RADIOLOGIC TECHNOLOGY EDUCATION ADMISSIONS POLICIES & PROCEDURES

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GENERAL INFO

The Red Rocks Community College (RRCC) Radiologic Technology Program has a separate admissions policy and procedure from that of the general admissions procedure of the college. Each medical imaging program has a separate admissions process to gain entry to a program. For admission, all programs require acceptance to RRCC, submission of an online application, completion of an interview, and successful completion of a screening process (which includes a background check and drug screen). The policies and procedures for admission to the radiologic technology program is governed by this document.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS SUBJECT TO CHANGE. FOR THE MOST UP TO DATE INFORMATION, PLEASE VISIT THE WEBSITE LINKS

ADMISSIONS REQUIREMENTS

Admission to the radiologic technology program is highly competitive. The number of students accepted is dependent on the number of clinical internship positions available at clinical affiliates. The radiologic technology program typically accepts 15-20 students. Applicants must be at least 18 years of age to apply for the radiologic technology program.

Entry into a program does not guarantee eligibility for national licensing certifications or employment upon graduation. It is the applicant's responsibility to ensure they meet any specific eligibility requirements of national licensing societies and/or potential employers.

Students are encouraged to meet with an advisor to map out their educational pathway to their chosen career.

TIMELINE FOR ADMISSIONS PROCESS

https://www.rrcc.edu/radiologic-technology/admissions-requirements

DEGREE/CERTIFICATION REQUIREMENTS

https://rrcc.smartcatalogiq.com/2022-2023/catalog/academic-programs-and-areas-of-study/radiologic-technology/radiologic-technology-aas-degree/

BACKGROUND/DRUG SCREEN

Applicants are required to complete a background/drug screen after they are offered a spot in the program and may be subject to additional screenings while in the program. Students with a failed background check/drug screen are ineligible for participation in the program. To see what criminal offenses disqualify applicants for admission, to see Disqualifying Criminal Offenses, https://www.rrcc.edu/radiologic-technology/admissions-requirements

Entry into the program does not guarantee eligibility for licensing certifications or employment upon graduation. Students with criminal backgrounds should find out if they meet the specific eligibility requirements of licensing bodies and/or potential employers prior to pursuing a healthcare career.

TECHNICAL STANDARDS & PHYSICAL REQUIREMENTS

In keeping with the accreditation standard of a curriculum that reflects assessment of affective, cognitive, and psychomotor domains, the Radiologic Technology Program has adopted technical standards and physical requirements which outline the health and physical requirements for students enrolled in the program. These standards can be found at https://www.rrcc.edu/radiologic-technology/admissions-requirements and apply to all candidates for admission and to all students at all times during training.

TECHNICAL STANDARDS ACCOMODATIONS

Otherwise qualified candidates may formally request assistance in compliance with the technical standards. Reasonable accommodation in the Technical Standards is not the same as reasonable accommodation under the Americans with Disabilities Act, as reviewed in the RRCC Student Handbook. Whether a requested accommodation is reasonable must be determined by the Program Director on an individual basis, in consultation with the involved student, appropriate College officials and other persons with direct standing in the request.

Notwithstanding any other provisions of the Admissions Policies and Procedures Manual, no candidate who by clear and convincing evidence is unable or unwilling to comply with the published Technical Standards, and for whom reasonable accommodation cannot be provided, shall be admitted as a student to the program.

TECHNICAL STANDARDS APPEALS

A candidate who is denied reasonable accommodation for apparent inability to comply with Technical Standards or a candidate who believes that a program determination that he or she does not comply with such Standards is incorrect may appeal in accordance with the provisions of the Admissions Policies and Procedures Manual.

Appeals from the determination of the Program Director that a student is unable or unwilling to comply with the Technical Standards must be made to the RRCC Vice President of Student Success Services. Appeals to the Vice President must be in writing, must be signed by the candidate personally, and must be received by the Vice President no later than seven business days after the date of the determination made by the Program Director.

The Vice President shall have the discretion to determine whether further investigation is warranted or whether the matter may be concluded based upon the investigation as completed prior to the appeal. Following a review of the appeal, the Vice President may take any of the steps available to the Program Director to conclude the matter, including but not limited to requiring admission of the candidate to the program or declining admission of the candidate to the program. Further appeals, if any, shall be made in accordance with any applicable provisions of the RRCC Student Handbook.

NON-DISCRIMINATION POLICY

RRCC is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution which prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of race, creed, color, sex/gender, sexual orientation, gender identity or expression, religion, age, national origin or ancestry, pregnancy status, veteran's status, genetic information, physical and/or mental disability or any other category protected by applicable law in its employment practices or education programs. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

 Admissions committee members are required to evaluate all candidates fairly, and in a manner consistent with the college's non-discrimination policy. Protected class information is not collected on the application and is not considered in the student selection process.

APPLICATION PROCESS

Persons interested in admission to the radiologic technology program must complete several steps to apply. Information regarding the application deadline, requirements, forms, application scoring and other details, can be found at https://www.rrcc.edu/radiologic-technology/apply

The program application is completely online, requiring PDF attachments. If any portion of the application is unreadable, missing, incomplete, or incorrect, the application will not be considered. Applications submitted outside of the application window, or that contain unreadable, missing, incomplete or incorrect information will not be considered.

Applicants will receive an email confirmation and copy of their application, which should be reviewed by the candidate for completion and accuracy. If any errors are found, the applicant may contact the Program Director for assistance.

Applicants can apply to multiple medical imaging programs at the same time. Candidates who are deemed eligible to interview for multiple programs can only interview for one program per year and will be asked to choose which program they wish to interview for.

INTERNATIONAL CANDIDATES

International degrees and certifications may qualify for the diagnostic medical sonography program if they are recognized by the World Education Services (WES) or Educational Credential Evaluators, Inc (ECE) after a course by course evaluation. Official transcripts from all international institutions are required. Unofficial copies of official transcripts cannot be considered, even if official transcripts are unavailable. International transcripts shall be formally evaluated by a transcription review service

acceptable to the College before they are considered by the program. Transcription reviews shall be performed at the expense of the candidate. International candidates whose primary language is other than English shall be required to take the TOEFL test of English proficiency. A minimum score of 197 on the CBT, 71 on the IBT, or 525 on the paper-based test shall be required for admission to the program.

ADMISSIONS COMMITTEE

The Program Director will act as Admissions Committee Chair. The Admissions Committee shall consist of multiple members, and may include program officials (Program Directors, Clinical Coordinators), faculty, second year radiologic technology students, college administration, registered technologists from the community or other stakeholders.

PURPOSES OF THE ADMISSIONS COMMITTEE

- To review applications for admission to the program.
- Conduct interviews of selected candidates for admission.
- Review and modify admissions policies and procedures as needed.

REQUIREMENTS OF MEMBERS

Committee members are required to:

- Keep candidate information confidential and not disclose any information to outside parties unless required by law or as directed by appropriate College officials;
- Discuss candidates only during committee meetings, as a group
- Attend all interviews and/or sessions they are required to participate in
- Complete evaluation material on each candidate
- Refrain from internet searches to derive information about candidates
- Evaluate all candidates fairly, in a manner consistent with the college's non-discrimination policy

REVIEW OF APPLICATION MATERIALS

After the completed applications have been assembled, the Program Director shall assign duties to each member of the committee. These duties will be completed in order to confirm eligibility of the candidate, score application items, and complete the Program Application Score Chart. A sample of this chart is provided in Appendix A. After the scores for each candidate are assembled, the data will be reviewed for accuracy and completion. A list of all candidates whose application materials have been reviewed shall then be assembled and ranked according to total points received. The Program Director will notify candidates of their interview status via email. The number of candidates selected for interviews shall be at least 150% of the number who will be selected for matriculation, not to exceed 200%.

TIED APPLICATION SCORES

In the event of tied scores for candidates at the "cut off score" for invitation to a personal interview, the Program Director may in their discretion take one of the two following steps:

1. The Program Director may offer an interview to the candidate who submitted their online application first via verification of time stamp, or;
2. The Program Director may invite all of the tied applicants at the "cut off score," even

though the number of candidates offered an interview would exceed the number specified above.

INTERVIEW PROCESS

The candidates with the highest application scores will be selected for an interview and notified via email to appear for interview. The interview may consist of various activities and interview sessions. Top performing interviewees will earn a spot in the program, solely on their interview performance.

Interviews will be scheduled for specific days/times and candidates must attend the entire session as assigned to be eligible for admission. Should a candidate be unable to attend as scheduled, they must directly notify the Program Director at least 3 business days prior to appointment. For example, if the interview was scheduled for 8am on Monday, it would need to be cancelled by 8am that previous Wednesday. This ensures that there is reasonable time to fill the empty interview appointment with another deserving candidate.

The interview process is overseen by the Program Director who will determine interview activities and assemble and guide interview teams. Possible interview activities may consist of a panel interview, interview, and/or teamwork activity. The following is recommended for team members participating in each potential session:

1. Panel Interview Team – comprised of at least 3 members; to include faculty, college administration and/or technologists from the community

2. Program Director Interview – individual interview with Program Director or their designee

3. Teamwork Activity – comprised of 1-2 members; to include faculty, second year radiologic technology students, college administration and/or technologists from the community

INTERVIEW QUESTIONS

Questions may include, but are not limited to, the academic and professional background of the candidate, the motivation of the candidate to join the profession, and the willingness of the candidate to address the mission of the program upon graduation. The questions shall be read in the same order to each candidate and will not be changed, added to, or omitted during the course of the interview process. Interviewers may ask interviewees for clarification regarding a confusing answer but should refrain from posing new questions or attempting to lead the interviewee to provide a more robust or satisfactory answer.

ASSESMENT OF INTERVIEW CANDIDATES

Assessment methods may vary but will be based on evidence-based quantitative scoring. For example, "Outstanding" (4 pts), "Good" (3 pts), "Fair" (2 pts), "Poor" (1 pt), or "Unsatisfactory" (0 pts) may be used for each performance objective during an activity. These scores are summed and divided by total points possible for the total percentage score. Each evaluator's final endorsement will also be assessed. For the final endorsement, each evaluator is asked to consider all they have observed regarding a candidate and give an overall endorsement of each candidate. For example, each evaluator may give an endorsement of "Highly Recommended" (5 pts), "Recommended" (3 pts) or "Nor Recommended" (0 pts). These scores will be used to determine the highest performing candidates. The

final interview score is decided primarily based on endorsement scores, then secondarily on total points for all activities. The highest scoring candidates will be moved forward to the screening phase of the admissions process.

MATRICULATION

After the completion of all interviews, the Program Director shall prepare a list of the total scores of all candidates who were interviewed. The scores shall be ranked from highest to lowest. Those candidates with the highest scores shall be emailed by the ACC, offering admission to the next matriculating class. The number of candidates offered admission to the program will be determined by the Program Director and based on the availability of program resources such as clinical internship positions, lab equipment etc. The next 5 candidates following the selected candidates shall be emailed that they have been placed on a waiting list for admission to the next matriculating class in the event that any of the selected candidates decline or are unable to accept admission. At the discretion of the ACC, candidates on the waiting list may be advised of their rank on that list.

Entry into the program is contingent upon a variety of factors. Please see the individual program Student Handbook for more information.

 Candidate screening requirements may include:

1. Submission of a program acceptance form
2. Completion of a Background Check and Drug Screen with satisfactory results
3. Completion of medical requirements (immunization, physical, etc.)
4. Submission of a current BLS for Healthcare Provider Certification
5. Attendance at mandatory orientation(s)
6. Completion of registration for Fall semester classes

Candidates who decline admission or who fail to perform admissions requirements within the specified time will be deemed ineligible for admission and bypassed in favor of the next candidate on the waiting list. Candidates who decline admission or who fail to perform admissions requirements and wish to join the program later may re-apply, and will be given the same equitable consideration as first-time applicants.

DISQUALIFICATION

Admissions disqualification occurs when a candidate fails to meet admissions requirements to matriculate into the program. Candidates disqualified for the following scenarios may be eligible for admissions consideration in future:

- Application was received outside of the application submission window
- A portion of the application is unreadable, missing, incomplete, or incorrect
- Pre-req documentation is unreadable, missing, incomplete, or incorrect
- Pre-reqs were not finished by the prescribed deadline

Candidates disqualified for the following scenarios may NOT be eligible for admissions consideration in future:

- Candidate has applied more than 2 times

- No-call/no-show of candidate to interview appointment
- Short-notice cancellation of interview (did not cancel within 3 business days prior to appointment)
- Absence from a portion of the interview session
- Fraudulent information was provided to college
- Non-compliance with admissions or orientation requirements
- Any violation of RRCC Student Handbook policies or program-specific Student Handbook policies
- History of suspension, dismissal or expulsion from an educational institution or training program for reasons that violate RRCC Student Handbook policies or program-specific Student Handbook policies
- History of suspension, dismissal or expulsion from a healthcare facility for reasons that violate RRCC Student Handbook policies or program-specific Student Handbook policies

GRIEVANCES

Any person who believes that he or she is personally aggrieved by the admissions process, in their capacity as a candidate, may file a written complaint with respect to that grievance. Grievances must be in writing, and must be sent directly to the Program Director.

Within 10 days of the time a written grievance is received, the Program Director shall take the following actions:

1. The Program Director may initiate an **informal review** of the grievance with the complainant. If the complainant is satisfied with the resolution reached during an informal review of the grievance, the matter will be closed.

2. The Program Director may initiate a **formal review** of the grievance with the complainant. This formal review may occur before all or part of the Admissions Committee.

3. Following the formal hearing, the Program Director shall issue a written finding ruling on the grievance to the complainant, and to the Dean of Instructional Services assigned to oversee the Program.

The Program Director, in their discretion, may take any of the following steps:

1. The admission of the candidate to the program for the next matriculating class.

2. Changes in the admissions policies and procedures, whether or not such changes affect the candidacy of the complainant.

3. No further action may be taken on behalf of the complainant.

Appeals from the determination of the Program Director concerning any aspect of the admissions process must be made to the RRCC VP of Student Affairs or their designee no later than seven business days after the date of the determination made by the Program Director. The VPSSS shall have the discretion to determine whether further investigation is warranted or whether the matter may be concluded based upon the investigation as completed prior to the appeal. Following a review of the

appeal, the VPSSS may take any of the steps available to the Program Director to conclude the matter, including but not limited to, requiring admission of the candidate to the program or declining admission of the candidate to the program. Further appeals, if any, shall be made in accordance with any applicable provisions of RRCC Student Handbook.

RADIOLOGIC TECHNOLOGY APPLICATION SCORE

Subject to Change

Candidate Info

S#	S12345678
First Name	**John**
Last Name	**Smith**
Final Score	121
Score Validation By:	Charlotte Briscoe

Category	Points Possible	Category Score	Evaluator Initials	Accurate & Complete?	Evaluator Notes
Essay	60	**55**	RDJ	Yes	
Pre-Req GPA	25	**25**	CB	Yes	
Paid Patient Care Experience	12	**12**	SJ	Yes	
Job Shadowing	10	**10**	SJ	Yes	
Letters of Reference	8	**7**	TH	Yes	
Community Service	5	**0**	TM	No	*Reported service but it was not in the last 5 years*
SUB TOTAL	120	109			
Overall Quality of Application	15	**12**	CB	-	*One incident of inaccurate reporting*
FINAL SCORE	135	121			