



St. Vincent Health / St. Joseph Hospital
Radiography Program
Policy / Procedure



Title: **Admission Criteria**
Applicable to: **Admissions Committee, Applicants**

Code: **Rad.Prg.Adm.002**
Date Adopted: **March 2003**

Purpose

To define the admission criteria and procedure for the selection of students into the Radiography Program.

Policy

St Vincent Health / St Joseph Hospital Radiography Program provides equal opportunity to all applicants. The Program is selective in its admissions practices and evaluates applicants based on merit without discrimination on the basis of age, race, religion, creed, color, national origin, marital status, gender, disability, veteran status, sexual orientation, or any other legally protected status. The program selects one class annually based on requirements and preference categories listed herein.

The Admissions Committee will review admission criteria annually and make recommendations to Advisory Board for approval. The Admissions Committee will develop an objective selection process within the approved criteria.

Applications, application fees, and typed essays are accepted between **November 1** and **January 28 27**. Final deadline for submission of official college transcripts is **February 7 6** for applicants who submit an application by **January 28 27**. All admission documents must be in the possession of the Program Director in Indianapolis by the appropriate deadline. All submitted documents become the permanent possession of the Radiography Program and will not be returned.

Application Procedure

To be considered for the program, applicants must complete the following:

1. Completed and signed application
2. Submission of the non-refundable \$10 application fee. The fee must be in the form of a personal check, money order, or cashiers check. Cash will **not** be accepted.
3. Submission of a typed essay on a theme described within the information packet.
4. Submission of official transcripts from all American college, technical, vocational or other post-secondary institutions / schools listed on the application.
5. Attendance at a mandatory pre-admission conference during the year of application.
6. Due to federal radiation protection standards (National Council on Radiation Protection & Measurements), applicant must be 18 years of age by August 1 of the year applying for enrollment.

Admission Requirements

To be accepted in the program, the applicant must meet the following academic requirements:

1. Minimum 15 credit hours of 100 or higher level courses completed from a regionally accredited institution
2. Minimum 2.50 college GPA (4.00 scale)
3. Completion of the following general education areas:
4. Completion of the following general education areas (see the Approved Course List for courses with standing approval):
 - a. Mathematics / Logical reasoning – minimum 3 credit hours
 - ~~College level algebra (or higher)~~
 - b. Communication – minimum 3 credit hrs
 - ~~English composition, or~~
 - ~~Interpersonal communication, or~~
 - ~~Public Speaking~~
5. Completion of at least 6 or more credit hours from the following general education areas (see the Approved Course List for courses with standing approval):
 - c. Information Systems



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- ~~Any 100 level, 3 credit hour computer course~~
 - d. Social / Behavioral Sciences
 - ~~Psychology~~
 - ~~Sociology~~
 - e. Natural / **Physical** Sciences
 - ~~Human Anatomy & Physiology~~
 - ~~Biology~~
 - ~~Physics~~
 - ~~Chemistry~~
6. At least 3 additional credit hours must come from a combination of #3 and #4 above.
 7. All of the above courses must be completed with a letter grade of "C" or better.
 8. All of the above requirements must be met by June 1 of the application year.

Application Requirements

It is recognized that not all candidates will have completed the general education prerequisites at the time of application. To apply to the program, the applicant must meet the following requirements by the end of the fall semester preceding the admission deadline:

1. Minimum 12 credit hours of 100 or higher level courses completed from a regionally accredited institution
2. Minimum of 9 credit hours of the required general education courses
3. Minimum 2.50 college GPA (4.00 scale) on the 12 hours

Clinical Observation

Although not required for consideration of admission, the program faculty **strongly recommends** that candidates complete an onsite observation in **general radiography** of a medical imaging department. Applicants are advised to allow sufficient observation time in general radiography to familiarize themselves with the role of radiographers in a health care setting. Observations may or may not be completed at a hospital affiliated with the Radiography Program.

Bankruptcy Appeal

Applicants may request in writing to the Admission Committee that ~~a specific college GPA~~ **grades prior to a specified date not** be factored into the calculation of an overall college GPA and therefore **not** be considered as part of the selection criteria provided the following criteria are met:

- The applicant must make said request in writing and include the college(s) attended and dates of attendance requesting to be bankrupted.
- The applicant must include a rationale why the original GPA should be bankrupted and what the applicant did to improve his/her academic performance since the bankruptcy date.
- The request must be signed and dated.
- The applicant must have completed and maintained at least a 2.50 / 4.00 cumulative GPA on at least 12 credit hours of 100 level courses following the date of requested bankruptcy.

If approved, **all** academic ~~work~~ **grades** prior to the bankruptcy date will not be considered **toward the calculated GPA**. **However, all courses passed with a letter grade of "C" or higher regardless of bankruptcy will still be counted toward meeting the program's general education requirements.**

The Admission Committee will review each bankruptcy request and render a decision based on the merits of each request individually. Transcripts of all academic work must still be submitted as indicated earlier.

Foreign Educated Applicants

Applicants educated in foreign countries are welcomed to apply to the program. However, candidates must have completed all of the program's general education requirements through regionally-accredited American colleges and



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universities. No foreign academic work will be considered toward the general education requirements. Foreign transcripts or the equivalent domestic evaluation of foreign transcripts (ECE, for example) are not required.

Preferences

All candidates who meet minimal requirements are encouraged to apply to the program. Because the selection processes is competitive, not all applicants who meet minimal admission requirements will be selected into the program. All qualified candidates will be evaluated for consideration based on merit utilizing the program's established screening process.

Primary Clinical Sites

In order to maintain appropriate recruitment bases for the individual institutions and to take into consideration the wishes of applicants to attend a clinical site nearest their place of residence, each applicant will apply for placement at only one primary clinical site. During the Pre-Admission Conference, applicants will be asked to indicate their preference for primary clinical site placement. Selection or rejection of applicants will then be based on the quality of the applicant pool applying for placement at each individual clinical site.

Selection Procedure

Applications are initially reviewed for completeness of required documents. Only members of the Admissions Committee will review application files for minimal requirements and scoring. Only applications meeting minimal requirements will be considered for admission. Applications are scored using an established and approved score sheet.

Of the applicants who attend the Pre-Admission Conference, a pre-determined number of applicants will be invited to attend a personal interview. Interviews will be conducted in whole or by a subset of members of the core program faculty, a representative from each primary clinical education site and a student representative. Interview candidates will be notified via letter of their respective interview appointment. Interviews will be conducted using an established format including defined questions and interview score sheet. The Admissions Committee is responsible for establishing the interview format.

Following each candidate's interview, a comprehensive score will be determined by the interview team based on an approved comprehensive score sheet. This comprehensive score is based in part on the interview itself but will also include characteristics and factors that are predictive of success in the program. Applicants will be rank ordered according to their comprehensive score. Final selection of applicants into the program will be based on the comprehensive score and represents the interview team's assessment of the overall likelihood of applicant success in the program. Consideration may be given to current employment within St Vincent Health or residency in a rural county serviced by a St Vincent Health hospital. Applicants with tied comprehensive scores are further rank ordered according to the sum of their academic, experience and typed essay scores.

Admission Contingencies

Final acceptance of applicants will be contingent on the following:

1. Completion of all academic admission requirements by June 1 of the year of enrollment.
2. Completion of a health questionnaire and physical exam
3. Submission of the tuition deposit
4. Acknowledgement of acceptance of the position
5. Completion of CPR certification, preferably by enrollment date, or no greater than two weeks following enrollment.
6. Receipt of updated transcripts by an identified date if earlier transcripts did not reflect work in progress
7. A negative drug screening
8. Passing a criminal background screening and excluded provider verification
9. ARRT pre-eligibility decision for candidates who disclose criminal history (see below)



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Disclosure of Criminal History

Consistent with ARRT practices, applicants will be asked on the application to disclose their criminal history, excluding speeding and minor traffic violations. Applicants who disclose their criminal history must provide details as directed on the application. Failure to disclose a positive criminal history will result in denial of the application. A positive criminal history will require the candidate to submit to the ARRT a pre-eligibility application at their own expense. The applicant will be required to forward the decision of the ARRT to the Program Director upon receipt. The decision of the ARRT will be considered when selecting candidates into the program. In such cases when the ARRT decision is pending when final selections are made, full acceptance will be contingent upon receiving the ARRT decision by an established deadline. **Denial of pre-eligibility by the ARRT will result in immediate revocation of acceptance. While approval of pre-eligibility by the ARRT is required to gain full acceptance into the program, the program reserves the right to deny full acceptance to any individual with a positive criminal history based on individual circumstances.**

<u>Revised</u>	Reviewed
<ul style="list-style-type: none"> • December 2011 • December 2010 • December 2009 • December 2008 • December 2007 • December 2006 • November 2005 • May 2005 • December 2004 	

Approved Signature / Title / Date: _____