



RADIOLOGIC TECHNOLOGY PROGRAMS ADMISSIONS POLICIES & PROCEDURES

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ADMISSIONS OVERVIEW

The Radiologic Technology programs include the Radiologic Technology (Radiography) AAS Degree and Certificates in Computed Tomography (CT) & Magnetic Resonance Imaging (MRI). Each program prepares students for a career in medical imaging as a registered Radiologic Technologist in their field of study, and has a selective admissions process with specific requirements.

The policies and procedures for admission to the Radiologic Technology programs are governed by this document and website information. Application instructions, admissions requirements, admissions timeline, curriculum, interview overview, eligibility screening requirements, and related information can be found on the [Radiologic Technology website](#). The college's non-discrimination policies are also available on the [Non-discrimination – Title IX](#) page.

SCORING INFORMATION

Scoring of admissions components will be based on established quantitative scoring criteria and, where applicable, standardized evaluation of alignment with program values identified in the [Radiologic Technology Student Handbook](#).

APPLICATIONS

Quantitative application scoring parameters are identified below and shown in the example chart attached (Appendix A).

Scoring Category	Points Possible	To Maximize Score:
Program Prerequisite GPA	50	Higher GPA (prerequisites only)
Recommendation Letters	20	Letters from healthcare supervisors/co-workers
Personal Statement	10	Thoughtful and well-developed statement
Paid Healthcare Experience	10	Radiography: 6 or more months of experience in direct patient care CT/MRI: paid, licensed medical imaging technologist experience
Job Shadowing	10	Higher hours completed (1 hour = 1 pt, max of 10 pts)

Application instructions are available on the program website. Applicants are responsible for reviewing and following all instructions. Applicants will not be notified if their submitted application did not meet requirements and applicants will not receive personalized feedback. Point deductions may occur if instructions are not followed. Application submissions must:

- Be submitted during the designated application submission window.
- Follow all application instructions provided on the website.
- Be complete, clear, and accurate. Applications containing missing, incomplete, unclear, or incorrect information may not be considered.
- Identify all prerequisite coursework, including courses that are complete and those that are in progress or planned.
- Contain valid and truthful information. Falsified or misleading information may result in disqualification from the admissions process.

Members of the Admissions Committee will assist in the review and scoring applications. Top scoring candidates will be notified that they have qualified for an interview, while all other candidates will be notified that they have not advanced to the interview phase.

Prerequisites & Transfers

All prerequisites must be documented in the application according to the instructions provided on the program website. Acceptance of prerequisite coursework cannot be guaranteed until official transcripts have been evaluated and approved by Student Records.

Prerequisite courses transferred from another institution will be evaluated for equivalency based on course descriptions, syllabi, and stated learning outcomes. For information regarding transfer credit and related policies, please refer to the [Transfer Guide](#).

Candidates are responsible for ensuring that all prerequisite coursework has been accepted by RRCC and meets applicable graduation requirements. Missing or unaccepted prerequisite coursework may prevent a student from graduating.

Alternative College Credit & Prior Learning

College policies may allow students to request evaluation of prior learning or other alternative demonstrations of knowledge for college credit. Submitting a request does not guarantee that the resulting credit will satisfy program requirements.

All RTE coursework within the AAS Radiography Program must be completed through the program as prescribed in the curriculum. Transfer credit, prior learning, work experience, examinations, certifications, or other alternative forms of credit may not be used to waive or substitute for required in-program RTE coursework. This requirement ensures that all students complete the program's established curriculum and competency requirements.

INTERVIEWS

Based on application scoring, applicants will be offered an interview consisting of Q&A and other activities. Format of the interview will be determined by the program and communicated with candidates. Interviews will be scheduled for specific days/times and candidates must attend the entire session as assigned to be eligible for consideration. The interview process and activities will be overseen by the Program Director. Interview activities are kept confidential to ensure 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.

Candidates who are unable to participate in the required interview format during the allotted time period 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. This ensures that there is reasonable time to fill the empty interview appointment with another deserving candidate.

The final interview score is based on standardized interview criteria and scoring completed by Admissions Committee members. Evaluation includes quantitative scoring and demonstrated alignment with program values identified in the [Radiologic Technology Student Handbook](#).

Based on interview performance only, the highest-scoring candidates will advance to the eligibility screening process. The number of candidates advancing to this next stage varies, and is determined by available program resources and clinical internship placements, etc. Interviewed candidates will not receive personalized feedback regarding their interview.

RESOLUTION OF TIED SCORES

In the event of a tie in application or interview scores, the Admissions Committee will conduct a

comparative review of the tied candidates using established admission criteria. If necessary, additional review steps or interviews may be used to determine final selection.

ADMISSIONS CONSIDERATIONS

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 non-compliance will receive written notification of non-acceptance.

ACCEPTANCE

Candidates will be notified of official acceptance and invited to a mandatory orientation during the summer prior to program start. Candidates who decline any offer of admission or advancement in the admissions process will forfeit their opportunity to enter the program.

REAPPLICATION & FUTURE ADMISSION CONSIDERATION

The programs do not maintain a priority waitlist for prior candidates for future admission cycles. Candidates who are not admitted and wish to be considered in a future cycle must submit a new application. There is no limit to the number of times a candidate may apply; however, candidates may interview a maximum of two times. Candidates who interview but are not offered admission may be contacted if space becomes available before the Fall semester begins.

DISQUALIFICATION

The following admissions scenarios may disqualify candidates from current and/or future admissions consideration:

- Prior violations of RTE syllabus or college policies
- Failure to meet eligibility screening requirements and/or deadlines. These include, but are not limited to drug screen, background check, and completion/transfer of all prerequisite coursework.
- Failure to respond to time-sensitive communications within 3 business days
- Admissions candidate communications or actions that do not align with the program values outlined in the [RTE Student Handbook](#).
- Failure to provide at least 3 business days' notice before missing appointments or mandatory events
- Declining admission to the program less than 2 weeks prior to orientation or after orientation has occurred
- Absence from a portion of an appointment or mandatory event
- Submission of false, misleading, or fraudulent information
- Copying, recording, sharing, discussing, or distributing any information related to the admissions interview process - including but not limited to activities, questions, or materials
- History of termination, suspension, dismissal or expulsion from a course, educational institution, training program or healthcare facility.
- Seeking re-entry to program but deemed ineligible
- A clinical internship facility affiliated with the college has prohibited the candidate from attending their facility
- Failure to disclose a disqualifying event to the program within three business days of the event

LICENSING & EMPLOYMENT

Completion of a program does not guarantee eligibility for certification, licensure, or employment upon graduation. It is the candidate's responsibility to find out if they meet the specific eligibility requirements of licensing bodies and/or potential employers. Admissions information is subject to change.

ADMISSIONS COMMITTEE

The Admissions Committee shall consist of multiple members, and may include program officials (Chairs, 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 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
- provide equitable evaluation of all candidates

APPEAL PROCESS

The appeal process provides candidates with a formal pathway 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 appeal must be submitted to the Program Director in writing within 10 business days of receiving the initial admissions decision. The written appeal 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 appeal within five business days. If accepted for review, the Program Director may request additional information or meet with the student before issuing a written decision within five business days of completing the review.

The Program Director will issue a written decision after completing the appeal review. If the appeal is approved, an appeal agreement will outline the decision, any required conditions, and the candidate's responsibilities.

If the appeal is denied, the original decision will remain in effect. If the student disagrees with an appeal decision, they may request a meeting with the Dean to seek further review. Further appeals, if any, shall be made in accordance with any applicable provisions of RRCC Student Handbook.

APPENDIX A:
APPLICATION SCORE CHART EXAMPLE

(Subject to Change)

APPLICATION SCORE CHART EXAMPLE

Candidate Info

S#	S0123456
First Name	John
Last Name	Smith

Category	Points Possible	Points Earned
Prerequisite GPA	50	
Recommendation Letters	20	
Personal Statement	10	
Paid Healthcare Experience	10	
Job Shadowing	10	
TOTALS	100	