

## STUDENT SELECTION COMMITTEE

Regional West Medical Center School of Radiologic Technology has established a committee to select qualified applicants to enter the Program from the pool of applicants applying to the Program.

Responsibility: Program Director, Educational Advisory Committee  
Standard: Administration

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The Student Selection Committee is made up of the following individuals or subcommittees with overall responsibilities:

**Admission Coordinator** –organizes and evaluates the applicant records with assistance from the Program Director:

- Maintains a file of each applicant's information
- Reviews the completeness of each application. The required information includes a completed application form, reference letters or forms, high school transcripts, college or university transcripts, and observation form with typewritten questions.
- Determines whether the applicant has completed his or her prerequisite college courses
- Communicates with the applicants in writing, e-mail or by phone about any missing application information
- Determines the applicant's composite GPA
- Determines whether each applicant's college or university composite GPA meets the Program's minimum requirements
- Compiles for the Interview Committee a listing of colleges courses completed by each applicant
- Determines and communicates to the Interview Committee and the applicants the coursework that must be completed before entering Program
- Determines that a conditional student has met the required coursework prior to the conditional student's entry in the Program
- Destroys the applicant's reference forms once the evaluation process is completed

This person will not be a member of the Interview Committee or the Writing Evaluation Committee.

The Admission Coordinator is appointed by the EAC upon recommendation of Student Selection Committee Policy 722.8.02.25

Program Director.

**Writing Evaluation Committee** – each member is responsible for evaluating the written submissions made by the qualified applicants. An evaluation submission is necessary for the observation questions and for the interview day essay.

The Committee member will:

- Receive a copy of the observation questions and the interview day essay for each applicant interviewed. The applicant's name will be removed and only a number identifying the applicant's documents is used.
- Receive evaluation forms (one for observation questions and one for the interview day essay) with a corresponding number for each applicant's submissions.
- Evaluate each interviewed applicant's document in the areas of grammar/spelling, content accuracy and critical thinking using the provided form
- Return to the Admission's Coordinator the completed forms (two for each applicant).

A member of this committee will not be designated as a member of the Interview Committee.

The members of the Writing Evaluation Committee are appointed by the Program Director on an annual basis.

**Interview Committee** - each member of the committee shall be responsible for:

- Communicating with the committee member's supervisor to assure adequate coverage in the Imaging Services Department for patient care on the days scheduled for interviews.
- Reviewing the listing of the college courses taken by the each applicant as well as high school and colleges/universities attended.
- Reviewing the Program's standard set of interview questions.
- Asking questions of each applicant about the applicant's preparedness to enter the Program using at least the standard question set.
- Evaluating the responses of each applicant and completing the evaluation form for each applicant by providing a point value and making comments regarding the applicant during the interview

A member of this committee will not be designated as a member of the Writing Evaluation Committee.

The Interview Committee is composed of staff technologists, instructors and a public member. Interested technologists must make application for filling a vacancy on the Interview Committee. See Program Procedures for this process.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

Reviewed: 3/29/12, 2/21/13, 2/7/14, 1/23/15, 1/13/17, 1/12/18, Reviewed 9/21/21  
Revised: 3/29/12, 1/29/16, 1/17/19, 4/2/20