



DENTAL RADIOLOGY STUDENT HANDBOOK

2025-2026

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BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

DENTAL RADIOLOGY PROGRAM for Employed Dental Staff

BCIT Dental Radiology Program is approved by the Radiological Technology Board Of Examiners' and complies with N.J.S.A. 26:2D-24 et seq., N.J.A.C. 7:28-19 et seq and the Radiologic Technology Board of Examiners approval standards for dental radiography programs. Candidates for admission to this program shall be of good moral character; and have successfully completed a four-year course of study in a secondary school approved by the New Jersey Board of Education or pass an approved equivalency test.

Required Hours: Didactic-25 Laboratory-20 Clinical (no minimum hours however all clinical education requirements must be met.)

Room: A911

IMPORTANT REQUIREMENTS:

- MUST BE CURRENTLY EMPLOYED IN A NEW JERSEY DENTAL OFFICE
- MUST ATTEND EVERY CLASS TO REACH HOUR REQUIREMENT. IF YOU MISS CLASS, THEN YOU WILL BE CHARGED A FEE PER HOUR FOR EACH REQUIRED MAKE-UP HOUR
- MUST SUBMIT HIGH SCHOOL DIPLOMA, GED, OR OFFICIAL HIGH SCHOOL TRANSCRIPT PRIOR TO THE START OF THE PROGRAM
- MUST SUBMIT COMPLETED AFFILIATE APPLICATION COMPLETED BY STUDENT'S EMPLOYER PRIOR TO THE START OF THE PROGRAM

ACCIDENTS

All accidents should be reported immediately to your instructor. Prompt medical care could prevent serious complications, and failure to report an accident may nullify insurance coverage. Please note that affiliating clinical sites will not be responsible for accidents or illnesses that occur during clinical rotations.

AFFIRMATIVE ACTION PROGRAM

The Board of Education of the Burlington County Institute of Technology School District affirms its policy to ensure equal educational opportunities for all students, and to prohibit discrimination because of gender, race, color, creed, religion, ancestry, disability, marital status, sexual orientation, social or economic status, HIV or AIDS in the education programs and activities not limited to but including course offerings, athletic programs, guidance and counseling tests and procedures, extra curricular and co-curricular activities through an affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.

Inquiries regarding compliance and/or complaints should be directed to Mr. Eder Joseph (jmungo@burlcoschools.org / 609-267-4226 Ext. 2217) who serves as the Affirmative Action Officer for BCIT.

FIRE DRILLS

Fire drills are an important phase of the school's safety program. At the sound of the fire signal, a steady ringing of the bell, everyone is to leave the building in a quiet and orderly manner in accordance with the fire drill plan. Students are to stay with their groups and follow their teacher's instruction. Students are not to take books, supplies or coats. Purses may be taken. During other security drills (evacuation, lockdown, shelter in place) students should follow the instructions given by the instructor.

HALL REGULATIONS

Your cooperation is required in refraining from excessive noise in the corridors, as this distraction may disturb students traveling in the hall. The general rule of keeping to the right will be in effect. Running in the halls is dangerous and is not permitted.

For your safety, please be aware that red dots on the floor near doors indicate that these doors open outward into the hallway. Students must carry I.D. at all times when in the building.

LOST AND FOUND

You are responsible for your own personal property. All articles found by students should be taken to the Adult Education Office. Any person losing an article should report her/his loss to the Adult Education Office. The student should then check once a week to see if the lost item has been found.

NURSE'S OFFICE

If the nurse is not available, then report to the Adult Education Office. Students must report any injuries or illness that occurs during class to their instructor. All accidents must be reported to the administration as deemed necessary. Students are not to leave the school grounds because of illness, unless authorized to do so by the nurse, office staff or another appropriate designee. Students must notify the Adult Education Office that they are leaving. Students sent to the nurse's office require passes, unless time is an important factor in obtaining aid. Report all accidents, no matter how minor, to the nurse.

OBLIGATIONS

Those students who owe the school money for tuition, books, supplies, and equipment will not receive certificates, transcripts, or diplomas until the obligations are met.

SNOWBALLS

The handling, throwing, or kicking of snow is not be permitted on school property, you should be aware of the danger of injury to persons and damage to property.

MOBILE/ELECTRONIC DEVICES

Sound reproducing, mobile, and other electronic devices such as cell phones can be disruptive to instruction. These items are to be turned off upon entering the classroom unless used for instructional purposes. A written warning will be given for infractions of this regulation. Subsequent infractions may result in dismissal from the program. Cell phones should be off or on vibrate during instructional times. No calls should be made or taken while in class. Only emergency calls, authorized by an administrator can be made from the Adult Education Office. Likewise, do not expect the school office to receive calls for you, unless they are of an emergency nature. ALL electronic devices must be turned off when entering class.

STUDENT RECORDS

Student records refer to information maintained within the school, which is educationally relevant to the student and based on objective knowledge or information. Maintenance of these records shall comply with Federal and State regulations including NJAC 6:3-2.1 et. seq.

The Board of Education authorized certified school personnel to collect and maintain all mandated records and the following permitted records:

- group and individual achievement or aptitude test scores
- accomplished proficiency profiles
- progress reports
- individual class attendance reports
- attendance and discipline reports
- correspondence to students from certified school personnel
- correspondence to certified school personnel from students
- course selection requests and course change requests
- plans for remediation
- permitted records received from a sending district
- information

Adult students have the right to review their records in accordance with New Jersey State law. Contact the Adult Education Office for details. It is the responsibility of each Dental Radiology student to notify the Burlington County Institute of Technology Adult Education Office immediately of any change in her or his name or contact information in writing.

Student Records

The school of dental radiologic technology shall maintain current student records that accurately reflect the student's didactic and clinical progress. [N.J.A.C. 7:28-19.13(f) 9] Student records must include: (1) all required graded course work such as, didactic quizzes and examinations, laboratory evaluation forms and clinical education evaluation forms, etc, (2) grade book or spreadsheet used to record the above grades, (3) the approved "Clinical Affiliate Application" and (4) the completed "Dental Radiography Verification of Curriculum Completion" form. These documents must be maintained for the current class of enrolled students and the most recently completed class of graduates.

The school of dental radiologic technology shall maintain an official course transcript for each graduate permanently. [N.J.A.C. 7:28-19.13(f)10] The school of dental radiologic technology shall maintain all academic and clinical records for at least 6 months for each student who has left, withdrawn, or was dismissed from the program. [N.J.A.C. 7:28-19.13(f)11]

STUDENT RIGHTS AND RESPONSIBILITIES

It has always been, and will continue to be, the school's intention to protect and respect the individual rights of its citizens, you, the student.

You have the right and are responsible to abide by the rules of law and are entitled to protection under said law in school as you are in the community. You are responsible to obey school regulations and school authorities.

Consistent disregard for school authority and/or poor attendance can result in your withdrawal/dismissal from the Burlington County Institute of Technology.

TELEPHONES

Only emergency calls, authorized by an administrator, can be made from the Adult Education Office. Likewise, do not expect the school office to receive calls for you, unless they are of an emergent nature. All electronic devices must be turned off upon entering class.

DANGEROUS WEAPONS

Any student carrying dangerous weapons on school property will be subject to immediate disciplinary action.

Dangerous weapons are defined as any implements that have, as their main purpose, the potential for causing physical bodily harm or property damage. This includes, but is not limited to, guns, knives, and explosive devices.

DISCIPLINE POLICY (updated 12/18/2025)

Teachers and administrators have a responsibility to all students who attend the Burlington County Institute of Technology, to maintain a positive atmosphere that is conducive to learning at all times.

Students who are sent out of class are to report immediately to the Adult Education Office where appropriate action will be taken. Failure to report to the office when directed is cause for administrative action. Students who disrupt the learning environment, or violate school rules or laws are subject to school

disciplinary action. Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology. All pertinent information will be considered when disciplinary action is taken. New Jersey school law gives school officials the right to take disciplinary action to ensure appropriate school behavior by students.

Students may be subject to suspension or termination for continued and willful disobedience, open defiance of an instructor or any person in authority, or physical assault, in accordance with N.J.S.A. 18A:37-2. For safety and order within the Adult Education program, students are expected to adhere to these statutory standards and may face disciplinary action consistent with the grounds outlined in this law. *(Updated 12/18/2025)*

Students should understand that any and all misbehavior will **not** be tolerated. Burlington County Institute of Technology is committed to providing a safe, quality learning environment.

UNACCEPTABLE BEHAVIOR

Students are expected to conduct themselves as adults, in a mature manner, and will be treated as such. They are required to be respectful, devote their attention to the work at hand, and to be orderly at all times. The faculty and staff of the Burlington County Institute of Technology will at **no** time tolerate disrespect or any other antisocial attitudes and behavior. Disruptive behavior can result in termination from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR MAY INCLUDE THE FOLLOWING:

- General misconduct
- Inappropriate classroom/shop behavior
- Smoking on school grounds
- Eating in inappropriate areas
- Defacing/destroying property
- Safety violations
- Verbal assault
- Obscene language
- Stealing/possession of stolen property
- Intentionally creating a hazardous condition in a shop or any location with the school property or in connection with any planned student activity/program on or off the school's premises
- Fighting or inciting a fight
- Possession of weapons

Disciplinary Procedures (Due Process)

No student shall be dismissed for disciplinary reasons without being afforded due process, which includes:

1. Written notice of the specific charges
2. An opportunity to present their version of events to a designated administrator
3. The right to appeal the decision.

Step 1: Notice - Student receives written notification of the alleged violation.

Step 2: Investigation - Administration reviews evidence (e.g., attendance logs, witness statements, video footage).

Step 3: Conference - Student meets with the administrator to respond to charges.

Step 4: Determination - Administrator issues a finding.

Disciplinary Procedures (Sanctions)

See existing Discipline policy page 34-35 "Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology."

Probation: Written warning with specific terms for continued enrollment (e.g., Attendance Contract).

Suspension: Temporary removal from class/clinical; hours missed count as absences.

Dismissal (Termination): Permanent removal from the program.

Financial Liability: Students dismissed for disciplinary reasons remain responsible for tuition in accordance with the Refund Policy.

Disciplinary Procedures (APPEALS PROCESS)

Students who wish to dispute a disciplinary dismissal may submit a written appeal:

Level 1: Written appeal to the Administration of Adult Education within 5 days of the notice.

Level 2: Written appeal to the Superintendent or designee if the student disputes the administrator's findings within 5 days of the administrator's findings.

Level 3: Final appeal to the Board of Education (only for cases of termination).

DRIVING AND PARKING

Dental Radiology students are to park in the designated parking spots. No student is to park anywhere but in designated parking areas without written permission. Students are expected to observe all posted speed limits leaving parking areas and on approach to school. Reckless driving or any unsafe operation of a motor vehicle on school property may be cause for revocation of driving privileges.

DRUGS AND ALCOHOL

The Board of Education at Burlington County Institute of Technology recognizes that drug and alcohol abuse present a growing problem in society, and is aware of the vital role played by the schools in the efforts of the community to control this problem. The Board recognizes that an educational and therapeutic approach to the problem is more effective than one which is solely punitive in nature.

Drug and alcohol use or abuse interferes with the teaching/learning process and poses a serious safety hazard. Therefore, the use, possession, or sale of any type or quantity of drug, drug paraphernalia, or alcoholic beverage by students is strictly prohibited at Burlington County Institute of Technology or any school function.

For purposes of this policy drug shall mean:

- A. All dangerous controlled substances as so designated and prohibited in New Jersey Statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey Statutes;
- B. All Alcoholic beverages;
- C. Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy;
- D. Any drug, drug paraphernalia, or substances represented as a controlled dangerous substance, or those substances appearing to be controlled substances as prohibited by law;
- E. Any anabolic steroids.

EATING

Eating and drinking in classrooms, lavatories, and hallways is prohibited. Students may eat only in the cafeteria or designated areas. Students may drink water during class.

EMERGENCY SCHOOL CLOSING

Please check the website for school closing/delayed openings at www.bcit.cc/adulted.

EQUAL OPPORTUNITY

The Board of Education of the Burlington County Institute of Technology is dedicated to providing equal education and employment opportunities to all, regardless of race, creed, color, national origin, age, sex, religion, or handicap.

EXPECTATIONS FOR STUDENT BEHAVIOR

The students, teachers, administrators, Board of Education, and the Clinical Affiliations of this school district expect all students to fulfill the behavioral expectations of the school community and to:

- 1) Prepare themselves mentally and physically for the process of learning.
- 2) Demonstrate respect for people and property.
- 3) Take responsibility for their behavior and learning.
- 4) Use time and other resources responsibly.
- 5) Share responsibilities when working as members of a group.
- 6) Meet the unique requirements of each class.
- 7) Monitor their progress toward completion of objectives.
- 8) Communicate with school personnel about school-related matters.
- 9) Demonstrate an attitude of enthusiasm and commitment to the learning process.

The quality of a student's class participation will be reflected in his or her grade for each subject area.

LIBRARY

Assignments may require research in the library and use of additional resources. The requirements for these assignments will be explained by individual instructors. It is recommended that other libraries be used as the materials are more readily available and pertinent to the field of dental radiology.

Sources: Burlington County College Library
Burlington County Library System
Camden County Library System (Echelon)

ALL BOOKS ARE BORROWED ACCORDING TO THE RULES OF EACH INDIVIDUAL
INSTITUTION AND ARE THE STUDENTS RESPONSIBILITY!

SMOKING

Smoking is strictly prohibited in classrooms, lavatories, hallways and school grounds. A student **MAY NOT** smoke or use tobacco products anywhere on school property. This includes, but is not limited to vapes, cigars, etc.

STUDENT PREGNANCY POLICY

BCIT believes that it is the individual's right to choose to disclose any medical condition including pregnancy. If pregnancy occurs the student has two options;

1. Not to disclose the pregnancy to program officials.
2. Disclose the pregnancy to program officials. If a student chooses to declare her pregnancy it must be accomplished, **in writing**, to the program's chairperson. Disclosure will not affect the student's continued participation in the program.

Policy of the New Jersey Radiologic Technology Board of Examiners Regarding Pregnant Students Enrolled in Accredited Radiologic Technology Training Programs in New Jersey

N.J.A.C. 7:28-19.13(f)14.

For each student who has declared her pregnancy in writing, with an approximate date of conception, a school shall: i. Provide instruction regarding radiation exposure and risks as they relate to the embryo-fetus and pregnancy; ii. Provide program enrollment options to accommodate pregnancy while allowing the student to complete the curriculum. If the student elects to continue with her education within the radiologic technology program, the school shall ensure that a personnel radiation-monitoring device is worn at the waist level during the term of her pregnancy;

VISITORS

Students are not permitted to have personal guests or family members visit during school hours, either in the school or clinical facility.

WITHDRAWAL FROM THE DENTAL RADIOLOGY PROGRAM

Students withdrawing from the Dental Radiology Program should submit written documentation to the Adult Education office. No records will be forwarded until all obligations are met.

DRESS CODE

Any instructor, with administrative approval, may specify dress in any program which requires a uniform and a name tag. The following code applies to all programs:

Students are urged to emulate the dress codes of successful adults in the occupation for which they are preparing. All students are required to dress in a manner that reflects good taste, modesty, and appropriateness for the type of vocational program in which the student is enrolled. Attire should be neat, clean and pressed. Choice of garments should be made according to the health, safety, and welfare of all students. Requirements in this regard are for the purpose of instilling in each student the habit of wearing proper school and professional attire.

1. Clothing and accessories containing inappropriate pictures or words (examples include references to alcohol, drugs, sex, or words/phrases with double meaning) are not to be worn as school attire.
2. No undergarments should be visible or worn as outer garments. This includes boxer shorts, sleeveless undershirts, and muscle shirts.
3. Tube tops, mesh, fishnet styles, spandex-type materials (such as bike shorts) or clothing which exposes the back or midriff are not to be worn in school.
4. Dresses, skirts, or shorts must be knee length.
5. Bare feet or thin, one-layer shoes (examples include bedroom slippers, shower slippers, or flip-flops) are not permitted due to safety reasons.
6. Hats, hoods, head covers, picks, or sweatbands are not to be worn in the building or in the clinical areas.
7. Sunglasses or glasses with dark lenses may not be worn in the building without a doctor's recommendation.
8. Outdoor garments coats, jackets, windbreakers, warm-up jackets, hats, and gloves may not be worn in the building after class begins. Crew neck sweaters and sweatshirts are permitted – students are encouraged to keep one in their locker for colder days.
9. Students may not wear rings which encompass several fingers and/or have protruding spikes, or large necklaces which are a potential safety hazard. Students are encouraged not to wear expensive jewelry to school since items may be lost.

The administration retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school attire.

Any student in violation of the dress code may be sent home to obtain suitable attire. In addition, violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures.

BLOODBORNE AND INFECTIOUS DISEASES

The practice of dental radiology puts the student at risk for exposure to bloodborne and infectious diseases. Burlington County Institute of Technology's Dental Radiology Exposure Control Plan is designed to provide the faculty and students with recognition of tasks, procedures and activities that present the potential for occupational exposure to blood and airborne pathogens and a means of eliminating or minimizing the performance of their instructional duties or activities. The Dental Radiology program at Burlington County Institute of Technology follows all State and Federal regulations for the protection of faculty, students, and staff. Information pertaining to our compliance policies and procedures are available upon request from the Program Instructor.

POLICIES/REGULATIONS

BCIT policies and regulations can be accessed by going to www.bcit.cc then go to our district, then click on Board of Education policies. From there you will click on the link and use keywords to search for any policy and/or regulation. A direct link to the search for policy/regulation page can be found by clicking [here](#). Please review our policies/regulations.

CLASSROOM POLICIES

1. You are to be on time for all classes.
2. In order to gain the greatest benefit from your educational experience, it is necessary to be prepared for class lectures, discussions, and activities. Therefore, it is expected that students will have completed all assigned readings and projects prior to class, and will come to class prepared with appropriate books and other necessary materials.
3. A great deal of material is covered in this program in a relatively short period. It is vitally important that you be present and prepared to participate in class discussions and activities **every day**. Absence or lateness can seriously affect your grades and your ability to successfully complete the necessary coursework. Students must attend each class on time and stay for the entire duration of class as there are no make-up hours built into the course. If a student misses a class and/or classes they must attend make-up hours and pay a rate of \$39 per hour. Students must pay all required make up hours in full prior to scheduling the make-up dates with the instructor.
4. No more than 8 hours of makeup time will be allowed.

PERSONAL BUSINESS (SUCH AS DOCTORS' APPOINTMENTS, CAR SERVICING, ETC.) MUST BE SCHEDULED OUTSIDE OF REGULAR SCHOOL HOURS.

5. If it is necessary for you to be absent or late, it is expected that you will inform your instructors in advance if possible. All students are required to call the Adult Education Office (Westampton Campus: 609-267-4226 x8231) and leave a message for the instructors by **no later than 5:30PM for evening students or 7:30AM for day students** if you will be absent or late on a class day. (Procedure for notification of lateness or absence on a clinical day is covered under "Academic Policies.") If, for any reason, you must leave a class or the clinical area before dismissal, it is necessary to inform your instructor of your intent. Failure to notify your instructor will lead to disciplinary action.

6. Dental Radiology students are to be addressed in a polite and cordial manner by their fellow students.
7. Socializing with other dental radiology students is not permitted in lab and classroom while class is in session.
8. The instructor must be notified prior to class if a student is going to be absent.
9. Any changes in the scheduling of assignments must be submitted in writing and approved by your instructor.
10. Cheating in any form is not tolerated. A student found cheating or is voluntarily assisting in another student in cheating will face immediate disciplinary action and may be asked to leave the program.
11. Food and drinks are not permitted in the classroom or lab area.
12. The use of cellphones is not permitted in the classroom or clinical rotations. If a student has an emergency and is waiting for a call, the student shall inform the instructor of the emergency. The student's phone shall then be placed on vibrating mode only. If phone goes off during class, the students will be asked to place the cell phone in their car until the end of the day.
13. Students may use phones located in the Adult Education Office for emergency use only.
14. Photocopy machine in the Adult Ed Office is for faculty and administration use only.
15. It is the primary objective of BCIT and your instructors to guide you in achieving your educational goals. Successful learning depends on the ability to apply previously learned concepts to more complex material. For this reason, it is very important that you master each concept before moving on to the next. If you are having difficulty with any material covered during the course, please notify your instructor immediately.
16. The general conduct of the dental radiology student should reflect a respect for their profession and themselves at all times.
17. Address your instructors and fellow classmates with the dignity and respect you wish to be afforded. Address faculty members by proper title and name.: Dr._____, Mrs._____, Mr._____, etc.
18. With close proximity to the dental classroom it is often difficult to maintain the privacy of the Dental/Nursing Office. Students must never enter the office without knocking first and should schedule in advance when possible any needed meetings with instructors.
19. The dental radiology student will demonstrate positive mental attitudes by his/her ability to accept supervision and constructive criticism as an integral tool in improving skills, and will be working toward personal development and maturity in relationships with all members of the dental health team, instructors and classmates.
20. Theft of any kind will not be tolerated and will result in immediate dismissal of the program.
21. No student will expose dental x-rays on another student or anyone else except the manikin (Dexter).
22. All graded didactic coursework (exams, quizzes, homework, classwork, etc) may be retained by instructor for students' files. Copies may be available for students upon request.

Attendance Policy

Attendance and Lateness:

- a. Attendance is considered an important obligation in professional education. In order to meet these requirements, and with the understanding that absences will adversely affect student grades as well as prospects for future employment, the following attendance policy will be strictly enforced.
- b. Daily attendance is vital to the successful completion of the program. All didactic and lab absences must be made up; decisions regarding make-up times will be at the discretion of the faculty and administration. All make-up must be done before the completion of the dental radiology course.
- c. 1 unexcused absences=written warning (must be made up)
- d. 2 unexcused absences= probation (must be made up)
- e. 3 unexcused absences=dismissal
- f. Lateness or early departure is defined as arriving after the class has begun or leaving prior to dismissal at the end of class.
- g. Students must attend each class and remain in attendance the entire time. If a student is absent, they are required to make up the hours. As long as their instructor is available, they must pay the full amount for their make-up hours prior to completing any of the make-up hours. After confirmation of full payment is determined, the instructor will reach out to the student to schedule the make-up date(s).

Academic Lab Warning and Probation

1. A written warning will be issued to any student whose performance is falling below the minimum standard in either didactic or lab areas. In addition, the student and faculty will discuss remediation options at that time. A written and signed summary of this discussion will be placed in the student's file.
2. If after 2 weeks the student continues to have difficulty achieving minimum standards, the student will be placed on probation.
3. It is the responsibility of the student to demonstrate consistent class improvement in order to meet course objectives and pass the dental radiology course. Failure to remove probation by the end of the course constitutes a failure in that lab or academic area.

New Jersey Dental Radiology License

Students will be prepared and qualified to take the DANB Radiation Health and Safety Exam providing the student has completed the following requirements:

- A. Students must complete the dental radiology course (45 hours) with a final grade of 75% or better **and** complete required 13 laboratory requirements and test competent in the Radiologic Technology Board of Examiners Clinical Competency for Paralleling Technique and Bisecting Technique.
- B. Students will have 6 months to complete clinical competencies and take the DANB RHS exam following completion of the didactic and laboratory portion of the course. If after 3 months clinical is not completed, students may be sent email notifying they have not completed the course. Students should take DANB RHS Examination soon after didactic and

laboratory portion is completed. BCIT includes the DANB exam fee as part of the program; however the test needs to be taken within 3 months of completing the course or additional fees from DANB will be incurred. Test application forms are submitted prior to completion of the

class.

- C. Upon completion of this course and the passing of the RHS exam, the student will be eligible to apply for a New Jersey Radiology License.

Grading:

1. Dental Radiology students must maintain a minimum grade of 75%.
2. For dental radiology course the grading criteria is broken down as follows:

A= 100-92

B = 91-83

C = 75-82

F = 74-0

Grading Criteria for the Dental Radiology Course:

Homework:	20%
Lab. clinical :	20%
Quizzes:	25%
Test:	35%

Clinical: Students have three months to complete clinical competencies.

Course Requirements:

Successful course completion will include completing required hours and achieving minimum grade. All the assigned text readings are to be completed prior to class so that the student may participate in discussion of the subject matter. The student is completely responsible for making up HOURS (by appointment with instructor) and assignments given and material missed when absent. A fee is required for all make up hours as stated on page 11 under CLASSROOM POLICIES #3.

Quizzes and Assignments:

- a. Assignments will not be accepted late.
- b. It is the students' responsibility to obtain any materials, assignments, or information missed due to absences.

Written Exams:

- a. Exam questions format may be multiple choice, true/false, short answer, matching, and/or labeling.
- b. Exam dates and times will be given.
- c. If a student is late for a scheduled exam, the student will be allowed to take the scheduled exam, but must complete it in an allotted time; no extra time will be given.
- d. If an exam is scheduled the day a student returns to class, he/she is expected to take the exam.

- e. Missed exams may be in a different format than the original exam.
- f. Assessments may be comprehensive.

Laboratory Performance:

- a. Performance exams will be given in all dental radiology courses that require a student to gain not only the knowledge, but also the skills required to perform as a dental assistant.
- b. If a student misses a performance exam due to an absence, it will be made up during the next class.
- c. Practice and have a peer evaluate you before you take your performance exam. Be prepared.
- d. Each student must satisfactorily complete each task with 100% accuracy prior to completion of the course.
- e. At no time will a student expose X-rays on students or patients without an NJ X-Ray license.

CLINICAL PRACTICE

A. Clinical

1. Didactic and laboratory components **must** be successfully completed and a Clinical Affiliate Application for each student must be approved by the Bureau of Radiologic Technology Board of Examiners prior to advancement to the clinical portion of the curriculum. The Paralleling and Bisecting Angle Technique Clinical Competency Evaluation Form must be used to document clinical and program completion.
2. Clinical is an integral part of the curriculum. A student has six months to complete clinical competencies.
3. The sponsor (BCIT) is responsible for the entire 45 hours of curriculum including confirming and signing off on completion of clinical competencies.
4. Demonstrates a student's clinical competency in dental radiography.
5. Direct supervision shall be provided at the student's workplace. Individuals employed there such as dentists, hygienists, and dental assistants who are licensed in New Jersey to practice dentistry and or as a dental radiologic technologist approved on clinical site affiliate application shall supervise the student during all exposures.
6. A student shall **not** be permitted to perform radiographic procedures involving x-ray exposure on another student or to hold film or sensor in patient's mouth during x-ray exposures.
7. Radiographic procedures on patients shall be for diagnostic purposes only.
8. At no time can a student operate a cone-beam machine for 3D images.

B. Facilities

1. Shall provide optimum radiation protection equipment for patients and operators.

2. X-ray equipment shall comply with the standards as prescribed in N.J.A.C. 7:28-16.
3. Students shall be provided with a radiation monitoring device.
4. Lead aprons shall be available.
5. Safe film storage.
6. Darkroom to assure quality radiographs.

BCIT DENTAL RADIOLOGY PROGRAM OBJECTIVES

The goal of this Dental Radiology program approved by the Radiologic Technology Board of Examiners is to provide the student with a balance of theory and laboratory practice in the science of dental radiography. This fundamental information will allow the student to make critical decisions about the use of dental radiography in order to facilitate patient care. Students must satisfactorily complete all 45 hours (25 hours didactic, 20 hours laboratory) and required clinical education of this program to graduate and receive certificate of completion.

GOALS

1. To maintain a dynamic interdisciplinary dental radiology education that recognizes the arts and humanities and the competency of a scientific and technologically oriented society.
2. To provide graduates with entry-level skills necessary to continually produce high quality dental radiographers while limiting radiation exposure to patients, self, and others.
3. To prepare students for certification and licensure mandated for the delivery of direct oral care to patients of New Jersey.
4. To serve as a source for educational oral health and nutrition programs that promotes the overall health and well-being of community members.
5. To encourage ethical and leadership behavior in students.

Upon successful completion of this course the student should be able to:

1. Describe the properties of radiation and its production in a dental X-ray unit.
2. Describe the biological effects of ionizing radiation, and practice principles of radiation hygiene as they relate to the dental office.
3. Identify and discuss film characteristics: density, contrast definition and distortion.
4. Utilizing basic principles of shadow casting, demonstrate the ability to expose diagnostically acceptable complete mouth surveys using a paralleling technique and the least possible exposure to both patients and operators.
5. Demonstrate the ability to expose diagnostically acceptable bitewing, periapical, occlusal and panoramic radiographs with the least possible exposure to both pedodontic and adult patients.
6. Describe the general principles of darkroom construction, equipment and safe lighting, and process exposed radiographs utilizing proper darkroom procedures.
7. Correctly mount and view complete mouth surveys, bitewing radiographs, and occlusal

radiographs.

8. **Identify normal anatomical landmarks of the maxilla and mandible.**
9. **Differentiate between normal anatomical landmarks and commonly observed lesions, particularly those associated with caries, apical pathology and periodontal disease.**
10. **Describe and perform the proper maintenance procedures for processing equipment and demonstrate this ability when acting as clinical supervisor.**
11. **Evaluate radiographs for film quality, technique and processing errors.**
12. **List the uses of extraoral radiography in dentistry.**
13. **Describe and demonstrate the technique used in panoramic radiography.**
14. **Describe the most common radiographic systems utilized in diagnostic medicine and therapy.**
15. **Conduct patient education to various age groups utilizing radiographs as an educational tool.**
16. **Determine frequency and type of radiographic exposures based on patient need and ADA recommendations.**
17. **Explain the process of duplicating radiographs.**
18. **Demonstrate proper infection control procedures when exposing radiographs in the clinic, and processing in the darkroom.**
19. **Demonstrate digital x-rays and explain the fundamental concept of digital radiography.**

Radiation Badges

Each student is provided with a personal radiation monitoring device during his or her period of attendance. Student exposure to radiation shall not exceed any of the occupational limits prescribed in N. J.A.C. 7:28-6.1. Within 30 calendar days of the school's receipt of any radiation dosimetry report, the school shall inform all students of their most recent exposure readings. In the event that a student receives an exposure of 50 mrem (0.5 mSv) or greater on any monthly radiation dosimetry report, or 100 mrem (1.0 mSv) or greater on any bimonthly radiation dosimetry report, or 150 mrem (1.5 mSv) or greater on any quarterly report or an exposure that exceeds any of the occupational limits in N.J.A.C. 7:28-6.1, the school shall begin an investigation to find the cause and prevent recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the school's receipt of notification of the exposure. This investigation report shall include any action to be taken to reduce unnecessary radiation exposure. The investigation report shall be given to the student and shall be maintained in the student's file. If any of the occupational limits in N.J.A.C. 7:28-6.1 is exceeded, a copy of the investigation report must be submitted to the Department. Within 90 calendar days of departure from the school, the school shall provide each student with a complete record of his or her radiation exposure history.

Adult Students with Disabilities

BCIT to the best of their ability will try to accommodate adult students with disabilities who can document their disability. The student must do the following:

- Disclose to the administration or their teacher, **within the first week of classes**, that they have a disability that affects their learning.
- Show documentation that they have a disability (example: Last IEP or ADA/504 Accommodation Plan).
- Schedule a time to discuss their disability and what reasonable accommodation(s) they may need.

Once the district has documentation of an adult student's disability, an Adult Education supervisor will meet with the student, and if requested by the student, create an ADA/504 Accommodation Plan. Under the ADA, institutions of higher learning are to provide reasonable accommodations. Adult students with a disability will not receive an Individual Educational Program (IEP). Nor will they receive the same services they received under the Individuals with Disabilities Education Act (IDEA) with an IEP. You may receive reasonable accommodations after consultations with the instructor(s) and/or the designated Adult Education administrator.

STUDENT ACCEPTABLE USE OF EDUCATIONAL TECHNOLOGY EQUIPMENT POLICY

General Information

The Burlington County Institute of Technology provides computer equipment, computer services, Internet access and other technology to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research; teacher training; collaboration, dissemination and the use of global communication resources. Employees of Burlington County Institute of Technology reserve the right to monitor all activity on district technology.

Any action by a user that is determined by a supervising party to constitute an inappropriate use of resources or an improper restriction of others from using and enjoying those resources, is strictly prohibited and may result in termination of the offending users' access and other action in compliance with the district's discipline code.

The district may modify these rules at any time by publishing modified rules.

Information Content and Uses of the Computer

The user agrees not to publish on or over the computer any offensive information. The user further agrees not to use the computer to conduct advertising, solicitation, or any activity which is prohibited by law.

Because Burlington County Institute of Technology provides, through connection to the Internet, access to other computers around the world, students understand that the district and supervising party have no control over content. The district will provide students access to Internet resources only in supervised environments and will take all possible steps to lock out objectionable areas.

Online Conduct

Accessing global networking sites such as, but not limited to, Facebook and Myspace using district equipment is prohibited. Furthermore, the user specifically agrees not to submit, publish, or display

any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material, nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms and Conditions. Specifically, the user will conform to copyright and licensing laws and will not plagiarize the work of others.

Software Libraries

Software is provided to students as a curricular resource. No student may install, upload, or download software. Any software having the purpose of damaging another users' files or the district computers and software (e.g., computer viruses) is specifically prohibited.

Real-time, interactive communication areas

The supervising party, at his/her sole discretion, reserves the right to immediately terminate the access of a user who misuses real-time conference features (talk/chat/internet relay chat).

Electronic Mail

BCIT does not provide or host email addresses for students. In an effort to increase student-teacher communication, BCIT will allow students to access their personal web based email accounts from district computers. The supervising party reserves the right to inspect mail, to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Burlington County Institute of Technology reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on a Burlington County Institute of Technology computer.

Security

Attempts to access files of another user or of a supervising party may result in termination of access privileges. Any user identified as a security risk may have his access terminated and/or be subject to other disciplinary action.

Vandalism

Vandalism is any malicious attempt to harm or destroy the computer, any of the networks that are connected to the Internet backbone, peripherals, or resident software. This includes, but is not limited to, the loading or creation of computer viruses. Act of vandalism may result in cancellation of computer access, and other disciplinary measures in accordance with the district's discipline code.

Game Playing

Game playing using BCIT computers or our network infrastructure is prohibited.

Printing

The printing facilities of Burlington County Institute of Technology should be used judiciously. Unnecessary printing adds expense, and shortens the life of the equipment.

BYOD:

BCIT recognizes that some students may bring their own device to connect to the district network, or the Internet. The use of equipment such as but not limited to Tablets, Laptops, Cellular Phones, Gaming Devices and other electronics must adhere to all rules governing use and conduct. Furthermore, if a student wishes to access the Internet on their device while in the district, they must connect to the BCIT Public Wireless Network and are not permitted to use another provider's service such as but not limited to 3g and 4g Cellular Networks.

**Burlington County Institute of Technology
Harassment, Intimidation, and Bullying/Cyber-bullying (HIB)**

District Level Contact

Mrs. Jaime Mungo
Assistant Superintendent
(609) 267-4226 ext 2217
Email: Mrs. Jaime Mungo

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

Student Acceptable Use of Education Technology

Terms and Conditions

Student Contract

I have read the Terms and Conditions for use of technology resources in Burlington County Institute of Technology. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. Appropriate legal action may also result.

Student User Name (print):

Student	User	Signature:

Date:

Phone Number: _____

SAFETY STATEMENT

I have been present when the teacher demonstrated and discussed the rules and procedures of the _____ (program name) to include equipment, tool, instrument or protocol, safety precautions related to pregnancy clearance, and I understand that it is my responsibility to abide by these rules and procedures. I further understand that I will comply with all safety standards and precautions related to this type of (equipment, tool, instrument, or protocol).

Date	Student Signature

Date	Teacher Signature

**

ACKNOWLEDGEMENT OF BCIT DENTAL RADIOLOGY HANDBOOK (POLICIES AND PROCEDURES)

I, _____ (please print first and last name) have received the BCIT Dental Radiology Student Handbook which is available online at bcit.cc under Resources. I understand that this handbook provides information on the policies and procedures for adult education. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT student handbook.

Student Signature	Date