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 PROGRAM APPLICATION OVERVIEW*

A. 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 to enrollment.** On the application, students should select **Associate of Science** as the Educational Goal and **Science-AS Degree** as the Academic Program, and indicate which allied health program at which campus they are interested in. Students will be admitted to the Associate of Science (SCIAOSSCI) degree program until they apply to and are accepted into an allied health program. The SCIAOSSCI program includes all courses required to apply for competitive admissions (courses required for application and major support courses). Students who are not accepted into an allied health program can continue their education to complete an A.S. degree at Delaware Tech, without losing any credits. Students who are accepted into an allied health program will work toward completion of their Associate in Applied Science (A.A.S.) degree in their chosen field.

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 the 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 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.

CLEP and DANTES

Students who have taken CLEP (College-Level Examination Program) or DANTES (Defense Activity for Non-Traditional Education Support) tests may request CLEP or DANTES to forward the results to Delaware Tech for evaluation for Advanced Credit. Specific CLEP or DANTES tests which apply to the student's associate degree program may be granted corresponding Delaware Tech credit. CLEP or DANTES scores used for competitive admissions ranking must be received by application deadlines. Otherwise, the student must reapply during the next application period. (See Section V.A.2 below for important ranking point limitations)

Credit by Examination

A student may receive credit for many of the courses offered at Delaware Tech by taking a competency evaluation administered by the department chairperson or his/her designee. The exact nature of the evaluation will be determined by the evaluator. In order to qualify for the credit by examination, the student must have completed the Delaware Tech admissions process and request approval in writing for the course in which he/she wishes to receive credit by examination. In addition, the student must not have received prior instruction at Delaware Tech in the course in which he/she is seeking credit by examination.

Since no instruction has taken place, a grade will not be assigned to credits awarded by examination. Successful completion of a course by examination will appear on the student's transcript as "Advanced Credits (AC)." Credits earned by way of examination may not be applied toward the residency requirement of the College. A fee equivalent to tuition for one credit hour will be assessed for each course which a student attempts to complete by examination. (See Section V.A.2 below for important ranking point limitations)

Advanced standing credits will appear on the transcript of a declared student only upon completion of at least one term of instruction and provided the student is in satisfactory academic standing.

Previous College Coursework

Official college transcripts must be submitted for evaluation of transfer credit 60 days prior to the application deadline. Transfer credit may be awarded for courses completed with a C or higher and within the approved age limit (see the College Catalog and the attached Summary Sheet – Appendix B, as Allied Health has program-specific age limits for the Courses Required for Program Application). Please meet with the program advisor for more details.

3. **Meet the Minimum Cumulative GPA Required for Competitive Admissions Application.** Minimum Cumulative GPA varies by program (see Appendix B). The student's GPA will be taken from their DTCC transcript. Transfer students who have not established a Delaware Tech GPA may still apply but will not receive any GPA ranking points (see section V.4.).

4. **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.

5. **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.

6. **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.

7. **Complete any campus-specific requirements**. These may include information sessions, mandatory applicant meetings, psychomotor skills testing, and/or interviews, as instructed by the program advisor.

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

1. **Submit the Allied Health Program Application when academically ready to apply.** The program application is available online and will be accepted beginning November 1* each year. The application

must be completed in full and submitted to one of the campus-specified offices or by mail, as instructed on the application, by the February 1 deadline.

TWO EXCEPTIONS:
   i.   The Terry Campus EMT Paramedic Program has a second application period each year, in addition to the February 1 date. Applications for the spring class are due September 1.
   ii. The Owens Campus Respiratory Care (RCT) Program begins in the spring semester. Applications are due June 1.

The application for these programs is available online during their specified application period. The application must be completed in full and submitted to the campus-specified office or by mail, as instructed on the application, by the listed deadline.

Two program choices may be submitted per student per year, college-wide.

2. Retain a copy of the submitted application and all pertinent documentation.

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

III. APPLICATION TIMELINE

IMPORTANT DATES	STEPS IN THE PROCESS
	Official college transcripts must be submitted for evaluation of transfer credit 60 days prior to the application deadline.
November 1*	*Allied Health Program Application is available online*
February 1*	*Deadline Date for Submitting Allied Health Program Application* Submit completed application as directed on the application
March 1*	*Notification of Ranking and Eligibility for Program Pre-Acceptance Meeting is Sent* Students are notified of their ranking via their **Delaware Tech email account**. Based on the ranking, students will be invited to attend the program pre-acceptance meeting. Invited students must respond to confirm their attendance at the meeting within the deadline dates.
Month of March*	*Program Pre-Acceptance Meetings are held* Failure to respond to the email and attend the meeting will void the invitation and application.
March 31*	*Final Notification of Program Application Status* Based on participation in the program pre-acceptance meeting, required interviews and/or skills testing, and final ranking, applicants are notified by email of their status.
**If seats become available after March 31*, applicants not originally offered a seat will be notified in the order of their ranking.** **If there are more seats than qualified applicants, the program will re-open for application (at the end of the spring and summer semesters as needed).** **Dates are approximate and do not apply to programs with application deadlines after February 1. See your advisor for timeline information for those programs.*

IV. NUMBER OF AVAILABLE SEATS

A.A.S. Degree Program[1]	Pre-Acceptance Designation	A.A.S. Program Code	Campus G=George (Wilmington) T=Terry (Dover) O=Owens (Georgetown)	Number of Seats
Dental Hygiene	Science – AS Degree	DHY	G T/O Extension (all students apply via the George Campus with the 8 seats chosen from the Kent and Sussex applicants)	15 8
Diagnostic Medical Sonography	Science – AS Degree	General (DMS) Cardiovascular (CVS) General (DMO)	G (applicants who are offered a seat have the choice of DMS or CVS based on their ranking) O	8 4 6
Emergency Medical Technology	Science – AS Degree	Paramedic (EMT)	T	12
Exercise Science	Science – AS Degree	EXS	G	14
Health Information Management	Science – AS Degree	HIM	G (evening offering only, with required daytime practicum)	18 (combined with COD)
Histotechnician	Science – AS Degree	HTT	G	6
Medical Assistant	Science – AS Degree	MEA	G	18
Medical Coding Studies Diploma	Science – AS Degree	COD	G (evening offering only, with required daytime practicum)	18 (combined with HIM)
Medical Laboratory Technician	Science – AS Degree	MLT	O	12
Nuclear Medicine	Science – AS Degree	NMT	G	8
Occupational Therapy Assistant	Science – AS Degree	OTA	G O	18 16
Physical Therapist Assistant	Science – AS Degree	PTA	G O	16 16
Radiologic Technology	Science – AS Degree	RAD	G (applicants who are offered a seat have the choice of a May start [8-12] or August start [8-10] based on their ranking) O	20 23
Respiratory Care	Science – AS Degree	RCT	G O	10 20
Surgical Technology	Science – AS Degree	SGT	T	10
Veterinary Technology	Science – AS Degree	VET	O[2]	20

[1]Program availability and seat numbers subject to change
[2]The Veterinary Technology program courses are offered via videoconference college-wide but students will be required to travel to other campus locations to meet specific requirements.

V. 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, [DTCC Student Handbook](https://www.dtcc.edu/academics/student-handbook) 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).* CLEP or DANTES scores and Advanced Credit by examination used for competitive admission will be awarded based on the "C" point values of the ranking sheet, regardless of score earned.

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. **DTCC CUMULATIVE GPA:** The student's Delaware Tech cumulative GPA will be multiplied by 3 to garner some or all of the maximum 12 points, and is based on all college level coursework completed at Delaware Tech. Transfer students who have taken no college level courses at Delaware Tech will receive zero (0) of these 12 ranking points.

   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 or any course substituted for program application.
   - ❖ 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 within the designated timeframe, 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 the Associate of Science program.

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 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.

D. **Additional Notes:**

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**: Any student who has not attended Delaware Tech for a minimum of five full semesters (not including summer) upon readmission and who completes a minimum of 12 college-level credits with at least a 2.00 GPA may request that the Dean of Instruction or designee exclude the course grades received prior to the readmission term from the cumulative GPA calculation.

   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 go to https://www.dtcc.edu/academics/student-handbook/academic-policies for full details, and 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.

VI. *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 George 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 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.

   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. Criminal background checks with any misdemeanor or felony convictions may preclude the student from participating in clinical rotations. Please contact your program advisor for additional information.

   Students invited to the Program Pre-Acceptance Meeting(s) 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 his/her program seat."** See Appendix C for the full Drug Screening Policy.

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 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 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, hair color, body piercings and visible tattoos; and are required to comply with all directives to remove, cover, and/or bandage said physical embellishments.

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. 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.

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 the program advisor for any questions regarding clinical requirements.

All Allied Health Programs policies fall within College policies and procedures as set forth in the College Catalog

APPENDIX A

OCCUPATIONAL THERAPY ASSISTANT (OTA)
COLLEGEWIDE: Owens Campus and George Campus
Application Ranking Worksheet

DELAWARE
TECHNICAL ◆ COMMUNITY
COLLEGE

Name: _____   **ID Number:** _____

Minimum Cumulative GPA REQUIRED for competitive admissions application to OTA: **2.75**

Minimum Courses REQUIRED for competitive admissions application to OTA:

HS Chemistry or CHM 100 or CHM 110 + BIO 120 + MAT 015 or MAT 020 + PSY 121
(BIO 120 within 10 years; MAT 015 or MAT 020 and PSY 121 no age limit; HS CHM within 5 years, or CHM 100 or CHM 110 no age limit)

A ranking system will be used to offer students available seats within the Associate Degree Occupational Therapy Assistant 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).

   MAT 015 or MAT 020 - Elementary Algebra *(required for admissions application; not used for ranking)*

   CHM 100 - Basic Chemistry **or CHM 110** - General Chemistry **or HS CHM** *(2 points)*   _____

   BIO 120 - Anatomy and Physiology I
      A _____ *(12 points)* B _____ *(10 points)* C _____ *(8 points)*   _____

   PSY 121 - General Psychology
      A _____ *(9 points)* B _____ *(7 points)* C _____ *(5 points)*   _____

                                    APPLICATION COURSES SUBTOTAL   _____ *23 points possible*

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

   BIO 100 - Medical Terminology *(1 point)*   _____

   BIO 121 - Anatomy and Physiology II *(1 point)*   _____

   ENG 101 - Critical Thinking and Academic Writing *(1 point)*   _____

   ENG 102 - Composition and Research *(1 point)*   _____

   MAT 135 - Biomedical Statistics **or MAT 255** - Statistics I *(1 point)*   _____

   PSY 127 - Human Development *(2 points)*   _____

   PSY 223 - Abnormal Psychology *(1 point)*   _____

                              MAJOR SUPPORT COURSES SUBTOTAL   _____ *8 points possible*

DTCC CUMULATIVE GPA   _____ X 3 =   _____ *12 points possible*

                                    TOTAL POINTS   _____ *45 points possible*

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

Effective 5.1.16

APPENDIX B

ALLIED HEALTH COMPETITIVE ADMISSIONS
COLLEGEWIDE SUMMARY SHEET

DELAWARE
TECHNICAL ◆ COMMUNITY
COLLEGE

Courses, Age Limits, and Minimum Cumulative GPA Required for Application to Each Program

Program	Courses and Age Limits	GPA
COD *Medical Coding Studies*	HS or CHM 100 or CHM 110 + BIO 120 + MAT 015 or MAT 020 *(BIO and MAT within 5 years; HS CHM within 5 years or College CHM no age limit)*	2.3
DHY *Dental Hygiene*	BIO 120 + CHM 110 + MAT 135 or MAT 255 *(BIO and MAT within 5 years; CHM 110 no age limit)*	3.0
DMO/DMS/CVS *Diagnostic Medical Sonography* *(incl Cardiovascular Sonography – George)*	BIO 120 + CHM 110 + MAT 153 or MAT 180 + PHY 111 + ENG 101 *(BIO within 5 years; all others no age limit)*	3.0
EMT *Emergency Medical Technology-Paramedic*	BIO 120 + BIO 121 + BIO 130 + MAT 129 or MAT 130 or MAT 140 *(All within 5 years)*	2.5
EXS *Exercise Science*	HS or CHM 100 or CHM 110 + BIO 120 + MAT 015 or MAT 020 *(All within 5 years)*	2.5
HIM *Health Information Management*	HS or CHM 100 or CHM 110 + BIO 120 + MAT 015 or MAT 020 *(BIO and MAT within 5 years; HS CHM within 5 years or College CHM no age limit)*	2.3
HTT *Histotechnician*	BIO 120 + CHM 110 + MAT 153 or MAT 180 *(All within 5 years)*	2.5
MEA *Medical Assistant*	BIO 110 or BIO 120 + MAT 015 or MAT 020 *(BIO within 5 years; MAT no age limit)*	2.3
MLT *Medical Lab Technician*	BIO 120 + CHM 110 or CHM 150 + MAT 153 + MLT 120 *(MLT 120 within 5 years; all others no age limit)*	2.5
NMT *Nuclear Medicine*	BIO 100 + BIO 120 + CHM 110 + MAT 153 *(All within 5 years)*	2.5
OTA *Occupational Therapy Assistant*	HS or CHM 100 or CHM 110 + BIO 120 + MAT 015 or MAT 020 + PSY 121 *(BIO within 10 years; MAT and PSY no age limit;* *HS CHM within 5 years or College CHM no age limit)*	2.75
PTA *Physical Therapist Assistant*	HS or CHM 100 or CHM 110 + BIO 120 + MAT 153 *(BIO within 5 years; MAT no age limit; HS CHM within 5 years or College CHM no age limit)*	2.75
RAD *Radiologic Technology*	BIO 120 + CHM 110 + MAT 153 *(BIO and MAT within 5 years; CHM 110 no age limit)*	3.0
RCT *Respiratory Care*	BIO 120 + CHM 110 + MAT 153 *(All within 5 years)*	3.0
SGT *Surgical Technology*	BIO 100 + BIO 120 + BIO 121 + BIO 125 + MAT 129 or MAT 130 or MAT 140 + SGT 100 *(All within 5 years)*	2.5
VET *Veterinary Technology*	BIO 140 or BIO 150 + CHM 100 or CHM 110 + MAT 153 *(No age limits)*	2.5

Effective 5.1.16

APPENDIX C

Drug Screening Policy

Pre-admission / Pre-clinical Screening:

Students granted initial admission to 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 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 his/her 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 negative results 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 designee will advise the student of consequences and impact on program completion.

Delaware Technical Community 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.

<u>Additional Screenings or Reasonable-Suspicion Screening During Clinical Experience:</u>

Once a student enters an allied health/nursing program, he/she will be expected to comply with the clinical sites' specific policies and procedures as required for his/her 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.

The College's Substance Abuse Policy can be found in the Student Handbook at
www.dtcc.edu/academics/student-handbook

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