

Thank you for your interest in the Washburn Radiation Therapy program!

The Radiation Therapy program is a 13-month certificate program designed to prepare students for entry into the field of Radiation Therapy. Our curriculum consists of 40 credit hours delivered through a combination of synchronous (live virtual) and asynchronous online coursework. Clinical education is completed at a Washburn-affiliated Radiation Therapy department, allowing students to gain real-world experience while continuing their didactic studies online.

The Radiation Therapy program is administered through the Washburn University School of Applied Studies, Department of Allied Health, and is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT):

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850,
Chicago, Illinois 60606-3182
(312) 704-5300
Email: mail@jrcert.org.

Upon successful completion of the program, graduates are eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification exam.

Radiation Therapy is a highly specialized allied health profession dedicated to treating malignant diseases with ionizing radiation. While it involves advanced and evolving technology, the profession is fundamentally centered on patient care, safety, and compassion. As a radiation therapist, you will have the opportunity to positively impact the lives of cancer patients and their families during one of the most critical times in their lives.

If you are looking for a challenging, meaningful career in healthcare, one that demands both clinical skills and compassionate care, radiation therapy will be the perfect fit for you!

I look forward to receiving your application!

Sincerely,



Kristina Collins, MHS, RT(R)(T)
Radiation Therapy Program Director
Washburn University
1700 SW College
Topeka, KS 66621
785-670-1414; kristina.collins@washburn.edu



**Washburn University
School of Applied Studies
Department of Allied Health
Radiation Therapy Program**

Program Overview

The Radiation Therapy program is administered through the School of Applied Studies, Department of Allied Health. The program curriculum at Washburn is a JRCERT-accredited 13-month, 40-credit-hour online certificate of completion program designed to prepare students for entry into the radiation therapy profession.

Upon successful completion of the program, graduates are registry-eligible with the American Registry of Radiologic Technologists (ARRT). Classes begin in late June/early July and finish the following July.

Program Structure

Students will complete didactic coursework online and participate in clinical education at a Washburn-affiliated radiation therapy department. Clinical education consists of unpaid experience and occurs during the following scheduled hours:

- **Fall & Spring Semesters**
 - Tuesday - Thursday: 8:00 am - 4:00 pm
 - Friday: 8:00 am – 12:00 pm
- **Winter Intersession (a component of the spring semester)**
 - Approximately three weeks in December and January
 - Monday – Friday 8:00 am - 4:00 pm
- **Final Summer Semester**
 - Monday - Thursday: 8:00 am - 4:00 pm
 - Friday: 8:00 am – 12:00 pm

The full program course schedule is provided in this packet, and the most current program calendar is available online at www.washburn.edu/radiation-therapy.

NOTE: Some didactic courses may include supplemental clinical experiences as part of a project, report, or presentation. These activities are most commonly related to learning about equipment operation or performing quality control procedures. Depending on the clinical site, these procedures may be performed earlier in the morning, over the lunch break, in the evening, or on a weekend. To fulfill these experiences, students may have to alter their clinical hours slightly over a few days.

Didactic courses are delivered through an online learning management system. Students are required to attend weekly synchronous (live virtual) meetings each Monday in the fall and spring semesters. The virtual Monday meeting times range from 8:30 am-3:50 pm CST.

Why Major in Radiation Therapy at Washburn University?

Choosing Radiation Therapy at Washburn University means joining a program rooted in academic excellence, personalized instruction, and a commitment to student success.

- **Excellence in Teaching:** Washburn University is recognized as an outstanding public university committed to excellence in teaching and student-centered learning.
- **Historic Legacy:** Founded in 1865 as Lincoln College and renamed Washburn College in 1868 after a generous gift from New England philanthropist Deacon Ichabod Washburn, the University became a municipal institution in 1941 through a vote by the citizens of Topeka. In 1941, the citizens of Topeka voted to make Washburn a municipal university.
- **Mission-Driven Education:** Our educational mission is to prepare individuals for professional careers and advanced study while fostering a lifelong commitment to learning.
- **Faculty Expertise:** Washburn has a reputation as a "teaching-focused" university rather than

a "research" institution. More than 90% of our faculty hold doctoral degrees or the highest available credential in their field, ensuring that students receive instruction from subject matter experts.

- **Student-Focused Environment:** With an enrollment of approximately 6,000 students, Washburn offers the resources of a comprehensive University while maintaining a close-knit, supportive campus environment.
- **Accredited & Respected Program:** The Washburn University Radiation Therapy program is fully accredited with a strong reputation for producing competent, compassionate professionals ready to enter the radiation therapy workforce.

What Careers are Available in Radiation Therapy?

Radiation Therapy is an exciting and evolving field that combines advanced technology with compassionate patient care. Rapid advancements in imaging and treatment planning continue to transform how radiation is delivered, offering professionals a dynamic and impactful career path.

Most graduates begin their careers as staff radiation therapists. With additional education and experience, radiation therapists may advance into specialized or leadership roles such as chief/lead therapist, medical dosimetrist, clinical or didactic educator, sales representative, application specialist, and healthcare administrator or supervisor.

According to the [US Department of Labor, Bureau of Labor Statistics](#), the job outlook for radiation therapists is expected to grow as fast as the average for all occupations through 2032.

Program Mission

The Radiation Therapy program is focused on the development of qualified radiation therapists who provide optimum patient care through technical competency and professional conduct.

Program Goals and Outcomes

PROGRAM EFFECTIVENESS OUTCOMES

Outcome 1: Students will complete the program.

Outcome 2: Graduates will pass the national certification exam on the first attempt within 6 months of graduation.

Outcome 3: Graduates will be gainfully employed in radiologic sciences within 12 months of graduation.

Outcome 4: Graduates will be satisfied with the overall quality of the program.

Outcome 5: Employers will be satisfied with the overall competency of program graduates.

GOAL 1 – PROGRAM GRADUATES WILL BE CLINICALLY COMPETENT.

Outcome 1: Students will analyze pertinent data from treatment planning documents.

Outcome 2: Students will accurately position patients for treatment delivery.

Outcome 3: Students will evaluate images using various imaging technologies (MV, kV, CBCT).

GOAL 2 – STUDENTS WILL DEMONSTRATE WRITTEN AND ORAL COMMUNICATION SKILLS.

Outcome 1: Students will demonstrate written communication skills.

Outcome 2: Students will provide patient education within the scope of practice.

GOAL 3 – STUDENTS WILL DEMONSTRATE CRITICAL THINKING SKILLS.

Outcome 1: Students will solve challenges related to non-routine clinical situations.

Outcome 2: Students will demonstrate the ability to perform specialized procedures in the clinical setting.

GOAL 4 – STUDENTS WILL DEMONSTRATE PROFESSIONAL WORK STANDARDS.

Outcome 1: Students will exhibit professional standards and behaviors.

Outcome 2: Students will assess the importance of professional development.

Outcome 3: Students will demonstrate adherence to ethical standards.

*Program assessment data is available on the program's website under the Quality Indicators menu option (www.washburn.edu/radiation-therapy).

Accreditation

The University is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools.

The program is accredited by the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

(312) 704-5300

Email: mail@jrcert.org

*State professional licensing bodies within the US recognize graduates of JRCERT-accredited programs.

State Authorization Reciprocity Agreements (SARA)

Washburn University is a participant in the SARA initiative, a national initiative that streamlines the process for offering online education across state lines.

Participation in SARA allows Washburn to provide distance education to students who reside in other SARA member states, making it easier for out-of-state students to enroll in our online programs. Institutions and states that join SARA agree to follow a set of shared standards and policies, overseen by the National Council for State Authorization Reciprocity Agreements (NC-SARA), and administered through regional higher education compacts.

For a map showing SARA membership by state, please visit <https://www.nc-sara.org/guide/state-search>.

New Jersey Restriction: Due to state-specific regulations, Washburn University's Radiation Therapy program cannot enroll students who plan to reside or complete clinical education in New Jersey. However, graduates who complete the program outside of New Jersey remain eligible for licensure and may pursue employment in New Jersey after graduation.

Admission Criteria

Applicants must meet the following criteria to be considered for admission:

- Graduate of an accredited Radiologic Technology program
- Have a cumulative Radiologic Technology grade point average (GPA) of 2.50
- Possess a minimum of an associate degree from an institution that is accredited by an acceptable accrediting body according to the ARRT,
- Hold the professional designation of RT (R)

Prerequisite Coursework

Transcripts must demonstrate completion of the following college-level coursework:

- Human anatomy and physiology
- Written communication (Composition, English, Writing)
- Verbal communication (Communication, Public Speaking, Speech)
- Radiation physics from radiology program (titles will vary)
- Mathematics (college-level math course)
 - o If your math course is lower than Intermediate College Algebra, submit a course description or syllabus to demonstrate course content related to real number systems,

algebra of sets, exponents, equations and inequalities, polynomial functions, graphing, radical expressions, operations, inverses of function, equations of lines and systems of linear equations, logarithmic and trigonometric functions.

Note: *Students who have not yet met these requirements but are in the process of doing so may also be considered for admission; however, acceptance will be contingent on meeting all admission requirements prior to the program's start date.*

Additional Conditions for Enrollment

In addition to meeting admission and coursework requirements, students must satisfy the following conditions to finalize enrollment and begin the program:

- Confirmation of acceptable clinical site placement by May 15.
 - o Site must meet the program's affiliation requirements.
 - o Site must complete a formal Affiliation Agreement with Washburn University.
 - o Site must be approved by the JRCERT.
- Student must meet the site's onboarding requirements prior to the program start date, if applicable.
 - o Additional site requirements might include, but are not limited to, a student placement or onboarding fee, orientation training attendance, additional required vaccinations or immunizations, or special background checks.
 - o Any additional costs are the responsibility of the student.
- Successful completion of a 10-panel drug screen (at student's expense – approximately \$30).
- Successful completion of a criminal background check (at student's expense – approximately \$75).
- Complete submission of required health records (vaccinations, TB test, physical, BLS, etc).

Statement of Non-Discrimination: *It is the policy of Washburn University to assure equal educational and employment opportunities to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status.*

Steps for Application:

1. Apply to Washburn University

Submit an "undergraduate application" to Washburn University Admissions Office.

<https://www.washburn.edu/admissions/apply.html>

- Click on the "Undergraduate Application" button.
- Create an account.
- The program begins in the SUMMER (not fall). Whenever prompted to select a starting term, the candidate must select SUMMER.
- Submit official academic transcripts to the admissions office. This includes transcripts from **ALL** educational institutions where college credit was earned. Address is Washburn University, Admissions, 1700 SW College, Topeka, KS 66621. If submitting transcripts electronically, send to etranscripts@washburn.edu



*** Please note the Washburn University application will not be processed until students have been ACCEPTED into the Radiation Therapy Program; therefore, applicants will not be notified of University acceptance until a later date. ***

2. Apply to the Radiation Therapy Program

Once the candidate selects **Allied Health – Radiation Therapy** as their academic interest on the undergraduate application, the Radiation Therapy application will be provided through the online portal. The application includes the following components: .

- **Radiation Therapy Program Requirements** – Review the Radiation Therapy Program Requirements, including identifying preferred placement for radiation therapy clinical.
- **Survey of Interest** - Type responses to each question, focusing on professionalism,

maturity, communication skills, interest in providing quality patient care, and ability to work with others effectively.

- **Observation** - Complete a minimum of four (4) hours of observation at a Washburn-affiliated radiation therapy department. **The observation must take place at the candidate's # 1 preferred clinical site, as priority placement at that site is not guaranteed otherwise.** While only one observation is required, observing at more than one site is permitted.
 - If the candidate is not currently residing in the same state as the preferred site, or scheduling conflicts arise, please contact the Radiation Therapy Clinical Coordinator (Sean Conrad, 785.670.1448; sean.conrad@washburn.edu) to discuss possible alternatives.
 - Approach the observation like an interview to communicate a sincere interest in the field, demonstrate initiative, exhibit dependability, and display a willingness to be instructed.
- **Observation Summary** - Upon completion of the radiation therapy observation, address each question in the Observation Summary to demonstrate an understanding of the field of radiation therapy.
- **Observation Evaluation Form** – The candidate will enter the email address of the supervising radiation therapist from their observation experience. The application system will send the evaluation form to that individual to complete and submit electronically.
- **Essential Functions** - Read and electronically sign the Radiation Therapy Essential Functions form.
- **Education History** – The candidate must submit official transcripts from ALL educational institutions where college credit was earned as part of the Washburn University undergraduate application. Transcripts may be mailed or electronically sent to etranscripts@washburn.edu.
 - If currently enrolled in a Radiologic Technology program, when sending an official transcript from your program, be sure it includes the most recent fall semester grades.
 - Transcripts must demonstrate the following college-level coursework:
 - ✓ Human Anatomy and Physiology
 - ✓ Written Communication (Ex: Composition, English, Writing)
 - ✓ Communication (Ex: Public Speaking, Speech, Principles of Communication, etc.)
 - ✓ Radiation Physics from Radiology Program (Course titles may vary).
 - ✓ Mathematics (College-Level Math) - *If math course is lower than Intermediate College Algebra, the candidate should submit a course description or syllabus to demonstrate course content related to real number systems, algebra of sets, exponents, equations and inequalities, polynomial functions, graphing, radical expressions, operations, inverses of function, equations of lines and systems of linear equations, logarithmic and trigonometric functions.*

As part of the application, the candidate will enter specific information for each required prerequisite, including the course name, course number, and the institution where it was completed.

- **Two Recommendation Forms** - The candidate will enter the email addresses of two references in the application system. Each reference will receive an electronic recommendation form to complete and submit.
 - **If the candidate graduated from a Radiologic Technology program within the past two years**, the following is required:
 - ✓ One recommendation from the Radiologic Technology Program Director
 - ✓ One recommendation form from the Clinical Coordinator or a Clinical Instructor of the Radiologic Technology program
 - ✓ Please do not send additional forms or letters.
 - **If the candidate graduated more than two years ago and is currently working as a Radiologic Technologist RT (R)(T)**, the following is required:
 - ✓ One recommendation from the direct supervisor.

- ✓ One recommendation from a physician or other supervisor who can attest to the candidate's professionalism, work ethic, communication skills, etc. A previous Radiologic Technology program faculty could also provide the 2nd recommendation.
- ✓ Recommendations from peers or coworkers are not acceptable.

Waiver of Right to Review Recommendation Forms

Washburn University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which requires that students be advised of their rights concerning educational records, including recommendation forms and letters.

Students who do not waive their right to review these materials may request to review them only after the application cycle has ended, and must follow these steps:

1. Notify the Program Director or Clinical Coordinator in writing (letter or email) that he/she wishes to review letter(s) of recommendation or recommendation form(s) during the fall or spring semesters. Requests made during summer or University break will not be processed.
2. Allow up to five business days for a response from the program.
3. Schedule a face-to-face meeting or video conference (e.g. Teams, Zoom) with the program faculty to review the documents.
4. During the meeting, students will be allowed no more than 10 minutes per recommendation/form for review.
5. Students may take notes but may not make copies, take screenshots, or photograph the letters/forms.
6. **Requests may not be submitted while applications are under review or actively being considered.**

Application Deadline

Application to the program must be submitted to the online portal by February 1.

Application Review

Each application is reviewed holistically, with consideration given to academic performance, completion of prerequisite coursework, and all submitted application materials.

Acceptance into the Radiation Therapy program is also contingent on admission to the University and confirmation of an approved clinical placement. A student may be conditionally accepted while finalizing a clinical site; however, if placement is not confirmed by **May 15**, the student will not be eligible to begin the program.

Notification Timeline

Applicants who have met the February 1 primary deadline will be notified via email by April 1 of acceptance or non-acceptance. Applicants who submitted after the primary deadline of February 1 will be contacted by May 1 once the program identifies if there are open spots in the class. The email address provided on the application will be used to communicate student status.



Post-Acceptance Information

Scholarship Opportunities

- **School of Applied Studies Scholarships (SAS):** You may download a School of Applied Studies (SAS) scholarship application by clicking the [Scholarship Application](http://www.washburn.edu/sas/) link at www.washburn.edu/sas/.
- **American Society of Radiologic Technologists (ASRT) Foundation Scholarships:** Visit

<https://foundation.asrt.org/what-we-do/scholarships> for additional information.

Tuition & Tuition Refunds

Students accepted into the Radiation Therapy program will be required to pay the Radiation Therapy online tuition rate. Credit hours and fees are subject to change in accordance with University Policy. The most current rate of tuition is available at <http://www.washburn.edu/current-students/business-office/tuition-fees.html>. Students may be eligible for financial aid and student loans. Contact the Financial Aid Department at (785) 670-1151 as soon as possible for assistance and deadline information.

Radiation Therapy Orientation

All accepted students are required to participate in a mandatory virtual orientation in July. This session will provide important information about the program structure, clinical policies, and expectations.

Details about the orientation, including the date, time, and access instructions, will be included in the email notification of acceptance into the program.

Post-Acceptance Documentation & Requirements

For all accepted applicants, the program will request additional documents. These materials should not be submitted until the student has received official acceptance and specific instructions from the program. Required items include:

- Immunizations
- TB Testing
- ARRT Registration
- BLS Certification
- Proof of Health Insurance
- Physical Exam
- Drug Screen
- Background Check

Additional information about the required items is provided in the sections below.

If the student's designated clinical site has additional requirements, the student must meet the additional requirements, which may be at an additional cost to the student. An information packet containing the appropriate forms and detailed instructions for submitting required documentation will be emailed to each accepted student in May.

ARRT Certification

Students must complete the radiologic technology certification exam and hold the professional ARRT designation of RTR prior to the program start date. An information packet containing the appropriate instructions will be emailed in May.

Basic Life Support (BLS)

Students must have and maintain BLS certification throughout the program year. An information packet containing instructions will be emailed in May.

Health Insurance

Students must have and maintain health insurance coverage throughout the program year (at the student's expense). The Clinical Coordinator will request proof of coverage prior to the program start date and at points throughout the program year. The University offers coverage for the student, student and spouse or child, and family at a reasonable cost. Call 1.800.520.9909 or visit <http://www.sas-mn.com/> to obtain more information. In the event of injury or illness in the clinical setting, medical care will be provided if necessary, with the cost of the care being the student's responsibility.

Physical Exam

A physical exam with documentation of immunizations (at the student's expense) is mandatory prior to the program start date. Failure to submit a recent physical exam (**within approximately two months of the Fall semester**) and failure to submit proof of immunizations will keep a student from beginning the program.

Drug Screen

A 10-panel drug screen (at the student's expense) is required by each student. A summer information packet containing the appropriate instructions will be emailed in May. The cost is about \$30.

Background Check

Successful completion of a criminal background check (at the student's expense) is required by each student. The cost is about \$75. A summer information packet containing the appropriate instructions will be emailed in May.

- A criminal background check will be required of all accepted Radiation Therapy students prior to the program start date. Successful completion of the Radiation Therapy program requires participation in clinical practicum courses. Students can only be placed in clinical practicum courses after a background check (at their expense) has been completed, which discloses they do not present a criminal history of:
 - o convictions of laws regulating controlled substances*;
 - o convictions, at the felony level of crimes, as defined under Kansas Criminal Code (KSA 21-3101 et seq.) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;
 - o conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military, or other state law requiring registry;
 - o conviction, at the felony level of crimes, involving moral turpitude, which include but are not limited to: perjury, bribery, embezzlement, theft, and misuse of public funds.

***Exception:** *Persons who have been convicted of a misdemeanor illegal drug or alcohol offense may be permitted to participate in the clinical practicum pursuant to the process for Management of Misdemeanor Illegal Drug Exception set out below.*

Management of Misdemeanor Illegal Drug or Alcohol Exception:

- If a background check report demonstrates a discrepancy, the Clinical Coordinator will contact the university contact who has access to the details of the background check reports.
- The university contact will determine the cause of the discrepancy and communicate it to the Clinical Coordinator.
- The Clinical Coordinator will report the findings from the university contact to the Program Director.
- The university background check policy will be applied as follows:
 - o If offense is related to items a-d of the background check policy, the student will not be permitted to start the program.
 - o If offense is a misdemeanor illegal drug or alcohol offense and the student is currently on probation for the offense, the student will not be permitted to start the program.
 - o If offense is a misdemeanor illegal drug or alcohol offense and the student is NOT currently on probation for the offense, the student will be provided the following option:
 1. Student may disclose the misdemeanor illegal drug or alcohol offense to the Clinical Preceptor at the assigned clinical site.
 2. The Clinical Coordinator will follow up with the Clinical Preceptor at the assigned clinical site about the student's disclosure.
 3. If the disclosure prohibits student placement at the clinical site, the student will not be permitted to start the program.
 4. If the disclosure does NOT prohibit student placement at the clinical site, the student will be permitted to start the program and the student will be advised

to complete the ARRT Pre-Application Ethics Review process - <https://www.rrt.org/pages/earn-rrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

Liability Insurance

The University carries liability insurance on the student during his/her clinical education attendance.

Textbooks

The cost of textbooks and materials for the entire program is approximately \$1,200.00. Costs are subject to the publisher/ bookstore price increases. Textbooks for the entire year will be purchased prior to the Fall Semester. A book list and ordering instructions will be included in a summer information packet that will be emailed to each accepted student in May.

Trajecsys - Electronic Clinical Management System

The Radiation Therapy program uses the Trajecsys system for clinical management. This system allows for secure clock-in and clock-out at the clinical setting as well as the completion of competency forms and evaluations. When instructed to do so, accepted students will purchase access to this system directly through Trajecsys (\$100).

Dress Code

The Radiation Therapy Program does not provide nor require a uniform purchase; however, a dress code policy is in place. The dress code policy is outlined in the Program and Clinical Manual, which is available on the program's website at www.washburn.edu/radiation-therapy and will be electronically provided to students prior to the virtual orientation in July.

If the designated clinical site has a stricter dress code policy, the program will require the student to adhere to the site's policy.

Name Tags

The student is responsible for acquiring an acceptable tag. The options for name tags include:

1. Obtaining a custom name tag (at the student's expense) purchased from an office supply store (Staples, Office Depot etc.) with the following format:
 - a. Blue background
 - b. White lettering
 - c. Text must include the student's first name and the phrase: "Washburn University Radiation Therapy Student"
2. A clinical site issued badge that includes the student's first name and identifies the individual as a Student.
3. A Washburn University-issued ID, which is available for purchase through the Ichabod Service Center (\$8). Information regarding the WU Issued ID will be provided to students in June.

Student Radiation Monitoring Device

The clinical education site will be responsible for providing a radiation monitoring device to each student. If the student is responsible for providing their own, this will be communicated to the student prior to clinical placement. NOTE: Any students who work as "tech aides, student techs, etc," outside of program requirements must wear a separate badge during clinical hours, other than the one supplied by his or her employer.

Radiation monitoring devices are typically collected and replaced monthly or quarterly, depending on the clinical site's standard interval. The Radiation Safety Officer (R.S.O.) at the clinical site will collect the monitoring device for processing and distribute a new monitoring device. In coordination with the clinical site's standard interval, the student will electronically submit a copy of the radiation monitoring device report to the Clinical Coordinator for review. The review with the Clinical Coordinator must

occur within 30 days of the student receiving the radiation monitoring report. Any exposure reading that exceeds the program's established limits (defined in the Program and Clinical Manual) will be followed up by the identified radiation safety officer at the clinical education site and the Clinical Coordinator.

Vacations and Holidays

The following time off is scheduled for the student (dependent on the University calendar). A full program schedule is available on the program's website (www.washburn.edu/radiation-therapy):

- Labor Day
- Fall Recess: 1-2 days
- Thanksgiving Recess: 3 days
- Winter Break: 2 weeks
- Martin Luther King Day
- Spring Break: 1 week
- Memorial Day
- Summer Break: 1 week
- Juneteenth
- July 4th

Transportation

Students will furnish their own transportation to and from educational facilities.

Computer / Internet

All didactic courses in the Radiation Therapy program are online. Basic computer skills are mandatory. Each student is responsible for having access to an updated computer on a daily basis and having a reliable internet connection. Below are resources regarding system requirements and recommended hardware. If you have any questions or are in need of assistance, please contact Technology Support at support@washburn.edu or 785.670.3000.

System Requirements for Online Education

<https://washburn.edu/its/online-education/tech-tips.html>

Computer Recommendations

<https://www.washburn.edu/its/classrooms-equipment/tech-recommendations.html>

Grade Deficiency Policy

In order to maintain a position in this program, a cumulative grade average of at least C (2.0 grade points) is required. A grade of C or better must be obtained in each course of the certificate program. The program uses the following grading scale, with 75% being the minimum for passing. (A = 93 – 100; B = 85 – 92; C = 75 – 84; F = Under 75)

Washburn University Radiation Therapy Program Course Schedule

Summer Semester #1 – (Program begins late June/early July)

No synchronous (live) class sessions

No clinical during this term

- AL309 Foundations of Radiation Therapy (2 credit hours)

Fall Semester

Mandatory live classes held Mondays, 8:30 am – 3:50 pm CST

Clinical education Tuesday-Friday

- AL 301 Clinical Radiation Therapy I (4 credit hours)
- AL 302 Radiation Therapy Principles I (3 credit hours)
- AL 303 Radiation Therapy Physics I (3 credit hours)
- AL 307 Oncology, Simulation & Treatment Procedures I (3 credit hours)
- AL 311 Imaging in Radiation Therapy (3 credit hours)

Spring Semester

Mandatory live classes held Mondays, 8:30 am – 3:50 pm CST

Clinical education Tuesday-Friday

- AL 304 Therapeutic Radiobiology (3 credit hours)
- AL 305 Radiation Therapy Physics II (3 credit hours)
- AL 310 Radiation Therapy Principles II (3 credit hours)
- AL 340 Clinical Radiation Therapy II (4 credit hours)
- AL 370 Oncology, Simulation & Treatment Procedures II (3 credit hours)

Summer Semester #2

No synchronous (live) class sessions

Clinical education Monday-Friday

- AL 380 Clinical Radiation Therapy III (3 credit hours)
- AL 381 Radiation Therapy Seminar (3 credit hours)

= 40 Credit Hours Total

Clinical Education Schedule

Clinical experiences are unpaid and take place at a Washburn-affiliated radiation oncology department.

- Fall and Spring Semesters:
 - Tuesday – Thursday: 8:00 am – 4:00 pm
 - Friday: 8:00 am – 12:00 pm
- Winter Intersession (3 weeks in December and January)
 - Monday – Friday: 8:00 am – 4:00 pm
- Summer Semester # 2:
 - Monday – Thursday: 8:00 am – 4:00 pm
 - Friday: 8:00 am – 12:00 pm

Note: Clinical credit hours are calculated using a ratio of 110-115 clock hours equaling 1 credit hour.

Frequently Asked Questions

WASHBURN UNIVERSITY ADMISSIONS QUESTIONS

- **I keep receiving emails from WU to register for summer and fall classes. Should I register, and if so, where do I get my personal identification number (PIN)?** All newly accepted students will receive enrollment instructions and PINs by the end of May and will begin the program in the late summer session (2nd 5-week session). In addition, a listing of books will be provided to all accepted students for purchase.
- **I am receiving emails about attending a Washburn University New Student Orientation on campus. Do I need to go?** No, radiation therapy students do not attend the general University orientations. Instead, all accepted students will participate in a mandatory virtual Radiation Therapy program orientation in July. Details about this session will be included in your acceptance notification.
- **How do I speak with someone in the Admission Office?** Call 785-670-1030.

TRANSCRIPT QUESTIONS

- **Do I have to have an earned degree to start the program?** Yes, all applicants must either have earned OR will earn, by program start date, an associate's degree or higher from an institution approved by the ARRT. Visit the following link for further details:
<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/primary-requirements/education-requirements-primary>
- **Do I need to send all of my transcripts, even if I just took a few courses at a school?** Yes, all transcripts must be sent to the Admissions Office to complete one's application.
- **Should I wait to submit my official transcripts until my Fall radiology course grades are posted?** Yes, please wait to submit your transcripts until your Fall course grades are posted if you are currently in a radiology program.
- **Once I complete my Radiologic Technology Program, do I need to send Washburn University Admissions the final transcripts?** Yes, if accepted into the program, you must send new transcripts to the Washburn University Admissions Office.

QUESTIONS ABOUT THE RADIATION THERAPY APPLICATION

- **Do I have to be a Registered Radiologic Technologist RT(R) or registry eligible in order to apply?** Yes, all applicants must be graduates of an accredited Radiologic Technology program and possess the professional designation of RT (R). An eligible registry student may also apply and be considered for admission; however, completing the accredited Radiologic Technology program and successfully completing the ARRT radiologic technology certification exam must be obtained before the program start date.
- **Do I have to have an Associate Degree or higher to apply to the program?** Yes, eligibility requirements for ARRT certification in Radiography, Nuclear Medicine Technology, and Radiation Therapy require candidates to have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT.
- **Do you need my High School transcripts?** No, since you have completed 24 or more college credit hours, we do not need your high school transcripts.
- **Do you need my ACT score?** No, since you have completed 24 or more college credit hours, we do not need your ACT scores.
- **If I complete two observations, do I need to submit two Observation Summaries with my application?** No, one observation summary from your preferred clinical education site is

sufficient. However, if you complete more than one observation experience, you may combine both experiences in the Observation Summary document if you choose.

- **Do you accept applications after the February 1 deadline?** The program will accept applications after the February 1 deadline, but will only accept students from the secondary pool if all positions in the class have not been filled.

FINANCIAL QUESTIONS

- **How much are the tuition fees?** Visit <http://www.washburn.edu/current-students/business-office/tuition-fees.html> to view current tuition rates.
- **Do I pay tuition fees by the semester?** Yes, you will be billed online through your MyWashburn account each individual semester.
- **How much will books and materials cost?** Costs for books and materials are approximately \$1,200 for the entire year. Please note that this does not include the cost of a personal computer and home internet service provider fees.
- **What is the deadline and procedure for applying for financial aid?** You can apply for financial aid to assist with the costs of the Radiation Therapy program. Please call the Financial Aid office for specific details and deadline dates at (785-670-1151) or visit the website at: <http://www.washburn.edu/admissions/paying-for-college/financial-aid/index.html>.
- How do I speak with someone in the Financial Aid Office? Call 785-670-1151
- How do I speak with someone in the Business Office? Call 785-670-1156

RADIATION THERAPY PROGRAM & CLINICAL QUESTIONS

- **Can new clinical sites be added as affiliates?** Yes, if the site meets the requirements for affiliation in terms of patient volumes, procedure variety, equipment, staffing, and accreditation, and is interested in training a student, it may be possible to form an affiliation with the site. If you have a site in mind **and have expressed your interest to the site**, please contact the Radiation Therapy Clinical Coordinator, Sean Conrad at (785) 670-1448 or sean.conrad@washburn.edu. Please provide him with the site name, phone number, email, and contact person so he can contact the site and begin the affiliation process.
- **If I am accepted into the Radiation Therapy program, am I guaranteed a clinical site?** Acceptance is contingent on clinical placement availability. If a clinical site is not secured by May 15, a student will not be able to begin the program.
- **Is there a limit to the number of hours a student can perform clinical in a week?** Yes, classroom and clinical hours cannot exceed 40 hours in a given week. During the winter intersession, which is a component of the spring semester, there are no classroom hours, so students are assigned to the clinical setting for 40 hours each week, which reflects the typical schedule of an employed radiation therapist. Students may not earn compensation time during the winter intersession, as that would result in hours beyond the 40-hour limit.

HEALTH AND BACKGROUND CHECK REQUIREMENTS

- **Does a background check that I had completed at my work or through my radiology program meet the Radiation Therapy program's background check requirement?** No, all students must complete a separate background check through the University's vendor. This is not required until acceptance and clinical placement is confirmed. The cost to the student for the background check, 10-panel drug screen, and immunization record-keeping through Verified is approximately \$105.
- **Can a PA or Nurse Practitioner complete my physical form?** Yes, a Physician, Physician Assistant, or Nurse Practitioner may complete the health physical form. The physical form is not required until acceptance and clinical placement are confirmed.

- **Is the COVID-19 vaccination required by the University?** No, the University does not require students to obtain the COVID-19 vaccine. However, the program will default to the clinical site policies, which involve meeting their health clearance requirements. If you fail to meet their requirements, there is a risk that you will not be able to complete the clinical rotation at their facility. Also, for students with a medical or religious waiver, clinical sites are under no obligation to accept a waiver of immunization and may refuse placement to students. The decision to accept a medical exemption rests solely with the clinical site.
- **I received the Hepatitis B vaccination series, but I cannot find my documentation. What should I do?** Have your healthcare provider draw a Hep B titer to demonstrate immunity. This step is not required until acceptance and clinical placement are confirmed.
- **My mom says that I had chickenpox as a child. Is this sufficient?** No, dates of varicella vaccination OR results of a titer showing immunity are required.
- **My immunization records demonstrate DPT vaccinations in childhood; is this sufficient?** No, 1 adult Tdap is required, and if it exceeds 10 years, tetanus must be updated.
- **What is a two-step TB test?** Learn more about TB testing at the Center for Disease Control (CDC) website: <https://www.cdc.gov/tb/testing/skin-test.html>
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Washburn University Radiation Therapy Program Re-Application Process

A student who was not accepted into the program the previous application year may choose to reapply for the next academic year. All students must follow and complete the steps identified below to be considered. The deadline for submission is **February 1**.

- (1) Reapply to Washburn University online as a Degree Seeking Student for the upcoming Summer term at the following link: (<https://www.washburn.edu/admissions/apply.html>).
- (2) Complete the online radiation therapy application and submit it between September 1 and February 1,
- (3) If you have taken specific steps to strengthen your application, such as radiologic science employment, additional coursework, more observation experience, related community service, or relevant continuing education, please include a summary of that in the Survey of Interest, including your actions, as this will allow the application review committee to award additional points.
- (4) Send official transcripts of coursework that has been completed since your original application submission

INTERNATIONAL STUDENT ADMISSION (Allied Health Department)

Support services for international students, including assistance with the university admissions process and processing documents used to apply for an F-1 student visa are provided by the Office of International Programs. For more information about the university admissions process and obtaining an F-1 visa, please contact the International Program Office at +1 (785) 670-1051 or international@washburn.edu.

Please be aware that the **following programs are only offered in an online format and therefore do not meet the USCIS (Immigration) enrollment requirement for F-1 visa students**. This means that students interested in these programs are not eligible to apply for an F-1 visa to pursue this degree program on the Washburn campus:

Bachelor of Health Science

Magnetic Resonance Imaging

Diagnostic Medical Sonography

Radiation Therapy

Health Information Technology

Technology Administration