

TITLE: ADMISSIONS CRITERIA AND PROCEDURE

PURPOSE: Provide fair and equitable criteria for recruitment and entrance into the program.
Ensure all perspective students are made aware of the availability of school policies.

TEXT:

- I. Student recruitment procedure
 - A. Program information along with an application is available upon request.
 - B. Program information and online application is available on the Community Health Network website
 - C. Program staff participate in school career day fairs when requested.
 - D. An "Open House" is held each fall.
- II. Each applicant must submit a completed application, all academic transcripts from post high school educational institutions, and the \$10 application fee.
 - A. In order to be considered for acceptance into the program the applicant must meet the minimum entry requirements as listed:
 - Submit official transcript(s) from accredited college.
 - Have a minimum GPA of 2.5 on a 4.0 system in math and science courses.
 - Have a minimum overall grade point average of 2.5 on a 4.0 system
 - Complete a minimum of 15 credits from an accredited college/university. (Remedial level courses will not be applied towards entry requirements.)
 - The following college courses must be completed with a grade of "C" or better:
 - Anatomy (lecture and lab)
 - Physiology (lecture and lab)
 - English Composition
 - Public Speaking or Interpersonal Communication
 - Algebra (100 level or higher)(Call program staff to confirm institution's credits/course will be accepted)
 - Additional courses are recommended and can help make applicants more competitive. Any of the following listed courses are suggested but not required:
 - Additional Algebra or other higher level math
 - Introduction to Microcomputers
 - Medical Terminology
 - Physics
 - Biology
 - Chemistry
 - Additional consideration will be given to current CH-Network employees who meet program requirements.
- III. Applicants are ranked, based on didactic scores and no more than 25 applicants are interviewed.
- IV. If the applicant has not previously shadowed a radiologic technologist, the applicant makes an appointment to do so in the Community Health Network Imaging Department or other facility.
- V. Student matriculation practices and student and faculty recruitment are nondiscriminatory with respect to race, color, religion, gender, age, disability and national origin.

VI. Information received during interview

- A. All interviewed applicants are given an "Applicant Checklist" and policies to read.
- B. Applicants sign the form and initial each item after they have read all information and have had any questions answered or information clarified.

Information includes:

1. The ARRT clause of moral character requirement for eligibility for the ARRT exam.
2. The following policies:
 - Admission Criteria and Procedures
 - Scholastic Requirements for Graduation
 - Attendance (Absences or Tardy Occurrences)
 - Due Process/Appeal Mechanism
 - Dress Standards
 - Program Fees
 - Student Clinical Performance and Supervision

VII. The records of the interviewed applicants are presented to an Admissions Committee, who in turn selects the class members.

VIII. Any student selected by the Admissions Committee for admission into the program will be required to:

1. have a physical examination within three months prior to their first day of the program, using Community Health Network criteria.
2. be vaccinated or have proof of vaccination for rubella, rubeola and varicella
3. have their physical examination form and vaccine documentation submitted by the requested date
4. maintain health insurance throughout the program. (proof of health insurance must be provided)
5. indicate with a "check mark" on the "Acceptance Form" that they received a copy of the program's Pregnancy Policy and Due Process/Appeal Mechanism policy.
6. sign and return the "Acceptance Form" and submit the nonrefundable \$500.00 deposit by the requested date
7. Pass a drug screen, TB test, and vision test given by the Community Health Network Employee Health department.

VIII. In addition to the above:

In order to participate in the clinical education portion of the program, the applicant must possess additional non-academic skills. These technical standards are consistent with the duties of the entry-level radiographer in a professional position. The applicant must have:

1. Sufficient eyesight to observe patients, manipulate equipment and evaluate radiographic quality.
2. Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
3. Sufficient verbal and written skills to communicate needs promptly and effectively in English.
4. Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of 30 pounds, and ensure patient safety.
5. Satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.