

UPMC Jameson  
**School of Radiography**  
 Policy & Procedure

<b>Policy (RT-24):</b>	Admission Policy															
<b>Standard:</b>	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.															
<b>Purpose:</b>	Standardized method for selecting students															
<b>Effective Date:</b>	March 2000															
<b>Revised Dates:</b>	<table style="display: inline-table; border: none;"> <tr> <td><u>July 2002</u></td> <td><u>July 2005</u></td> <td><u>June 2007</u></td> <td><u>January 2011</u></td> <td><u>January 2012</u></td> </tr> <tr> <td><u>July 2014</u></td> <td><u>June 2016</u></td> <td><u>June 2018</u></td> <td><u>June 2019</u></td> <td><u>June 2020</u></td> </tr> <tr> <td><u>June 2022</u></td> <td><u>July 2023</u></td> <td></td> <td></td> <td></td> </tr> </table>	<u>July 2002</u>	<u>July 2005</u>	<u>June 2007</u>	<u>January 2011</u>	<u>January 2012</u>	<u>July 2014</u>	<u>June 2016</u>	<u>June 2018</u>	<u>June 2019</u>	<u>June 2020</u>	<u>June 2022</u>	<u>July 2023</u>			
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<b>Responsibility:</b>	Program Faculty and Applicant															

PROCEDURE:

RESPONSIBILITY	ACTIONS:
Rad Tech Program Coordinator and School Faculty	Standardized process for the selection of students.
Applicant	<p>Applicant must complete the following actions:</p> <ul style="list-style-type: none"> <li>• Program application</li> <li>• Application must be received by January 30th of that enrollment/application period.</li> <li>• Application deadline extensions may take place if the class is not at maximum capacity until maximum capacity is obtained.</li> <li>• A \$50.00 non-refundable application fee must be included.</li> <li>• 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.</li> <li>• Friends, relatives, or neighbors must NOT complete the references. It must be professional references such as employers, teachers, professors, etc.</li> <li>• Submit official transcripts from all high schools, colleges or</li> </ul>

	universities they attended
Applicant	<ul style="list-style-type: none"> <li>• Applicant must have earned a High School Diploma or a GED</li> <li>• Applicant must be enrolled in an approved university/college's medical imaging sciences program such as 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.</li> <li>• Applicant must have a minimum college GPA of 2.5</li> </ul>

## PROCEDURE:

RESPONSIBILITY	ACTIONS:
Applicant	<p>Additionally, an applicant must:</p> <ul style="list-style-type: none"> <li>• Complete a shadowing experience at UPMC Jameson</li> <li>• Be interviewed by the Rad Tech Program Coordinator and School Faculty</li> </ul> <p>After acceptance applicants, must complete the following before starting the program:</p> <ul style="list-style-type: none"> <li>• Pass PA Child Abuse History (Act 33) at student's expense</li> <li>• Pass PA Criminal Record Check, also known as PATCH (Act 34) at student's expense.</li> <li>• Pass FBI Fingerprint Criminal History (Act 73) at student's expense</li> <li>• Have health screening and pass a drug screening. This must be administered by UPMC Jameson. There is no cost to student.</li> <li>• Provide immunization records and agree to updated vaccinations if needed.</li> <li>• Accepted students must show proof of medical insurance.</li> <li>• Submit \$250 nonrefundable tuition deposit.</li> </ul>
Rad Tech Program Coordinator and School Faculty	<p>Selection process for prospective students includes combing scores from college GPA, references and the personal interview.</p> <p><u>College GPA – 45% of total score</u> Uses same numeric system as high school transcript evaluation</p>

	<p>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</p> <p><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</p> <p>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</p> <p><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.</p> <p>Excellent - 4 points  Good - 3 points  Average- 2 points  Poor- 1 point</p>
Rad Tech Program Coordinator and School Faculty	Final review and selection of applicants is accomplished through the decision of the Rad Tech Program Coordinator and school faculty. The students with the highest total score will be offered admission first. If an applicant declines admission, then admission will be offered the next highest scored qualified applicant.