Collegewide Allied Health Programs
Competitive Admissions Process

I. EXPLANATION OF THE COMPETITIVE ADMISSIONS PROCESS

The Competitive Admissions Process is for those programs that have more students interested than seats available. Students must complete designated coursework and a separate application before they can be considered for admission to the program. Each program, also called a major, has three components of academic study. Numbers 1 and 2 pertain to the admissions process:

1. **Courses Required for Program Application:** These are the courses, including any required developmental courses, which must be completed before a student can apply to an allied health program.
2. **Major Support Courses:** These are additional courses required for graduation. While not mandatory before applying to an allied health program, completing some or all of these courses prior to the competitive admissions process adds points to an applicant's ranking score.
3. **Program Major Courses:** These are the program-specific courses that provide students with instruction and hands-on training in their selected allied health major. Students may not enroll in these courses until they are offered a seat in the program.

In order to apply to a program, students must complete the designated requirements for their selected program. Acceptance to a program with competitive admissions is not guaranteed. **Students are responsible for reading this admissions document and complying with all procedures and deadlines.**

II. ALLIED HEALTH PROGRAMS APPLICATION OVERVIEW

A. Before submitting an allied health program application, the student must:

1. **Submit the Delaware Technical Community College *Application for Admission* and complete the steps to enrollment.** On the *Application for Admission*, students should indicate which allied health program at which campus they wish to pursue. Students will be admitted to the "pool" for the selected allied health program.

2. **Meet with an advisor.** Students are required to meet with an academic counselor prior to enrolling for their first semester. Students will also meet with a program advisor before enrolling for their second semester. Ongoing advisement with your chosen campus program advisor (at least once per semester) is important to student success.

Placement Testing

Students may test out of designated courses required for program application through submission of SAT, ACT, or ACCUPLACER test scores. Delaware Tech offers the ACCUPLACER College Placement Test (CPT) on site. Students are encouraged to study and prepare for the test in order to earn the highest level possible, otherwise CPT retesting, course completion or course test-out will be required.

Previous College Coursework

Official college transcripts must be submitted for evaluation of transfer credit. Transfer credit may be awarded for courses completed with a C or higher and within the approved time limit (see the College

Catalog at www.dtcc.edu/catalog for the full policy). Note: the allied health programs have a five year time limit for math and science courses. Please meet with the program advisor for more details.

3. **Successfully complete the Courses Required for Program Application**. Courses required for program application vary by program [see Appendix B]. Students should meet with their program advisor to review the requirements and the program ranking worksheet. Some courses may be exempted through placement testing or previous college coursework.

4. **Understand the importance of Major Support Course completion.** In addition to successfully completing all courses required for program application, completion of some or all of the Major Support Courses is an important part of the competitive admissions ranking. Students working toward acceptance into an allied health program are responsible for following the campus-specific course sequence sheet and ranking worksheet for their program(s) of interest.

   If more than one program is of interest, it is the student's responsibility to understand each program's Courses Required for Program Application and Major Support Courses. It is expected that the student work with their program advisor to develop effective and appropriate semester class schedules.

5. **Maintain a competitive Grade Point Average (GPA).** Program admission is based heavily on the student's grades. Failing grades, including F's, R's, and U's, will negatively affect the student's ranking in the competitive admissions process.

6. **Complete any campus-specific requirements**. These may include information sessions, as instructed by the program advisor and/or detailed on the Allied Health Program Application.

B. To APPLY to an allied health program, the student must:

1. **Submit the Allied Health Program Application(s) when academically ready to apply.** Applications are available online at www.dtcc.edu/academics/programs-study beginning November 1st each year. The downloadable applications are posted on each of the offering campus program pages. Each application must be completed in full and submitted, with all required documentation attached, to the campus-specified office or by mail, as instructed on the application, by the February 1st deadline.

   EXCEPTIONS: *The Emergency Medical Technician Paramedic (EMT) and Surgical Technology (SGT) programs at the Terry Campus in Dover and the Respiratory Care (RCT) Program at the Owens Campus in Georgetown have alternative application and start dates.*

   The Terry Campus EMT Paramedic Program begins in both the spring and summer semesters. Applications for the spring class are available June 1st and are due September 1st. Applications for the summer class are available December 1st and are due March 1st.

   The Terry Campus Surgical Technology Program (SGT) begins in the summer semester. Applications are available January 6th and are due by March 31st.

   The Owens Campus Respiratory Care (RCT) Program begins in the spring semester. Applications are available May 1st and are due by September 1st.

   Applications for these programs are available online at www.dtcc.edu/academics/programs-study during their specified application period. Each application must be completed in full and submitted, with all required documentation attached, to the campus-specified office or by mail, as instructed on the application, by the listed deadline.

   A maximum of **two** program applications may be submitted per student per campus per year.

2. **Retain a copy of all submitted applications and documentation.**

See Section IV and Appendix A to understand more fully the ranking process for the allied health programs

III. NUMBER OF AVAILABLE SEATS

Program	**Pool Designation**	**Program Code**	**Campus** W=Wilmington T=Terry (Dover) O=Owens (Georgetown)	**Number of Seats**
Dental Hygiene	DHP	DHY	W T/O Extension (all students apply via the Wilmington Campus with the 8 seats chosen from the Kent and Sussex pool of applicants)	15 8
Diagnostic Medical Sonography	DMP CVP DMP	General (DMS) Cardiovascular (CVS) General (DMS)	W (applicants who are offered a seat have the choice of DMS or CVS based on their ranking) O	8 4 6
Emergency Medical Technology	EMP	Paramedic (EMT)	T	12
Exercise Science	ESP	EXS	W	14
Health Information Management	HIP	HIM	W (evening offering only, with required daytime practicum)	10-18
Histotechnician	HTP	HTT	W	6
Medical Assistant	MEP	MEA	W	18
Medical Coding Studies Diploma	HIP	COD	W (evening offering only, with required daytime practicum)	10-18
Medical Laboratory Technician	MLP	MLT	O	14
Nuclear Medicine	NMP	NMT	W	8
Occupational Therapy Assistant	OTP	OTA	W O	18 18
Physical Therapist Assistant	PTP	PTA	W O	16 16
Radiologic Technology	RAP	RAD	W (applicants who are offered a seat have the choice of a May start [12] or August start [10] based on their ranking) O	22 23
Respiratory Care	RCP	RCT	W O	10 20
Surgical Technology	SGP	SGT	T	10
Veterinary Technology	VEP	VET	O **see note*	20

**The Veterinary Technology program courses are offered via video college-wide but students will be required to travel to other campus locations to meet specific requirements.*

IV. RANKING AND SELECTION

A. <u>Ranking Process</u>: Four criteria are used in the ranking of qualified students who apply to any allied health program. Points are awarded or deducted for each of the four criteria. These points are tallied to obtain the overall score of the candidate using the following calculation and program-specific Application Ranking Worksheet.

1. **DELAWARE RESIDENCY:** Students will receive 2 points for in-state status (see Residency Policy, <u>DTCC Student Handbook</u>: *https://www.dtcc.edu/academics/student-handbook).*

2. **COURSES REQUIRED FOR PROGRAM APPLICATION:** Students will receive points for each course successfully completed (grade C or better). *(Points vary by course and program; see program-specific Application Ranking Worksheet for details).*

3. **MAJOR SUPPORT COURSES:** Students will receive 1 or 2 points for each course successfully completed (grade C or better). *(Points vary by course and program; see program-specific Application Ranking Worksheet for details).*

4. **CUMULATIVE GPA:** The student's Delaware Tech cumulative GPA will be multiplied by 3 and is based on all college level coursework completed at Delaware Tech.

Important Ranking Notes:

- **FAILING GRADES**: F, R, and U grades in Courses Required for Program Application and Major Support Courses will negatively affect the student's ranking. A two (2) point deduction is applied for each F, R, or U grade in these courses from the Course Sequence Sheet.

- While previous **work history and/or academic-based clinical experience history** may benefit students accepted into a program, they will not factor into ranking or selection.

B. <u>Selection Process</u>: Students are qualified for program consideration ONLY when they have successfully completed all Courses Required for Program Application, met the minimum GPA criteria, completed the application in full and submitted it by the specified deadline date.

All qualified applicants are ranked highest to lowest score and seats are offered based on the number of available seats in each program.

If a ranking **"tie"** results at the end of the acceptance list and only one seat remains, the Courses Required for Program Application points will be used first to break the tie. If a tie remains, the cumulative GPA points will be used. The third tie-breaker will be the Major Support Courses points. The fourth tie-breaker will be the admission date the student declared an allied health major.

C. <u>Priority of Service Policy for Veterans and Eligible Spouses</u>: In accordance with the implementation of the Veterans' Priority Provisions of the "Jobs for Veterans Act" (PL 107-288), qualified veterans and eligible spouses will receive priority referral of service in admission. Qualified veterans may request the minimum acceptance requirements for each program from their advisor.

D. <u>Additional Notes:</u>

1. If a student's GPA should fall below these criteria as identified on the applicable Application Ranking Worksheet AFTER program acceptance but BEFORE program start, the student forfeits the seat.
2. **There is NO waiting list and students must apply EACH year**. If not accepted the first time, students still interested in an allied health program must complete the application process again.

3. Students interested in allied health programs must follow the guidelines and process for the specific campus offering the program, and are responsible for understanding all requirements.
4. This admissions document applies only to allied health programs. The College **NURSING** programs have a different admissions process. If interested in Nursing, please contact that department on the applicable campus.
5. **Fresh Start Policy**: This policy states that any student who has not attended Delaware Tech for a minimum of three years and upon readmission, completes a minimum of 12 college-level credits in consecutive terms with at least a 2.00 GPA may petition the Dean of Instruction to exclude course grades received prior to the readmission term. Course grades excluded for Fresh Start will not be included in the calculations for competitive admissions and will not be used to fulfill graduation requirements. Students interested in Fresh Start should contact their program advisor for further details, guidelines and restrictions.
6. **Grade Point Average Addendum**: When a student repeats a course, the first passing grade is calculated in the cumulative grade point average. A student can request that a higher grade be included in the cumulative grade point average by obtaining a "First Pass Grading Request Form" from the Registrar's Office and submitting the completed form to the Registrar. All courses taken and grades received will remain on the student's transcript even though some will not be used to determine grade point average. The request for including the higher grade must be granted by the application deadlines as noted under item II. B. 1.of this document to be used in the competitive admissions application calculation. Students interested in using this process should contact their program advisor for additional details and guidance.

V. OTHER IMPORTANT INFORMATION

A. Enrollment Considerations

1. Allied Health programs are two academic years in length, ***after*** acceptance into a specific program, with two exceptions: The Medical Coding Studies Diploma program is 15 months in length, and the Wilmington Campus Radiologic Technology Fall Start class runs two years, four months.
2. Once accepted into a program, students must be flexible regarding scheduling of classes. Program major courses are limited to one section and are typically offered during the day; however, they may also be scheduled evenings and on Saturdays.
3. SEED scholarship recipients are responsible for understanding the requirements to maintain the scholarship, as the scheduling and completion of allied health Courses Required for Program Application, Major Support Courses, and Program Major Courses may affect the scholarship timeline. See the program advisor for additional enrollment considerations specific to the allied health programs.

B. Required Documentation

1. Students are required to provide health and immunizations records, and to complete a criminal background check, fingerprinting and drug screen for program final acceptance and/or continuance in any allied health program. Specific instructions for completing the required screening process will be provided to those who are offered a seat. Veterinary Technology students are exempt from providing health and immunization records; however, students are required to provide other vaccine records due to exposure to animals.

   The purpose of these requirements is to mandate a safe environment for patients, clinical site employees, and the students. Criminal Background checks are confidentially reviewed. Background checks with any activity are reviewed based on program-specific profession's state laws, rules and regulations, licensure application restrictions, clinical site regulations, accreditations, and additional information according to the profession. The implications of this review to the program applicant include, but are not limited to: request for an ethics review (if available in professional guidelines); request for additional information; additional review by a clinical site or college representative; and/or delay, withdrawal of program acceptance (seat) offer, or forfeiture of program final acceptance. The determination is based on the program-specific requirements. Students who test positive on a drug screening may be required to forfeit

his/her seat (program) acceptance. Students may repeat a drug screening to attempt to produce negative results within one week of initial drug testing. If a negative result is not obtained, the student will forfeit his/her seat. The student will also forfeit his/her seat if specific requirements are not completed within the designated timeframe. For additional information, the student should contact a program advisor for the specific program in which they have an interest.

2. Most required clinical site experiences are contingent upon self-disclosing a valid Social Security number. **Failure to submit a valid Social Security number to the clinical site may jeopardize the student's ability to complete his/her enrolled program.** In addition, as part of board examination and/or licensure or certification application, students may be required to self-disclose a valid Social Security number. **Failure to do so may result in the student being prohibited from taking the certification/licensure exam or obtaining licensure.**

3. State licensure or professional certification is required in order to secure employment in most allied health professions. As part of board examination and/or licensure or certification application, disclosure of any prior misdemeanor or felony offenses will most likely be required. As a result of this disclosure, in some circumstances, the student may be prohibited from taking the certification/licensure exam or obtaining licensure. If this is a concern, it is suggested that a student obtain specific information from the licensing or certifying agency before making a decision to apply to an allied health program. Directions for accessing this information are available from the program's Department Coordinator or Chairperson and will also be discussed at the time of program seat acceptance and when criminal background, fingerprint and drug screen results are reviewed.

4. It is the student's responsibility to maintain a personal file of **all information received** and a **copy of all documentation submitted** for the allied health programs. Students will be required to present copies of these documents to the clinical sites. Failure to have these documents readily available when requested by clinical sites may jeopardize the student's ability to complete the program.

C. Related Costs and Considerations

1. Programs may require students to purchase equipment and uniforms. All costs are the student's responsibility.
2. Students are required to follow all uniform and dress codes, including restrictions on physical embellishments that include, but are not limited to, artificial nails, gauges, body piercings and visible tattoos.
3. Students are required to travel off campus for field trips, courses, and clinical internships. All transportation and associated costs are the responsibility of the student.
4. Students may be required to have personal health insurance as required by a clinical site.
5. Repeat criminal background and drug screens, as well as other testing, may be required by clinical sites as the student moves through the program. All associated costs remain the responsibility of the student.
6. Additional immunizations and medical testing may be required by clinical sites as students move through the program. All associated costs are the responsibility of the student.
7. Associated costs required for board examination and/or licensure or certification application remain the responsibility of the student.
8. While the College and the allied health program leaders value personal freedoms and a student's religious beliefs, all must comply with the requirements of clinical facilities which support the allied health programs by providing a variety of clinical experiences for students. The agreement between the College/Department and these clinical facilities requires that student health records and immunizations be current prior to clinical assignment. All students in healthcare are required to comply with all immunization requirements, including but not limited to annual PPD, Hepatitis B, Tdap, MMR, Varicella, and seasonal flu shots (which may be mandated by the clinical facility), or find a non-clinical major. Veterinary Technology students are required to receive a pre-exposure Rabies vaccination series prior to the start of their second semester in the program. See Program Advisor for any questions regarding clinical requirements.

APPENDIX A

RADIOLOGIC TECHNOLOGY (RAD)
COLLEGEWIDE: Owens Campus and Wilmington Campus
Application Ranking Worksheet

DELAWARE TECHNICAL COMMUNITY COLLEGE

Name: _____ **ID Number:** _____

Minimum Cumulative GPA REQUIRED for competitive admissions application to RAD: **3.0**

Minimum Courses REQUIRED for competitive admissions application to RAD:

CHM 110 + BIO 120 + MAT 153 + RDG 120

A ranking system will be used to offer students available seats within the Associate Degree Radiologic Technology Program. Students will earn points based on successful completion and/or grade received for each of the application and major support courses listed below. Points are calculated according to the following formula:

DELAWARE RESIDENCY **(see Residency Policy, DTCC Student Handbook)** (*2 points*) _____ *2 points possible*

COURSES REQUIRED FOR PROGRAM APPLICATION Students will receive *points* for each course successfully completed (grade C or better).

BIO 120 - Anatomy and Physiology I
A _____(*6 points*) B _____(*5 points*) C _____(*4 points*) _____

CHM 110 - General Chemistry
A _____(*6 points*) B _____(*5 points*) C _____(*4 points*) _____

MAT 153 - College Math and Statistics
A _____(*6 points*) B _____(*5 points*) C _____(*4 points*) _____

RDG 120 - Critical Reading and Thinking (***1** point passed or exempt*) _____

APPLICATION COURSES SUBTOTAL _____ *19 points possible*

MAJOR SUPPORT COURSES Students will receive *1 or 2 points* for each course successfully completed (grade C or better).

BIO 121 - Anatomy and Physiology II (***2** points*) _____
BIO 100 - Medical Terminology (***1** point*) _____
ENG 121 - Composition (***1** point*) _____
ENG 122 - Technical Writing (***1** point*) _____
PSY 121 - General Psychology (***1** point*) _____
SOC 213 - Ethical Issues in Health Care (***1** point*) _____

MAJOR SUPPORT COURSES SUBTOTAL _____ *7 points possible*

CUMULATIVE GPA _____ x 3 = _____ *12 points possible*

TOTAL POINTS _____ *40 points possible*

2 point deduction for each F, R, or U grade in courses from Course Sequence Sheet (-)_____

FINAL SCORE _____

5 AND 10 YEAR LIMITS: Only math and science courses successfully completed within the last five (5) years, and general education courses successfully completed within the last ten (10) years are eligible for ranking points or to be considered for Official Transcript transfer credit review.

SAMPLE

APPENDIX B

ALLIED HEALTH COMPETITIVE ADMISSIONS
COLLEGEWIDE SUMMARY SHEET

DELAWARE TECHNICAL COMMUNITY COLLEGE

Courses and Minimum Cumulative GPA Required for Application to Each Program

Program	Courses	GPA
COD *Medical Coding Studies*	HS or CHM 100 or CHM 110, BIO 100, BIO 120, MAT 015, CIS 107, RDG 120	2.3
DHY *Dental Hygiene*	CHM110, BIO 120, MAT 015, RDG 120	3.0
DMS/CVS *Diagnostic Medical Sonography* *(incl Cardiovascular Sonography - Wilm)*	PHY 111, BIO 120, MAT 153, CHM 110, ENG 121, RDG 120	3.0
EMT *Emergency Medical Technology-Paramedic*	BIO120, BIO121, BIO130, MAT130 or 140 or 119, RDG 120	2.5
EXS *Exercise Science*	HS or CHM 100 or CHM 110, BIO 120, MAT 015, RDG 120	2.5
HIM *Health Information Management*	HS or CHM 100 or CHM 110, BIO 120, MAT 015, RDG 120	2.3
HTT *Histotechnician*	BIO 120, MAT 140, CHM 110, RDG 120	2.5
MEA *Medical Assistant*	MAT 015, BIO 110, RDG 120	2.3
MLT *Medical Lab Technician*	MAT 153, CHM 150 or CHM 110, BIO 120, MLT 120, RDG 120	2.5
NMT *Nuclear Medicine*	BIO 120, MAT 140, CHM 110, RDG 120	2.5
OTA *Occupational Therapy Assistant*	HS or CHM 100 or CHM 110, BIO 120, MAT 015, RDG 120	2.5
PTA *Physical Therapist Assistant*	HS or CHM 100 or CHM 110, MAT 130 or MAT 140, BIO 120, RDG 120	2.75
RAD *Radiologic Technology*	CHM 110, BIO 120, MAT 153, RDG 120	3.0
RCT *Respiratory Care*	CHM 110, BIO 120, MAT 153, RDG 120	2.5
SGT *Surgical Technology*	BIO120, BIO121, BIO125, SGT100, MAT130 or 140 or 119, RDG 120	2.5
VET *Veterinary Technology*	BIO 140 or 150, CHM 100 or 110, MAT 153, RDG 120	2.5