



## Collegewide Allied Health Competitive Admissions Process

### INTRODUCTION TO COMPETITIVE ADMISSIONS

Competitive admissions applies to the following allied health programs: cardiovascular sonography, diagnostic medical sonography, dental hygiene, emergency medical technician, exercise science, health information management, histotechnician, medical assistant, medical lab technology, nuclear medicine, occupational therapy assistant, physical therapist assistant, radiologic technology, respiratory care, surgical technology, and veterinary technology. The College's nursing program has a different admissions process. (Please see the Nursing Program Admission Handbook (<http://go.dtcc.edu/NursingCompetitiveAdmissions>) and contact the campus advising center for more information.)

In order to apply to a program with competitive admissions, students must complete the designated requirements and meet the minimum criteria 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.**

Before submitting the Allied Health Program Application, the student must:

1. **Apply to the College** (<https://www.dtcc.edu/admissions-financial-aid/apply>) and complete the steps for admission. On the application, students should select the **Health Professions** application type for the campus where they will be taking courses and the **Area of Interest** the student plans to pursue. Students will be admitted to the Associate of Science (SCIAOSSCI) degree program until they apply to and are accepted into an allied health program.
2. **Meet with an academic counselor or program 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 the program advisor (at least once per semester) is important to student success.**
3. **Successfully complete courses required for program application.** Courses required for program application vary by program (see Appendix A). 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. **Meet the Minimum Cumulative GPA required for program application.** The Minimum Cumulative GPA required for program application varies by program (see Appendix A). The student's GPA will be taken from their Delaware Tech transcript. Transfer students who have not established a Delaware Tech GPA may still apply. An official transcript from the most recently attended institution must be provided to show that the minimum cumulative GPA has been met. However, transfer students will not receive any GPA ranking points. Official transcripts for any previous college coursework that will be used to meet the minimum cumulative GPA or courses required for application must be received by Delaware Tech at least 60 days prior to the competitive admissions application deadline. Transfer credits must be evaluated and included on the Delaware Tech transcript to be eligible for consideration.
5. **Demonstrate a high level of academic success in their coursework.** Program admission is based heavily on the student's grades. Failing and withdrawal grades, including the grades of F, R, U and W,

will negatively affect the student's ranking in the competitive admissions process.

6. **Make steady progress toward completing the courses required for program application.** Data shows students who repeat courses are less likely to be successful in the program. Multiple attempts of the same course within a five-year period will reduce the points awarded for the required courses. This includes withdraws (grade of U or W), failures (grade of F), and repeating a previously passed course.

## **APPLICATION, TIMELINE, RANKING, AND SELECTION**

### **Application**

When academically ready to apply, students should submit the [Allied Health Program Application](#). The program application is available online.

Students must be admitted to Associate of Science (SCIAOSSCI) program with the interest area selected for the program to which they are applying. Students do not have to be enrolled in courses at the time of application.

Students may only apply to one allied health program in an application cycle. They may apply to the program at the campus of their choosing.

### **Timeline**

Each program opens its application once per year. The timeline for mandatory applicant meetings, ranking, interview invitations, interviews, and final notification varies by program (See Appendix B for approximate timelines). Students should contact their program advisor for more information.

The following programs open for application **at the start of the fall semester**. Applications are due the next business day after the last day to withdraw from fall 15-week classes. This day typically falls within Week 12 of the fall semester.

- Cardiovascular Sonography
- Diagnostic Medical Sonography
- Emergency Medical Technician
- Medical Assistant
- Radiologic Technology
- Surgical Technology

The following programs open for application **at the start of the spring semester**. Applications are due the next business day after the last day to withdraw from spring 15-week classes. This day typically falls within Week 12 of the spring semester.

- Dental Hygiene
- Exercise Science
- Health Information Management
- Histotechnician
- Medical Coding Studies
- Medical Lab Technician
- Nuclear Medicine
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Respiratory Care
- Veterinary Technology

## Ranking

Three components are used to rank qualified students who apply to any allied health program. Using the following calculation and the criteria listed on the program-specific Application Ranking Worksheet, points are tallied to obtain the overall score of the candidate.

1. **Academic Performance – 48% of Ranking:** Students will receive points based on their grades in the courses required for application and their Delaware Tech cumulative GPA. Please see program-specific Application Ranking Worksheets for course age limits that apply. Repeating required courses for application within five years of the semester the student applies for competitive admission will negatively impact the ranking. Students should consult with their program advisor before withdrawing from or repeating a course required for application.
2. **Interview – 48% of Ranking:** The highest-ranked students in each program will be invited to interview for a seat in the program. Students will participate in four interviews, and each interviewer will use a consistent rubric. Students must obtain a score of 60 points or more (out of 120 points). Students who do not obtain at least a minimum score of 60 will not be offered a seat in the program regardless of academic performance.
3. **Delaware Residency – 4% of Ranking:** Students who have provided proof of Delaware residency will receive the 4%. (See [Residency Policy \(https://www.dtcc.edu/academics/college-catalog/financial-information\)](https://www.dtcc.edu/academics/college-catalog/financial-information) for residency requirements).

## Selection

Students are qualified for an interview ONLY when they have successfully met the minimum GPA criteria, completed all courses required for application (age limits apply), completed the application in full, and submitted the application by the specified deadline date.

All qualified applicants are ranked according to the points awarded for Delaware Tech GPA and grades earned for courses required for application. This rank will be used to determine which students will be invited to participate in the interview process. More students will be offered an interview than seats available for the program. Being offered an interview does not guarantee the student will be offered a seat in the program. The number of interviews offered is provided on the ranking worksheet for each program. This number is subject to change.

If, after final rankings are calculated, a “tie” exists between an in-state resident and an out-of-state resident, the seat will be offered to the in-state resident. If a tie exists between two or more in-state residents, the courses required for application and Delaware Tech cumulative GPA points will be used first to break the tie. The second tie-breaker will be the admission date the student declared the allied health interest in the Associate of Science program.

**Priority of Service Policy for Veterans and Eligible Spouses:** 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 of service status for acceptance into allied health programs. Qualified veterans and eligible spouses may request the minimum acceptance requirements for each program from their advisor.

*All Allied Health Program policies fall within College policies and procedures as set forth in the [College Catalog](#)*

**APPENDIX A**

**Collegewide Allied Health Programs Summary**

<b>Program</b>	<b>Courses Required For Application* (Age/Time Limits may apply; see ranking worksheets)</b>	<b>Minimum Cumulative GPA*</b>	<b>Number of Seats by Campus*</b>
Dental Hygiene (DHY)	BIO 120 + CHM 110 + MAT 135/255	3.2	15 (W) 8 (D/G Extension)
Diagnostic Medical Sonography (DMS)	BIO 120 + CHM 110 + MAT 153/180 + PHY 111 + ENG 101	3.0	12 (W) 4-CVS, 8-DMS 6 (G)
Emergency Medical Technology (EMT)	BIO 120 + MAT 129 (for interview selection) + BIO 121 + BIO 130 (for final ranking)	2.5	12 (D)
Exercise Science (EXS)	BIO 120 + CHM 100/110 or HS Chemistry Student must successfully complete or exempt MAT 020.	2.5	14 (W)
Health Information Management (HIM)	BIO 120 + CHM 100/110 or High School Chemistry Student must successfully complete or exempt MAT 020.	2.3	18 (W) Combined with COD
Histotechnician (HTT)	BIO 120 + CHM 110 Student must successfully complete or exempt MAT 020.	2.5	6 (W)
Medical Assistant (MEA)	BIO 110/120 Student must successfully complete or exempt MAT 020.	2.3	18 (W)
Medical Coding Studies (COD)	BIO 120 + CHM 100/110 or High School Chemistry Student must successfully complete or exempt	2.3	18 (W) Combined with HIM

<b>Program</b>	<b>Courses Required For Application* (Age/Time Limits may apply; see ranking worksheets)</b>	<b>Minimum Cumulative GPA*</b>	<b>Number of Seats by Campus*</b>
	MAT 020.		
Medical Laboratory Technician (MLT)	BIO 120 + CHM 110/150 + MAT 153 + MLT 120	2.5	12 (G)
Nuclear Medicine Technology (NMT)	BIO 100 + BIO 120 + CHM 110 + MAT 153	2.5	8 (W)
Occupational Therapy Assistant (OTA)	BIO 120 + PSY 121 + CHM 100/110 or High School Chemistry Student must successfully complete or exempt MAT 020.	2.75	18 (W) 16 (G)
Physical Therapist Assistant (PTA)	BIO 120 + CHM 100/110 or High School Chemistry + MAT 153	3.0	16 (W) 16 (O)
Radiologic Technology (RAD)	BIO 120 + CHM 110 + MAT 153	3.0	20 (W) 20 (G)
Respiratory Care Technology (RCT)	BIO 120 + CHM 110 + MAT 153	3.0	10 (W) 20 (G)
Surgical Technology (SGT)	BIO 100 + BIO 120 + MAT 129 (for interview selection)  + BIO 121 + BIO 125 + +SGT 100 (for final ranking)	2.5	10 (D)
Veterinary Technology (VET)	BIO 100 + BIO 140/150 + CHM 110/110 + MAT 153	2.5	20 (G)

**Legend**

**D – Dover**

**G – Georgetown**

**W – Wilmington**

\*Courses required for application, minimum Delaware Tech cumulative GPA, and seats available are subject to change.

## Timeline and Important Dates

IMPORTANT DATES*	STEPS IN THE PROCESS
<p>Official college transcripts must be submitted for evaluation of transfer credit 60 days prior to the application deadline. Transfer credits must be evaluated and included on the Delaware Tech transcript to be eligible for consideration.</p>	
<p>First day of semester</p>	<p><i>Allied Health Program Application is available online</i></p>
<p>The next business day after semester course withdrawal deadline</p>	<p><i>Deadline Date for Submitting Allied Health Program Application</i> Submit completed application as directed on the application. Refer to the <a href="#">Academic Calendar</a> for the withdrawal deadline.</p>
<p>By end of semester</p>	<p><i>Mandatory Applicant Meeting</i> Applicants will receive an invitation to attend the meeting for the program they applied to. <b>This meeting is mandatory.</b> Interview dates will be provided at this meeting. Students who do not attend the meeting will not be considered for an interview.</p>
<p>Approximately 2-3 weeks after semester ends</p>	<p><i>Notification of Ranking and Interview Invitations</i> The highest ranking students will be invited to interview. Students are notified of their ranking via their <b>Delaware Tech email account</b>. Based on the ranking, students will be invited to participate in the interview process. Interview dates and times will be assigned.</p>
<p>January for fall application cycle  May for spring application cycle</p>	<p><i>Interviews</i> Failure to participate in the interview will void the student's application.</p>
<p>End of February for fall application cycle  End of June for spring application cycle</p>	<p><i>Final Notification of Program Application Status</i> Based on final ranking, applicants are notified by email of their status. Students who are offered a seat must confirm their seat and immediately initiate the clearance process required by allied health programs (i.e. criminal background check, drug screen, physician appointment and immunization update, etc.).</p>
<p>If seats become available for any one or more programs after applications close, the application cycle may be extended or the program may re-open the application.</p> <p>*Dates are approximate and subject to change.</p> <p>Students should contact their program advisor for questions about the program application timeline.</p>	

## APPENDIX C

### Additional Notes, Required Documentation, and Related Costs

#### Additional Notes

- If a student's GPA falls below the minimum requirement as identified on the applicable Application Ranking Worksheet after program application or program acceptance, but before program start, the student forfeits the program seat.
- **Students must apply each year.** If not accepted the first time, students must meet with their program advisor to discuss strategies for successfully completing their educational and career goals. Students still interested in an allied health program must complete the competitive application process again during the next application cycle.
- Fresh Start Policy: 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 review the [Fresh Start policy https://www.dtcc.edu/academics/college-catalog/academic-policies-and-procedures](https://www.dtcc.edu/academics/college-catalog/academic-policies-and-procedures) for full details and contact their program advisor for further information, guidelines, and restrictions.
- 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 may not be used to determine grade point average. The request for including the higher grade must be granted by the competitive admissions application deadline in order to be used in the competitive admissions ranking. Students interested in using this process should contact their program advisor for additional details and guidance.
- SEED Scholarship: SEED recipients are responsible for understanding the requirements to maintain the scholarship, as the scheduling and completion of allied health courses required for application, major support courses, and program major courses may affect the scholarship timeline. All questions regarding SEED requirements should be directed to the Financial Aid Office.

#### Required Documentation

- Students are required to provide health and immunizations records, and to complete a criminal background check, fingerprinting, and drug screening 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 criminal background check, fingerprinting, and drug screening but are required to provide other vaccine records due to exposure to animals. Please contact your program advisor for more information about these requirements.
- Students will be required to sign off on the Drug Screening Policy, which states in part that **“students who test positive on an initial drug screening for program acceptance will forfeit the program seat.”** (See Appendix D)
- 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 their 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 certification/licensure.**
- 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 certification/licensure. If this is a concern, it is suggested that a student obtain specific information from the certifying or licensing agency before making a decision to apply to an allied health program. Directions for accessing this information are available from the program's coordinator or chairperson, will be discussed at the time of program seat acceptance, and will be discussed when criminal background, fingerprint, and drug screen results are reviewed.

- 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.

### **Related Costs and Considerations**

- Programs may require students to purchase equipment and uniforms. All associated costs are the responsibility of the student.
- 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, hair color, body piercings, and visible tattoos. Students are required to comply with all directives to remove, cover, and/or bandage physical embellishments.
- 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.
- Students may be required to have personal health insurance as required by a clinical site.
- As noted above and in the Drug Screening Policy, repeat criminal background and drug screenings, 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.
- 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.
- Associated costs required for board examination, licensure, and certification remain the responsibility of the student.
- 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.



## **APPENDIX D**

### **Drug Screening Policy**

#### **Pre-admission/Pre-clinical Screening**

Students offered a seat in any allied health or nursing program at Delaware Technical Community College will be provided information regarding drug screenings and will be expected to adhere to the substance abuse policy of the College.

Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by the laboratory facility and College representatives. Costs related to initial and random drug testing will be the responsibility of the student.

Students who fail to complete drug screening as required will forfeit their program seat and be prohibited from participation in and completion of required courses in the program.

Students who test positive on an initial drug screening for program acceptance will forfeit the program seat.

#### **Re-application**

Students who test positive on an initial drug screen or are dismissed from an allied health or nursing program due to a positive drug screen may reapply in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.

Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission into an allied health or nursing program.

#### **Dilute Results**

Dilution is the process of reducing the concentration of the urine sample. Dilution may occur when an individual consumes large quantities of water prior to testing, alters the sample after collection, or may be caused by certain medical conditions.

Dilute results will require a repeat screening within 24 hours.

Failure to produce a non-dilute and negative result after the repeat screening will result in immediate dismissal from the program or preclude initial admission.

Costs incurred for dilute screenings will be the responsibility of the student.

#### **Positive Screens**

No student drug-screening sample will be reported as positive before a Certified Medical Review Officer from the screening agency has reviewed the results.

Upon receipt of a positive drug screen notification, the College's designee will advise the student of consequences and impact on program completion.

The College encourages students to seek professional help for a drug-related problem. Follow-up treatment will be at the discretion of the student, and all expenses incurred will be the responsibility of the student.

With exception of legal actions that require access to test results, all records will be secured with access limited

only to designated college officials.

### **Additional Screenings or Reasonable-Suspicion Screening During Clinical Experience**

Once a student enters an allied health program, the student will be expected to comply with the clinical sites' specific policies and procedures as required for the student's clinical experience. Clinical facilities may require additional drug screening, criminal background checks, fingerprinting, immunizations, etc. Failure to comply with the required processes and produce negative results for any additional drug screenings will jeopardize the student's ability to complete the enrolled program. Students are responsible for any costs incurred for screenings and will be required to self-disclose results to designated program faculty.

A positive drug screen will result in immediate dismissal from the program and the student will be assigned an "F" grade on the academic transcript. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:

*Direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.*

A positive drug screen will result in immediate dismissal from the program and the student will be assigned an "F" grade on the academic transcript.

Negative drug screen results do not guarantee continuance in the clinical experience at assigned sites, as final determination for continuance in the clinical experience is at the discretion of the clinical facility in accordance with clinical agency requirements.

Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

*Adapted: Wallace Community College (Dothan, AL) Student Guidelines*

The College's Drug-Free School and Workplace Policy can be found in the College Catalog at:

<https://www.dtcc.edu/academics/college-catalog/services-students>