

POLICY G29 Admissions Process (AAS)

Policy Name: Admissions Process
Policy Category & Number: G29
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: August 1, 2022
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Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to have established admission requirements and an acceptance process for all SOMI applicants and students.

- II. Purpose:
The purpose of this policy is to outline the published academic and admissions requirements and the acceptance process for SOMI.

- III. Scope:
This policy applies to SOMI applicants and students.

- IV. Policy Details:
Academic Requirements
Candidates must meet the following minimum academic requirements for consideration:
 - All college level general education courses listed (or their equivalents) must be completed at an institution of higher learning recognized by the United States Department of Education.
 - All college level general education courses listed (or their equivalents) must be completed prior to May 15th of the application period they are applying.
 - A minimum grade of "C" and a minimum cumulative GPA of 2.5 is required for all general education courses identified in the table below

The Program uses the Virginia Community College Systems' (VCCS) numbering system and course descriptions as a reference/model for identifying the general education courses.

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General Education courses	Number of credits	Possible Courses (Actual course numbers may vary by institution)
English/College Composition/Communication	3	ENG 111, ENG 112, CST 110
Math level 120 or above*	3	MTH 130
Human Anatomy and Physiology I & Lab*	4	BIO 141
Human Anatomy and Physiology II & Lab*	4	BIO 142
Information Technology/Computer Concepts	3	ITE 115, CSC 155
Psychology OR Sociology	3	PSY 201, PSY 202 SOC 200, SOC 210
Medical Terminology	1	HLT 143
Total Credits	21	

General Education courses indicated with an (*) must have been completed within 5 years of application cycle deadline.

Basic Application Requirements

1. Submit completed application with \$50 application fee no later than the posted deadline for desired application cycle. Applications received after the posted deadline will not be accepted.

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2. Submit Official High School Transcripts. The admissions office will confirm all students' transcripts arrive from a high school with a CEEB code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admissions office will investigate to confirm the school is recognized by the state department of education or home school association (see link below). If a diploma is determined invalid, a GED may be required for admission consideration.

To search the U.S. Department of Education's Database of Schools, visit the following link below:

<https://www.nacacnet.org/knowledge-center/professional-standards/compliance-center/verification-of-high-school-completion/>

3. Submit Official College Transcripts for verification of completion of required college level general education courses.
4. Candidates with previous medical experience must submit proof, i.e., letter of reference or letter from Human Resources representative.
5. Provide two references on School provided [Program Application Reference Form](#).
6. Applicants with misdemeanor or felony offenses are required to complete the American Registry of Radiologic Technologists (ARRT) Ethics Review pre-approval process prior to applying to the School.

This process is conducted by the ARRT and for a non-refundable fee and can take up to eight weeks. A copy of the ARRT approval must be submitted at the time of application, if applicable. Information about pre-approval can be obtained by visiting the ARRT website at www.arrt.org

Questionable offenses, regardless of how long ago they were committed, must also be cleared by the ARRT prior to completing the application process. Dismissed charges that required action must be reported as well.

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Documentation of approval through the ARRT Ethics Committee must be submitted with application. Failure to receive approval from the ARRT prior to submitting an application packet will result in immediate halt of the admission process.

7. Include a copy of your BLS (Basic Life Support) certification card. Contact Health Educators for CPR certification courses: [804-553-0460](tel:804-553-0460).
8. Attend an [Information Session](#) offered through the School.
9. While not required, the School highly encourages prospective students to attend a [Shadowing Session](#).

Admissions Procedure

1. Candidates meeting minimum application requirements will be invited to an interview with the admissions committee. Interviews will occur on selected dates prescribed by the committee.
2. Once the interview process is complete, candidates will receive a letter of acceptance or regret regarding entry into the program. A standardized point system is utilized for candidate selection. Acceptance is contingent upon successful completion of requirements established by Bon Secours Richmond Health System including proper immunization, drug screening, background screening, and further required documentation at the time of acceptance.
3. Accepted applicants must be 18 years of age on the first day of class.
4. Accepted applicants must provide and maintain proof of health insurance.
5. Candidates must meet minimum physical standards to be considered for acceptance.

Minimum Physical Standards (Essential Functions)

The following physical requirements must be met by students entering the program.

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1. **Hearing:** Adequate to receive verbal communication from patients needing assistance and from members of the health care team.
2. **Communication Skills:** (speech, reading, writing) Must be able to communicate clearly to patients, fellow students, faculty, and all members of the health care team.
3. **Vision:** Visual acuity is essential to operate radiographic equipment and read information from printed sources and computer screens. Visual acuity is also required for the observation necessary for patient assessment, care, and management.
4. **Gross and Fine Motor Coordination:** requires manual and finger dexterity and eye-hand coordination for operation of radiographic equipment.

Other: Requires frequent lifting and carrying items weighing 50 pounds unassisted. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular clinical day.

The student must verify by signature that he/she can perform the physical requirements/essential functions listed above; a Healthcare Practitioner's signature is also required for verification.

Acceptance Process

Once Contingently Accepted into RT program, candidates are required to complete the following:

1. Undergo background and drug screening. Upon successful completion of step #1, the applicant will proceed with the following:
2. Undergo physical exam and meet minimum physical standards (see Essential Functions).
3. Receive required immunizations.
4. Show proof of major medical insurance (not available through the School).
5. Purchase textbooks/online learning resources, clinical shoes, and scrub uniforms for class and clinical prior to program start date.

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Background Checks

Prior to enrollment at the School, each student is required to have a national background check to include the Virginia Child Protective Services report. A conviction will not necessarily preclude you from consideration for admission, but **failure** to receive approval from the ARRT prior to submitting an application packet will result in immediate withdrawal of the student's contingent acceptance. Students are required to notify a School official and the ARRT if any changes occur during the course of the program.

The ARRT may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted, pleads guilty or no contest to a felony, or other serious crime, or fails to disclose his/her criminal history.

Drug Screening

Accepted students must successfully complete drug screening to fulfill admission requirements. Results reported to the School that indicate the student is "not cleared" for admission due to a positive drug screen will result in immediate withdrawal of the student's contingent acceptance. Applicants who are declined for this reason may not reapply for 6 months.

Nondiscriminatory Clause

The School of Medical Imaging is an equal opportunity education institution. The School does not discriminate on the basis of race, ethnicity, national origin or descent, color, creed, religion, sex, age, marital status, disability (including physical, disease, psychiatric or psychological disability), medical condition, pregnancy, veteran status, sexual orientation, gender identification or expression, or physical characteristics. The School will conduct its program, services, and activities consistent with applicable federal, state and local laws, regulations, and orders.

Employment Disclaimer

Final acceptance into the AAS degree program in Radiologic Technology does not guarantee employment upon successful program completion.

Welcome Session & Advising

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Attendance to the Welcome Session & Advising is mandatory of all students accepted into the School and is offered in June.

Campus Connections

Attendance to the Campus Connections is mandatory of all students accepted into the School and is offered one week prior to the start of the fall semester.

V. Definitions:
None

VI. Attachments:
N/A

VII. Related Policies:
None

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	3/21/2022	New Template & Revisions	Program Coordinator
2.0	7/20/2022	Revisions	Program Coordinator