genitourinary Systems
		Written Test One 60.000% of Grade	70.000	Units 1-3
		Practical Test One 40.000% of Grade	70.000	Practical Test 1, Units 1-3
RAD 201 5.000% of Grade	18.500			Radiographic Procedures of the Nervous and Circulatory Systems and Special Procedures
		Written Test One 100.000% of Grade	70.000	Units 1-4
RAD 203 4.000% of Grade	16.500			Computed Tomography (CT)
		Written Test One 100.000% of Grade	70.000	Units 1-4
MHUM 101 3.000% of Grade	14.500			Medical Ethics and Law
		Written Test One 100.000% of Grade	70.000	Units 1-4
RAD 210 5.000% of Grade	47.000			Certification Prep
		Practical Test One 100.000% of Grade	70.000	Practical Test - Unit 1 (Comp Week)
BMO 0.000% of Grade	120.000			Basic Medical Orientation
		Written Test One 20.000% of Grade	70.000	BMO Exam 1
		Written Test Two 20.000% of Grade	70.000	BMO Exam 2
		Written Test Three 20.000% of Grade	70.000	BMO Exam 3
		Written Test Four 20.000% of Grade	70.000	BMO Exam 4
		Written Test Five 20.000% of Grade	70.000	BMO Exam 5
MATH 101A 0.000% of Grade	40.000			Technical Math
		Written Test One 50.000% of Grade	70.000	Written Test 1 - Units 1-2
		Written Test Two 50.000% of Grade	70.000	Written Test 2 - Units 3-4
FTX 101A 0.000% of Grade	40.000			Field Training Exercise
		Progress Check One 33.300% of Grade	70.000	Unit 1
		Progress Check Two 33.300% of Grade	70.000	Unit 2
		Progress Check Three 33.400% of Grade	70.000	Unit 3
RAD 102AN 0.000% of Grade	8.000			Picture Archival and Communications Systems (PACS)
		Progress Check One 100.000% of Grade	70.000	Unit 1 PPC

Figure 3 ARMY, SEP Phase 2

MPLAG: P		SCH: 830, 831, 834, 835, 836, 837, 839, 840, 842, 843, 845, 847, 848, 849, 850, 851, 857, 860, 861, 862, 863, 864		CRS: 313-68P10	PHASE: 2
Effective Date: 2018-10-01		Default Max Retake: 85.000		At Risk: 0.000	Probation: 0.000
Approved Date: 2014-10-01		Course Title: RADIOLOGY SPECIALIST		Total Hours: 880.00	
Course	Hours	Assessment	% Max Retake	Remarks	
Upper Extremities (Ortho) 11.112% of Grade	100.000			Upper Extremity Performance Testing (ALL PERFORMANCE TESTING WILL BE UNDER DIRECT STAFF SUPERVISION)	
		Performance Test One 100.000% of Grade	85.000	Perform all required radiographic examinations of the upper extremities	
Lower Extremities (Ortho) 11.111% of Grade	100.000			Lower Extremity Performance Testing	
		Performance Test Two 100.000% of Grade	85.000	Perform all required radiographic examinations of the lower extremities	
Chest and Thorax 11.111% of Grade	100.000			Chest and Thorax Performance Testing	
		Performance Test Three 100.000% of Grade	85.000	Perform all required radiographic examinations of the chest and thorax	
Head 11.111% of Grade	60.000			Head Performance Testing	
		Performance Test Four 100.000% of Grade	85.000	Perform all skull, paranasal, facial, orbits, zygomatic arches, nasal bones, mandible and TMJ exams	
Spine and Pelvis 11.111% of Grade	100.000			Spine and Pelvis Testing	
		Performance Test Five 100.000% of Grade	85.000	Perform all required radiographic examinations of the spine and pelvis	
Portable Radiography 11.111% of Grade	100.000			Portable Radiography	
		Performance Test Six 100.000% of Grade	85.000	Under direct supervision, perform all required portable radiographic examinations	
Fluoroscopy, GI/GU 11.111% of Grade	140.000			Fluoroscopic Examinations (GI/GU)	
		Performance Test Seven 100.000% of Grade	85.000	Perform all required GI/GU, Angio, Interventional, OR, and ER examinations	
Abdomen 11.111% of Grade	100.000			Abdominal Radiography	
		Performance Test Eight 100.000% of Grade	85.000	Perform all required KUB (Upright & Decubitus) and Urography examinations	
Pediatrics/Geriatrics 11.111% of Grade	80.000			Pediatric/Geriatrics Radiography	
		Performance Test Nine 100.000% of Grade	85.000	Perform all required pediatric/geriatric radiographic examinations	

Figure 4 NAVY, SEP Phase 1

MPFLAG: P		SCH: 083		CRS: B-313-0126		PHASE:	
Effective Date: 2018-10-17		Default Max Retake: 70.000		At Risk: 79.000		Probation: 75.000	
Approved Date: 2015-06-02		Course Title: ADVANCED RADIOGRAPHER, PHASE 1 (USN)		Total Hours: 840.00			
Course	Hours	Assessment	% Max Retake	Remarks			
RAD 101 0.000% of Grade	4.000			Introduction to Radiology			
		Progress Check One 100.000% of Grade	70.000	Unit 1			
RAD 202 4.000% of Grade	23.500			Patient Care			
		Written Test One 100.000% of Grade	70.000	Units 1-4			
PHYS 101 9.000% of Grade	52.500			Radiation Physics			
		Written Test One 33.300% of Grade	70.000	Units 1-2			
		Written Test Two 33.300% of Grade	70.000	Units 3-4			
		Written Test Three 33.400% of Grade	70.000	Units 5-6			
RAD 102 9.000% of Grade	61.500			Radiographic Imaging Equipment			
		Written Test One 50.000% of Grade	70.000	Units 1-4			
		Written Test Two 50.000% of Grade	70.000	Units 5-6			
QMG1 101 5.000% of Grade	27.500			Principles of Quality Management			
		Written Test One 100.000% of Grade	70.000	Units 1-3			
MBUS 001 3.000% of Grade	7.500			Medical Terminology			
		Written Test One 100.000% of Grade	70.000	Units 1-2			
BIOL 101 10.000% of Grade	73.500			Anatomy, Physiology, & Pathology			
		Written Test One 33.300% of Grade	70.000	Units 1-6			
		Written Test Two 33.300% of Grade	70.000	Units 7-9			
		Written Test Three 33.400% of Grade	70.000	Units 10-13			
RAD 104 3.000% of Grade	10.500			Radiation Protection			
		Written Test One 100.000% of Grade	70.000	Units 1-3			
BIOL 110 4.000% of Grade	12.500			Radiation Biology			
		Written Test One 100.000% of Grade	70.000	Units 1-3			

Figure 5 NAVY, SEP Phase 1 cont.

RAD 103 10.000% of Grade	125.000			Radiographic Procedures Of the Upper & Lower Extremities
		Written Test One 30.000% of Grade	70.000	Units 1-6
		Written Test Two 30.000% of Grade	70.000	Units 7-9
		Practical Test One 20.000% of Grade	70.000	Practical Test 1, Units 1-6
		Practical Test Two 20.000% of Grade	70.000	Practical Test 2, Units 7-12
RAD 105 10.000% of Grade	133.000			Radiographic Procedures of the Skull & Spine
		Written Test One 30.000% of Grade	70.000	Units 1-2
		Written Test Two 30.000% of Grade	70.000	Units 3-6
		Practical Test One 20.000% of Grade	70.000	Practical Test 1, Units 1-2
		Practical Test Two 20.000% of Grade	70.000	Practical Test 2, Units 3-6
RAD 106 8.000% of Grade	47.000			Radiographic Procedures of the Thorax & Abdomen
		Written Test One 60.000% of Grade	70.000	Units 1-3
		Practical Test One 40.000% of Grade	70.000	Practical Test 1, Units 1-3
RAD 107 8.000% of Grade	77.500			Radiographic Procedures of Gastrointestinal & Genitourinary Systems
		Written Test One 60.000% of Grade	70.000	Units 1-3
		Practical Test One 40.000% of Grade	70.000	Practical Test 1, Units 1-3
RAD 201 5.000% of Grade	18.500			Radiographic Procedures of the Nervous and Circulatory Systems and Special Procedures
		Written Test One 100.000% of Grade	70.000	Units 1-4
RAD 203 4.000% of Grade	16.500			Computed Tomography (CT)
		Written Test One 100.000% of Grade	70.000	Units 1-4
MHUM 101 3.000% of Grade	14.500			Medical Ethics and Law
		Written Test One 100.000% of Grade	70.000	Units 1-4
RAD 210 5.000% of Grade	47.000			Certification Prep
		Practical Test One 100.000% of Grade	70.000	Practical Test - Unit 1 (Comp Week)
SAMS 101N 0.000% of Grade	8.000			SNAP/SAMS
		Progress Check One 100.000% of Grade	70.000	Unit 1
MATH 101N 0.000% of Grade	72.000			Math Refresher
		Written Test One 100.000% of Grade	70.000	Unit 1
RAD 102AN 0.000% of Grade	8.000			Picture Archival and Communications Systems (PACS)
		Progress Check One 100.000% of Grade	70.000	Unit 1 - PPC

Figure 6 NAVY, SEP Phase 2

MPFLAG: P		SCH: 083, 872, 873		CRS: B-313-0226		PHASE:	
Effective Date: 2018-10-01		Default Max Retake: 70.000		At Risk: 75.000		Probation: 75.000	
Approved Date: 2012-06-05		Course Title: ADVANCED RADIOGRAPHER, PHASE 2 (USN)		Total Hours: 1200.00			
Course	Hours	Assessment	% Max Retake	Remarks			
Orientation 0.000% of Grade	40.000			Student Orientation			
		Oral Presentation One 100.000% of Grade	70.000	Student Orientation Presentation			
Weekly PCLs 40.000% of Grade	1120.000						
		Practical Test One 3.500% of Grade	70.000	Weekly PCL 1			
		Practical Test Two 3.500% of Grade	70.000	Weekly PCL 2			
		Practical Test Three 3.500% of Grade	70.000	Weekly PCL 3			
		Practical Test Four 3.500% of Grade	70.000	Weekly PCL 4			
		Practical Test Five 3.500% of Grade	70.000	Weekly PCL 5			
		Practical Test Six 3.500% of Grade	70.000	Weekly PCL 6			
		Practical Test Seven 3.500% of Grade	70.000	Weekly PCL 7			
		Practical Test Eight 3.500% of Grade	70.000	Weekly PCL 8			
		Practical Test Nine 3.500% of Grade	70.000	Weekly PCL 9			
		Practical Test Ten 3.500% of Grade	70.000	Weekly PCL 10			
		Practical Test Eleven 3.500% of Grade	70.000	Weekly PCL 11			
		Practical Test Twelve 3.500% of Grade	70.000	Weekly PCL 12			
		Practical Test Thirteen 3.500% of Grade	70.000	Weekly PCL 13			
		Practical Test Fourteen 3.500% of Grade	70.000	Weekly PCL 14			
		Practical Test Fifteen 3.500% of Grade	70.000	Weekly PCL 15			
		Practical Test Sixteen 3.500% of Grade	70.000	Weekly PCL 16			
		Practical Test Seventeen 3.500% of Grade	70.000	Weekly PCL 17			
		Practical Test Eighteen 3.500% of Grade	70.000	Weekly PCL 18			
		Practical Test Nineteen 3.500% of Grade	70.000	Weekly PCL 19			
		Practical Test Twenty 3.500% of Grade	70.000	Weekly PCL 20			
		Practical Test Twenty One 3.500% of Grade	70.000	Weekly PCL 21			
		Practical Test Twenty Two 3.500% of Grade	70.000	Weekly PCL 22			
		Practical Test Twenty Three 3.500% of Grade	70.000	Weekly PCL 23			
		Practical Test Twenty Four 3.500% of Grade	70.000	Weekly PCL 24			
		Practical Test Twenty Five 3.500% of Grade	70.000	Weekly PCL 25			
		Practical Test Twenty Six 3.500% of Grade	70.000	Weekly PCL 26			
		Practical Test Twenty Seven 3.500% of Grade	70.000	Weekly PCL 27			
		Practical Test Twenty Eight 5.500% of Grade	70.000	Weekly PCL 28			
Routine Film Critiques 10.000% of Grade	10.000						
		Performance Test One 50.000% of Grade	70.000	Routine Film Critique 1			
		Performance Test Two 50.000% of Grade	70.000	Routine Film Critique 2			
Final Film Critique 15.000% of Grade	10.000						
		Performance Test One 100.000% of Grade	70.000	Final Film Critique			
CCFE 35.000% of Grade	10.000						
		Practical Test One 100.000% of Grade	70.000	CCFE			
ARRT Review 0.000% of Grade	10.000						
		Practical Test One 100.000% of Grade	70.000	ARRT Review			

Figure 6 AIR FORCE, SEP

MPF LAG: P		SCH: 083		CRS: L5AQJ4R031 01AA		PHASE:	
Effective Date: 2018-10-29		Default Max Retake: 70.000		At Risk: 79.000		Probation: 75.000	
Approved Date: 2015-06-02		Course Title: DIAGNOSTIC IMAGING APPRENTICE (PHASE I)(USAF)		Total Hours: 760.00			
Course	Hours	Assessment	% Max Retake	Remarks			
RAD 101 0.000% ofGrade	4.000			Introduction to Radiology			
		Progress Check One 100.000% ofGrade	70.000	Unit 1			
RAD 202 4.000% ofGrade	23.500			Patient Care			
		Written Test One 100.000% ofGrade	70.000	Units 1-4			
PHYS 101 9.000% ofGrade	52.500			Radiation Physics			
		Written Test One 33.300% ofGrade	70.000	Units 1-2			
		Written Test Two 33.300% ofGrade	70.000	Units 3-4			
		Written Test Three 33.400% ofGrade	70.000	Units 5-6			
RAD 102 9.000% ofGrade	61.500			Radiographic Imaging Equipment			
		Written Test One 50.000% ofGrade	70.000	Units 1-4			
		Written Test Two 50.000% ofGrade	70.000	Units 5-6			
QMGT 101 5.000% ofGrade	27.500			Principles of Quality Management			
		Written Test One 100.000% ofGrade	70.000	Units 1-3			
MBUS 001 3.000% ofGrade	7.500			Medical Terminology			
		Written Test One 100.000% ofGrade	70.000	Units 1-2			
BIOL 101 10.000% ofGrade	73.500			Anatomy, Physiology, & Pathology			
		Written Test One 33.300% ofGrade	70.000	Units 1-6			
		Written Test Two 33.300% ofGrade	70.000	Units 7-9			
		Written Test Three 33.400% ofGrade	70.000	Units 10-13			
RAD 104 3.000% ofGrade	10.500			Radiation Protection			
		Written Test One 100.000% ofGrade	70.000	Units 1-3			
BIOL 110 4.000% ofGrade	12.500			Radiation Biology			
		Written Test One 100.000% ofGrade	70.000	Units 1-3			



Figure 6 AIR FORCE, SEP cont.

RAD 103 10.000% ofGrade	125.000			Radiographic Procedures Of the Upper & Lower Extremities
		Written Test One 30.000% ofGrade	70.000	Units 1-6
		Written Test Two 30.000% ofGrade	70.000	Units 7-9
		Practical Test One 20.000% ofGrade	70.000	Practical Test 1, Units 1-6
		Practical Test Two 20.000% ofGrade	70.000	Practical Test 2, Units 7-12
RAD 105 10.000% ofGrade	133.000			Radiographic Procedures of the Skull & Spine
		Practical Test Two 20.000% ofGrade	70.000	Practical Test 2, Units 5-8
		Written Test One 30.000% ofGrade	70.000	Units 1-2
		Practical Test One 20.000% ofGrade	70.000	Practical Test 1, Units 1-2
		Written Test Two 30.000% ofGrade	70.000	Units 3-6
RAD 106 8.000% ofGrade	47.000			Radiographic Procedures of the Thorax & Abdomen
		Written Test One 60.000% ofGrade	70.000	Units 1-3
		Practical Test One 40.000% ofGrade	70.000	Practical Test 1, Units 1-3
RAD 107 8.000% ofGrade	77.500			Radiographic Procedures of Gastrointestinal & Genitourinary Systems
		Written Test One 60.000% ofGrade	70.000	Units 1-3
		Practical Test One 40.000% ofGrade	70.000	Practical Test 1, Units 1-3
RAD 201 5.000% ofGrade	18.500			Radiographic Procedures of the Nervous and Circulatory Systems and Special Procedures
		Written Test One 100.000% ofGrade	70.000	Units 1-4
RAD 203 4.000% ofGrade	16.500			Computed Tomography (CT)
		Written Test One 100.000% ofGrade	70.000	Units 1-4
MHJM 101 3.000% ofGrade	14.500			Medical Ethics and Law
		Written Test One 100.000% ofGrade	70.000	Units 1-4
RAD 210 5.000% ofGrade	47.000			Certification Prep
		Practical Test One 100.000% ofGrade	70.000	Practical Test - Unit 1 (Comp Week)
AFCP 101F 0.000% ofGrade	8.000			Air Force Career Progression
		Written Test One 100.000% ofGrade	70.000	Unit 1

ENCLOSURE 15

METC GRIEVANCE POLICY

See <https://www.metc.mil> page footer

ENCLOSURE 16

ACKNOWLEDGEMENT

I, \_\_\_\_\_ have read and understand the following policies.  
(Print Rank, Last Name, First Name)

1. Testing Plan.
2. Standards of Academic Integrity and Conduct.
3. Attendance Policy.
4. Electronic Media Policy.
5. Classroom Procedures and Policies.
6. Academic Relief/Recycle.
7. Clinical/Phase II Academic Relief/Recycle.
8. Non-Academic Relief/Recycle.
- 9 The number of credits awarded.

I am also aware of the possible consequences of any violations these listed policies and procedures in accordance with Service component specific regulatory guidance.

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

ENCLOSURE 17

SUPPLEMENTAL PROGRAM REQUIREMENTS

NA

ENCLOSURE 18

COLLEGE OF ALLIED HEALTH SCIENCE COHORTS

The following breaks down what course grades are averaged together to form the CAHS cohort grade:

1. RADT 1509 (Army Only) – BMO mod 1 through BMO mod 5
2. RADT 1109 (AF Only) - AFCP 101F, EMRC101F
3. RADT 1101 Intro to Rad - RAD 101, RAD 202
4. RADT 2302 Calc in RAD PHYS BIO Prot - Phys 101-1, PHYS 101-2, PHYS 101-3, RAD 104-1, BIO 110-1
5. RADT 1302 Princ of RAD Img/Lab - RAD 102-1, RAD 102-2, QMGT 101-1
6. RADT 2301 - ANA & PHYS for RAD - BIO 101-1, BIO 101-2, BIO 101-3, MBUS 101-1
7. RADT 2505 RAD Proc of the Extr - RAD 103-1, 103-2, RAD 103 PE (U), RAD 103 PE (L)
8. RADT 2506 RAD Proc of Skull/Spine - 105-1, RAD 105-2, RAD 105 PE (SK), RAD 105 PE (SP)
9. RADT 2207 Thor/ABD - RAD 106-1, RAD 106 PE
10. RADT 2407 Adv Med Imag w/ Lab - RAD 107-1, RAD 107 PE, RAD 201-1, RAD 203-1
11. RADT 2308 Ethical Consid - MHUM 101-1, RAD 210 COMP, RAD 210 ARRT, RAD 210 IMAGE

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ACE	American Council on Education
AFI	Air Force Instruction
AFSC	Air Force Specialty Code
AI	Administrative Instruction
MEDCoE	Medical Center of Excellence
SCHOOL AOB	Academic Oversight Board
AR	Army Regulation
ATRRS	Army Training Requirements and Resources System
BUPERS	Bureau of Naval Personnel
CAHS	College of Allied Health Sciences
CCAF	Community College of the Air Force
FSH	Fort Sam Houston
GPA	Grade Point Average
HPDT	High Physical Demands Tasks (HPDT)
METC	Medical Education and Training Campus
MOS	Military Occupational Specialty
NAO	Non-Academic Oversight
NAVPERS	Navy Personnel
NEC	Navy Enlisted Classification
PD	Program Director
POI	Program of Instruction
SEP	Student Evaluation Plan
SEAP	Student Evaluation and Administration Plan
STR	Student Training Report
UCMJ	Uniform Code of Military Justice
USUHS	Uniformed Services University of the Health Sciences