

UPMCJameson
School of Radiography
 Policy & Procedure

Policy (RT-24): Admission Policy

Standard: Method utilized to select students in an unbiased method. The admission process is fair and consistent with the mission and philosophy of the school and the sponsoring institution.

Purpose: Standardized method for selecting students

Effective Date: March 2000

Revised Dates: July 2002 July 2005 June 2007 January 2011 January 2012
July 2014 June 2016 June 2018 June 2019 June 2020
June 2022 July 2023 June 2024 September 2025 July 2026

Reviewed Dates:

Responsibility: Program Faculty and Applicant

PROCEDURE:

RESPONSIBILITY	ACTIONS:
Program Director and School Faculty	Standardized process for the selection of students.
Applicant	Applicants must complete the following actions: • Program application. • Application must be received by January 31st of that enrollment/application period. • Application deadline extensions may take place if the class is not at maximum capacity until maximum capacity is obtained. • A \$50.00 non-refundable application fee must be included. • Application must include four completed UPMC Jameson Radiography School reference forms filled out in their entirety and returned to the school. These references must be official. They may be sent directly to the school or included with the applicant's application form in a separate envelope that is sealed and signed across the seal by the individual filling out the reference. • Friends, relatives, or neighbors must NOT complete the references. It must be professional references such as employers, teachers, professors, etc. • Submit official transcripts from all high schools, colleges or

	universities they attended.
Applicant	• Applicants must have earned a High School Diploma or a GED • Applicants must be enrolled in an approved in Penn West-Clarion's Medical Imaging Sciences Program; or must already have earned an associate degree or higher from another college or university prior to starting the program. • Applicants must have a minimum college GPA of 2.5

PROCEDURE:

RESPONSIBILITY	ACTIONS:
Applicant	Additionally, an applicant must: • Complete a job observation at UPMC Jameson or UPMC Horizon • Be interviewed by the Admission Committee. After acceptance applicants, must complete the following before starting the program: • Pass PA Child Abuse History (Act 33) at student's expense. • Pass PA Criminal Record Check, also known as PATCH (Act 34) at student's expense. • Pass FBI Fingerprint Criminal History (Act 73) at student's expense. • Have health screening and pass a drug screening. This must be administered by UPMC Jameson employee health. There is no cost to the accepted students. • Provide immunization records and agree to updated vaccinations if needed. • Accepted students must show and maintain proof of medical insurance. • Submit \$250 nonrefundable tuition deposit.
Rad Program Director and School Faculty	Selection process for prospective students includes combing scores from college GPA, references and the personal interview. <u>College GPA</u> –45% of total score Uses same numeric system as high school transcript evaluation.

	4.00-3.80 10 points 2.99-2.80 5 points 3.79-3.60 9 points 2.79-2.60 4 points 3.59-3.40 8 points 2.59-2.40 3 points 3.39-3.20 7 points 2.39-2.20 2 points 3.19-3.00 6 points 2.19-2.00 1 point <u>References</u> - 10% of total score Applicants are also awarded points based on a maximum score of 176 from their four reference forms as follows. 161-176 4 points 86-100 1.5 points 146-160 3.5 points 71-85 1 point 131-145 3 points 56-70 .5 point 116-130 2.5 points 44-55 0 point 101-115 2 points <u>Personal Interview</u> - 45% of total score Applicants are judged on their motivational fit, the UPMC Core Values (quality and safety, dignity and respect, caring and listening, responsibility and integrity, excellence and innovation), skills, and communication using the following scale. Excellent - 4 points Good - 3 points Average- 2 points. Poor- 1 point
Admission Committee	Final review and selection of applicants is accomplished through the decision of the Admission Committee. The students with the highest total score will be offered admission first. If an applicant declines admission, then admission will be offered to the next highest scored qualified applicant.