Administrative Guideline #312

ADMINISTRATIVE GUIDELINE TYPE: Student (Registration and Admissions Functions)
ADMINISTRATIVE GUIDELINE TITLE: Admission Criteria for Radiologic Technology Program

DEPARTMENT RESPONSIBLE: Academic Affairs

I.   STATEMENT OF PURPOSE

This guideline outlines the admissions, progression, and graduation criteria for the Radiologic Technology Program.

II.   USERS GOVERNED

This guideline applies to credit, degree-seeking students.

III.   INTRODUCTION

A. The following are criteria for admission to the Radiologic Technology program.

B. Several elements are detailed herein:
1. Determination of the date of program eligibility for the Radiologic Technology program.
2. Admission criteria to the Radiologic Technology program.
3. Review of applications of eligible students for the Radiologic Technology Program.
4. Progression criteria for current Radiologic Technology students requesting to register in successive Radiologic Technology courses.
5. Students applying for re-entry/re-admission to the Radiologic Technology program.

C. Enrollment in Radiologic Technology is limited by program cap, clinical resources, and faculty availability. The Dean of Health Professions and the Vice President for Academic Affairs will determine a maximum number of accepted students.

D. Operational Definitions
1. *Re-entry* – students requesting re-entry to the Radiologic Technology program after one attempt at completion.
2. *Attempt* – students who have failed or withdrawn from a Radiologic Technology course(s).
3. *Re-admission* – a student requesting re-admission to the Radiologic Technology program after two attempts at completion.
4. *Program location* – SCC offers the Radiologic Technology program at the Southeast Iowa Regional Medical Center-West Burlington campus. General education courses may be taken at the SCC West Burlington or Keokuk campus.
5. *Radiologic Technology core courses* – Radiologic Technology courses listed with RAD in the course subject.

6. *Wait list* – a list of eligible students who have met admission criteria who await placement in the Radiologic Technology program.

IV. ELIGIBILITY

A. Application to the SCC Radiologic Technology program places eligible students, who meet admission criteria, into the applicant pool.

B. Eligible students will be admitted to the program from the applicant pool based on a point system.

C. A student is considered eligible when all academic requirements are met:
1. Minimum test scores as described in the admission criteria within the last 24 months.
2. Placement test scores completed by March 1ST will be given priority.
3. Completion of the required meeting with the Student Success Advocate at the respective campus.

V. ADMISSION CRITERIA

A. Minimum requirements for admissions are:
1. High school diploma, or equivalency.
2. Students must complete the following standardized tests and attain the minimum scores listed in the grid below:

Program	Next-Gen Accuplacer ®	ALEKS®
Radiologic Technology	Reading $\geq$ 248 Writing $\geq$ 260	Math $\geq$ 14

3. Standardized placement scores must be completed within 24 months at the time of review for acceptance.
4. Completion of the required meeting with the Student Success Advocate.
5. A point system will be utilized to evaluate all qualified applicants. Points will be awarded for the following criteria:
   a. Successful completion of program specific courses
   b. GPA on most recent transcript
   c. Scores received on required standardized tests
   d. Previous application to the program

How points are awarded:
1. One (1) point will be rewarded for each program specific course passed with a grade of 'C' or higher. Courses applicable: Human Anatomy & Physiology I, Human Anatomy & Physiology II, Medical Terminology, Composition I, Introduction to Psychology, and Introduction to Sociology.

2. Cumulative Grade Point Average (GPA), based on a 4.0 scale, on most recent transcript.

Cumulative High School GPA Point Chart

Range	Point(s) Awarded
<1.9	0 – Not Eligible
2.0-2.3	1
2.4-2.7	2
2.8-3.1	3
3.2-3.5	4
3.6-3.9	5
4.0	6

Cumulative Higher Education Institution GPA Point Chart

Range	Point(s) Awarded
<1.9	0 – Not Eligible
2.0-2.3	2
2.4-2.7	4
2.8-3.1	6
3.2-3.5	8
3.6-3.9	10
4.0	12

- GPA from an accredited higher education institution requires at least eight (8) cumulative college credit hours from one institution in order to be used for the screening process.

3. Scores received on required standardized tests (ACCUPLACER® and ALEKS®)

- ACCUPLACER® and ALEKS® results must be completed within two years prior to the program start semester.

ACCUPLACER® Writing Point Chart

Range	Point(s) Awarded
<259	0
260-264	1
265-269	2
270-274	3
275-279	4
280-284	5
285-289	6
290-294	7
295-299	8
300	9

ACCUPLACER® Reading Point Chart

Range	Point(s) Awarded
<247	0
248-254	1
255-259	2
260-264	3
265-269	4
270-274	5
275-279	6
280-284	7
285-289	8
290-294	9
295-299	10
300	11

ALEKS® Score Point Chart

Range	Point(s) Awarded
0-13	0 – Not Eligible
14-17	1
18-21	2
22-25	3
26-29	4
30-33	5
34-37	6
38-41	7
42-45	8
46-49	9
50-100	10

4. Applicants who met the March 1ST deadline the previous year will be awarded one (1) point.

Among students who are tied, preference will be given to the student with the earliest date of application.

VI. REVIEW OF ELIGIBLE STUDENTS FOR THE RADIOLOGIC TECHNOLOGY PROGRAM

A. Admission of eligible students will occur in April for the next available class. The Radiologic Technology program begins in the fall of each year.
B. Accepted students will be notified by mail.
C. Accepted students are required to attend the mandatory Radiologic Technology program orientation to confirm enrollment.
D. Accepted students who do not attend the mandatory orientation will be moved to the bottom of the waiting list.
E. Accepted students who wish to defer their Radiologic Technology enrollment to the next available start date must notify the Student Success Advocate no later than one week prior to their scheduled start date. If the student does not notify the Student Success Advocate, the student must re-apply and will be given a new date of application.
F. When the program is filled, eligible students will be placed on a wait list based on the date of application to the SCC Radiologic Technology program.
G. Wait-listed students are admitted once they have reached the top of the wait list and there is space available.
H. Students will be allowed to continue in the Radiologic Technology program if the following are completed prior to the start of the program:
   1. Completed Physical Examination Form.
   2. Clearance on criminal, dependent adult and child abuse background screening.
   3. Current certification in Basic Life Support for Healthcare Providers.
   4. Current certification in Mandatory Reporting: Dependent Adult/Child Abuse.
   5. Documentation of required immunizations for Healthcare Personnel.

VII. PROGRESSION IN THE RADIOLOGIC TECHNOLOGY PROGRAM TO COMPLETION OF THE ASSOCIATE DEGREE

A. Students must successfully complete all the course work (both Radiologic Technology core courses and Arts and Sciences courses required) with a grade of "C" (2.0) or higher prior to enrollment in successive Radiologic Technology courses.

VIII. STUDENTS APPLYING FOR RE-ENTRY TO THE RADIOLOGIC TECHNOLOGY PROGRAM

A. Core Radiologic Technology coursework must be completed within 24 months. Students applying for re-entry must satisfy the following criteria:

1. Students may re-enter once in the Radiologic Technology program one time.
2. Re-entry must be in the following academic year.
3. Students who intend to re-enter the Radiologic Technology program must complete the SCC Radiologic Technology re-entry application form and submit to the Radiologic Technology Program Coordinator by March 1st. The Re-Entry Application Form includes:
   a. Personal and professional reflection about the factors that interfered with their ability to complete the Radiologic Technology program.
   b. A plan for academic success in the future, including but not limited to, situations that have changed to enhance success and plans and goals to enhance success in the Radiologic Technology program.
4. Students who are approved for re-entry into the Radiologic Technology program are required to retake the appropriate Radiologic Technology courses and all subsequent core courses and pass with a grade of "C" or higher.
5. Students who have had two unsuccessful attempts may reapply to the Radiologic program in three years from the last date of program attendance.
6. Students requesting re-entry is based on available seats.

IX. STUDENTS APPLYING FOR RE-ADMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM

A. Students with two unsuccessful attempts may apply for re-admission to the program three years after the last date of program attendance.
B. Transcripts will be evaluated for course expiration at the time the student re-applies to the program. Readmitted students will be required to start at the beginning of the Radiologic Technology program.
C. Students must meet all criteria outlined in section IV.