



# **RADIOLOGIC TECHNOLOGY EDUCATION ADMISSIONS POLICIES & PROCEDURES**

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## **OVERVIEW**

The policies and procedures for admission to the radiologic technology program is governed by this document as well as the provided website links. General policy and procedure information is found on the website (links provided below), and this document contains more in-depth details. Admissions information is subject to change.

## **ADMISSIONS REQUIREMENTS**

Admission to the radiologic technology program is highly competitive and requires admission to the college, pre-requisites, a separate radiologic technology program application, an interview, and an eligibility screening process. General admissions policy and procedures can be found here:

[AAS Degree in Radiologic Technology > Admissions Requirements](#)

## **PROGRAM COURSES & PRE-REQUISITES**

[Program Courses & Pre-requisites](#)

## **MULTI-PHASE ADMISSIONS PROCESS**

[AAS Degree in Radiologic Technology > Admissions Requirements > Multi-Phase Admissions Process](#)

## **INTERVIEW**

[AAS Degree in Radiologic Technology > Admissions Requirements > Interview](#)

## **ELIGIBILITY SCREENING**

[AAS Degree in Radiologic Technology > Admissions Requirements > Eligibility Screening](#)

## **NON-DISCRIMINATION POLICY**

[Non-Discrimination Policy](#)

## **APPLICATION INSTRUCTIONS & SCORING**

[AAS Degree in Radiologic Technology > Applying to the Program](#)

## **ADMISSIONS COMMITTEE**

The Admissions Committee shall consist of multiple members, and may include program officials (Program Directors, Clinical Coordinators), faculty, current students, college staff, registered

technologists from the community or other stakeholders.

## **PURPOSES OF THE ADMISSIONS COMMITTEE**

- Review applications for admission to the program.
- Conduct interviews of selected candidates for admission.
- Review and modify admissions policies and procedures as needed.
- Recommend further action in any grievance/appeal matters as needed.

## **REQUIREMENTS OF MEMBERS**

To ensure a fair and equitable process, committee members will:

- evaluate all candidates fairly, in a manner consistent with the college's non-discrimination policy
- keep candidate information confidential to outside parties unless required by law or as directed by appropriate college officials
- refrain from outside research to derive information about candidate
- attend all interviews and/or sessions as assigned
- score consistently (same rationale, etc).

## **APPLICATION SCORING**

Members of the admissions committee will assist in the review and scoring of applications (see Appendix A – subject to change). After the scores for each candidate are complete, they will be reviewed for accuracy and finalized. Top scoring candidates will be notified that they have qualified for an interview. In the event of a tie in applicant scores for the final interview spot, the admissions committee will conduct a holistic review of the tied candidates' applications. Factors such as academic performance, relevant experience, and alignment with program values may be considered. If necessary, additional review steps or interviews may be used to determine final selections.

## **INTERVIEW PROCESS**

Based on application scoring, about 36 candidates will be offered an interview consisting of Q&A and other activities. Then based on interview performance only, about 20 candidates will be moved on to the eligibility screening process. Interviews will be scheduled for specific days/times and candidates must attend the entire session as assigned to be eligible for consideration. Format of the interview (in-person, remote, etc.) will be determined by the Program Director and communicated with candidates. Candidates who are unable to participate in the interview during the allotted time period and/or in the required format will forfeit their interview opportunity. Should a candidate be unable to attend their interview appointment, 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 will be overseen by the Program Director who will determine interview activities and assemble and guide the interview team. Interview activities are kept confidential to assure an equitable process for all candidates. Interview questions may include, but are not limited to, candidate background, motivation, and alignment with program values. The questions shall be the same for each

candidate.

Interview assessment methods involve both activity points and an endorsement rating of the candidate. Each evaluator's endorsement rating reflects a holistic evaluation of the candidate's ability to exemplify the program's values. The final interview score is decided primarily based on endorsement rating, then secondarily on total activity points. In the event of a tie in interview scores, the admissions committee will conduct a comparative review of the tied candidates' overall interview performance. The candidate who best exemplifies program values will be selected. Highest scoring interview candidates will be notified and moved forward to the eligibility screening phase of the admissions process. The number of candidates advancing to the next stage is determined by available program resources and clinical internship placements, etc.

## **ELIGIBILITY SCREENING**

Eligibility for program participation requires candidates to successfully complete a multifaceted screening process, encompassing physical, medical, safety, and ethical assessments. Candidates deemed ineligible for program entry due to a failed screening will receive written notification of non-acceptance. If the candidate wishes to appeal a screening outcome, they must submit a written request to the Program Director within 1 week of receipt of non-acceptance.

## **MATRICULATION**

Students who successfully complete the entire multi-phase admissions process will matriculate into the program and be offered official acceptance into the program. Candidates will be notified of official acceptance and invited to a mandatory orientation during the summer prior to program start.

## **ADMISSIONS LIMITATIONS & DISQUALIFICATION**

Candidates who decline any offer of admissions advancement will forfeit their opportunity to enter the program and the next highest scoring candidate will be offered their spot. Candidates may apply as many times as they wish. Future consideration requires submission of a new application during a subsequent admissions cycle. Candidates are permitted a maximum of two interview opportunities. After two interviews, they will no longer be eligible for consideration.

The following admissions scenarios will disqualify candidates from current and future admissions consideration:

- Failure to meet eligibility screening requirements and/or deadlines
- Failure to respond to time-sensitive communications within 3 business days
- Any interaction with faculty, staff, peers, or committee members that is deemed unprofessional and does not support the development of respectful relationships
- No-call/no-show to interview appointment
- Cancellation of interview with less than 3 business days' notice
- Absence from any portion of interview or orientation
- Submission of false, misleading, or fraudulent information
- Withdrawal from the program within 1 month prior to program start without extenuating circumstances

- History of suspension, dismissal or expulsion from an educational institution, training program or healthcare facility.

## **GRIEVANCE & APPEAL PROCESS**

The grievance and appeal process provides candidates with a formal pathway to address concerns regarding the admissions process, including procedural errors, bias, or unfair treatment, and to allow for appeals through appropriate administrative channels. This process applies to candidates who have been denied admission and who believe the decision was impacted by a violation of established admissions procedures, unfair or biased treatment, administrative error or oversight. The grievance must be submitted to the Program Director in writing within 10 business days of receiving the initial admissions decision. The written grievance should include:

- Candidate's full name and contact information
- Description of the specific concern
- Supporting documentation or evidence (if any)
- Description of the resolution being sought

The Program Director will acknowledge receipt of the grievance within 5 business days. If grievance is accepted for review, the admissions committee will meet to examine the evidence and make a recommendation for further action. The Program Director will provide the candidate with the committee's final written decision within 10 business days after the meeting.

If the candidate remains dissatisfied, they may contact the Dean to make a final appeal within 5 business days of the committee's response. If the appeal is accepted for review, the Dean will discuss the appeal with the candidate and examine the evidence. The Dean will then provide their final written decision to the candidate within 10 business days. Further appeals, if any, shall be made in accordance with any applicable provisions of RRCC Student Handbook.

RADIOLOGIC TECHNOLOGY APPLICATION SCORE					
Candidate Info					
S#	S012345678				
First Name	John				
Last Name	Smith				
Final Score	80				
Notes	-				
Score Validation by:	Charlotte Briscoe				
	Credits	Grade	Values	Points	Notes
MAT	4	A	4	16	
ENG/COM	3	B	3	9	
PSY/SOC	3	A	4	12	
HPR 1040	3	A	4	12	
BIO 2101 (2017)	4	A	4	16	
BIO 2102 (2017)	4	B	3	12	
RTE 1001 (2017)	2	B	3	6	
Totals	23			83	
			GPA	3.6	
			GPA Pts	32	
	Points Possible	Application Score	Evaluator Notes		
Pre-Req GPA	50	32			
Recommendations	20	20			
Personal Statement	10	8			
Paid Healthcare Experience	10	10			
Job Shadowing	10	10			
FINAL SCORE	100	80			
Percentage	80%				