

BALL STATE UNIVERSITY RADIOGRAPHY PROGRAM 2021-2022 PROFESSIONAL CONCENTRATION PHASE INSTRUCTIONS, CHECKLIST AND APPLICATION

**READ ALL INFORMATION PRIOR TO COMPLETING THE APPLICATION AND
FOLLOW ALL DIRECTIONS.**

Allow enough time prior to the application deadline to ensure you have all required documentation for submission of your application.

ADMISSION REQUIREMENTS TO SUBMIT AN APPLICATION—*all requirements must be met by the application deadline, unless otherwise specified.*

- Please refer to the following for information regarding admission requirements:
 - BSU Undergraduate catalog, www.bsu.edu
 - Radiography Program Advisor, Madilyn Williams, madilyn.williams@bsu.edu
 - Radiography Check Sheet, www.bsu.edu/radiography
 - Radiography Program Policies, Procedures and Information, www.bsu.edu/radiography

COMPLETING AND SUBMITTING AN APPLICATION—*the following items apply to all applicants.*

1. Go online to www.bsu.edu/radiography to obtain the most current radiography program application packet. Only the most current application packet will be accepted and may not be reformatted or changed. Right click on the document and save to your computer and then open with Adobe Acrobat Reader. Click on the link for a free download of Adobe Acrobat Reader if necessary, www.adobe.com/reader.
2. Reapplicants must resubmit a new application and all required materials. Current, official transcripts must be resubmitted each time.
3. All information on pages 5-9 must be typed on the electronic version of the application on the computer except for your signature. All required information must be provided for all spaces/questions on pages 5-9. Once completed, print the application (no pictures or screen shots) (pages 5-9) and sign your name in blue or black ink. The date may be completed on the computer or written in ink after printing the application. If you do not follow the directions your application may not be considered.
4. If you have difficulty completing or printing the electronic version of the application, immediately contact the Radiography Program Advisor for assistance. If you do not follow the directions your application may not be considered.
5. The applicant is responsible for the accuracy and completeness of the application and all required documentation.
6. If you completed required radiography prerequisite courses **at another university**, as soon as grades are posted, immediately request two official transcripts from the university at which you completed the courses.
 - Have the institution send one official transcript to the Office of Admissions, Lucina Hall, Ball State University, Muncie, IN, 47306.
 - Admissions must have time to enter your transfer courses prior to you requesting an official BSU transcript and/or printing your current Student DegreeWorks record. This has to be completed by the radiography program application deadline.
 - Keep the other official transcript to submit with your radiography program application.
7. Attach the following documentation to the program application:
If you have any questions or difficulty obtaining the BSU Student DegreeWorks record or official transcript(s), immediately contact the Radiography Program Advisor for assistance at madilyn.williams@bsu.edu prior to submitting your application packet.

- a. A current BSU Student DegreeWorks record which lists all of your BSU courses with grades and your transfer courses printed 01/01/21 or after.
 - Your Student DegreeWorks record can be accessed through Self Service Banner.
 - Transfer students must also print a current Student DegreeWorks record.
 - Print (do not take screen shots) the DegreeWorks report showing your degree progress with the percentage completed bar at the top. This is the report that will typically open as the default report. Don't click on "Class History" for the report. The Student DegreeWorks record must show all grades posted including the most current fall semester if taking radiography prerequisite courses, transfer and in progress courses and the advisor notes. Include all pages of the report to submit with your application packet.
 - If radiography prerequisite courses were taken at another institution check your BSU Student DegreeWorks record to assure that all courses have been transferred and are listed prior to submitting your application packet.
 - If you have more than one major declared make sure to select the Radiography major in the drop down menu at the top of the DegreeWorks page.
 - If you have not declared Radiography as a major, immediately contact the Radiography Program Advisor for assistance prior to submitting your application packet.
- b. A current, **official** BSU transcript which lists all of your BSU courses including grades through the most current fall semester and all transfer courses.
 - Request the official BSU transcript 01/01/2021 or after to assure that all courses and grades are included.
 - You must request an official BSU transcript even if you are a transfer student to show your transfer credits have officially been accepted.
 - If all BSU (including the most current fall semester) and transfer radiography prerequisite courses do not show on your official BSU transcript please contact the Nutrition and Health Science Primary Departmental Advisor for assistance prior to submitting your application packet.
 - **Electronic BSU transcripts will not be accepted.**
 - You may request the transcript in person from the Office of the Registrar in Lucina Hall on BSU's campus or you may go to www.bsu.edu and search for "Request Transcripts" and follow the directions.
- c. Current, **official** transcripts showing course grades from any other institutions from which you have transferred credits for required radiography prerequisite courses.
 - This applies to any radiography prerequisite course whether taken in high school for college credit, course(s) taken many years ago, etc. This is in addition to the official transcripts supplied to BSU Admissions.
 - **Electronic transcripts will not be accepted.** If an institution will not release an official transcript directly to you, please contact the Radiography Program Advisor for assistance prior to submitting your application packet.
- d. Documentation to show you are currently registered in any course(s) if taking required radiography prerequisite course(s) in the spring semester at another university **other than BSU**.
- e. The pre-application review clearance letter from ARRT, if applicable.

8. Disclosure of termination from healthcare facility

Full disclosure of involuntary termination from a healthcare facility is required on the application to the professional concentration phase of the radiography program. The cause of termination will be reviewed to determine if you would not be eligible to work in a healthcare facility. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it will not be possible for you to complete the professional concentration phase of the radiography program and the application process will be stopped. All decisions are handled on a case-by-case basis.

9. Disclosure of misdemeanor or felony

Full disclosure of any ticket, citation, summons, arrest, charge or conviction for a misdemeanor or felony is required on the application to the professional concentration phase of the radiography program. You must disclose any ticket, citation, summons, arrest, charge or conviction regardless of how long ago they occurred even if you have been told nothing will show on your record, the charges were dismissed, etc. other than the exceptions listed below. For example, a charge and/or ticket and/or conviction for underage drinking must be disclosed even if you have been told it will not show on your record.

1. Individuals with a disclosure of a misdemeanor or felony must complete a pre-application review process through the American Registry of Radiologic Technologists (ARRT) and receive clearance from the ARRT prior to applying to the professional concentration phase.
 - a. The pre-application fee is the responsibility of the student.
 - b. Written clearance to take the ARRT examination must be attached to the professional concentration phase program application by the application deadline.
2. **If you have questions on whether or not you need to disclose information and/or complete the pre-application review process through the ARRT, it is your responsibility to contact the Radiography Program Director at dsmith2@iuhealth.org well in advance of the professional concentration phase application deadline. Do not call the ARRT with questions—contact the Radiography Program Director.**
3. **Exceptions that do not need to be disclosed are:**
 - a. Juvenile offenses and convictions processed in juvenile court.
 - b. Speeding and parking tickets that did not rise to the level of a misdemeanor or felony and did **NOT** involve drugs or alcohol. You must report **Yes** for all traffic violations charged as a misdemeanor or felony and that involved drugs and/or alcohol.
 - c. Charges that were dismissed if there were **NO** court conditions required.
Refer to #4 below regarding the explanation of “dismissed” and #7a.
 - d. Sealed or expunged cases (If you don’t have court documents that prove your charges/convictions were actually sealed or expunged, you must report the violation).
4. Dismissed does not mean the charge never occurred; it is simply the disposition of how the case was closed. If you had to attend a class, pay a fine, perform community service, probation and/or stay out of trouble for a period of time, etc. you must disclose this and complete the pre-application review process through the ARRT.
5. Disclosure will not automatically disqualify your professional concentration phase application.
6. If you do not disclose prior tickets, citations, summonses, arrests, charges or convictions on the professional concentration phase program application and a validated ticket, citation, summons, arrest, charge or conviction appears on your background check or is discovered later, that was not dismissed with no court conditions, your professional concentration phase application will be disqualified and/or professional concentration phase position will be revoked.
7. For more information and/or instructions, please contact the Radiography Program Director at dsmith2@iuhealth.org for pre-application information well in advance (at least 3 months) of the professional concentration phase program application deadline. To download a pre-application form from the American Registry of Radiologic Technologists, go to https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=74a101fc_44. **Please note the Ethics Pre-Application Review may take up to 12 weeks to be completed.**
 - a. If you have ever participated in a diversion program or had any other requirements set by a court such as paying a fine, taking a class, community service, stay out of trouble for 6 months, etc. you need to obtain documentation from the court and/or a copy of the court docket verifying your completion of the requirements to send in as documentation to the ARRT when completing the ARRT pre-application review process. Documents may usually be obtained by request at the courthouse in the jurisdiction in which the charge or conviction occurred.
8. If you have previously applied to the professional concentration phase of the radiography program and already have a clearance letter from the ARRT, you do not have to complete the pre-application review process again provided no other tickets, citations, summonses, arrests, charges or convictions have occurred. You may just attach a copy of the previous clearance letter. If new tickets, citations, summonses, arrests, charges or convictions have occurred you must complete a new pre-application review process with the ARRT.

REVIEW OF APPLICATION PACKETS

The Radiography Program Admissions Committee will meet in February to review the application packets. Applicants are reminded that the application process is competitive, the number of professional concentration phase spots is limited, and the top-ranking applicants are selected for the program. Applicants will be ranked using the following formula: (GPA of required radiography prerequisite courses x 8) + (GPA of required radiography prerequisite math/science courses x 17).

NOTIFICATION OF ADMISSION STATUS

Upon final review of the application packets, all applicants will be notified in writing, via email, of their admission status. Letters will be sent to the current email address listed on the radiography program application.



Check as completed.

- _____ Meet with the Radiography Program Advisor.
- _____ Assure that you are a current Ball State student by December 1. If you have not received an official admittance notification from BSU by the December 1 deadline, provide evidence that you officially applied to BSU by the first business day of November when submitting your application packet.
- _____ Complete **all** spaces/questions on all pages on the electronic application by typing in all responses on the computer except for your name and then print and sign your name in blue or black ink. Date the application.
- _____ Officially transfer any radiography prerequisite courses taken at another university.
- _____ Attach a current BSU Student DegreeWorks record (all pages) for your radiography major which lists all of your BSU courses with grades and your transfer courses printed 01/01/2021 or after.
- _____ Attach a current, official BSU transcript which lists all of your BSU courses including grades through the most current fall semester and all transfer courses printed 01/01/2021 or after.
- _____ Attach current, official transcripts showing course grades from any other institutions from which you have transferred credits for required radiography prerequisite courses.
- _____ Attach documentation to show you are currently registered in any course(s) if taking required radiography prerequisite course(s) in the spring semester at another university **other than BSU**.
- _____ Attach the pre-application review clearance letter from ARRT, if applicable.
- _____ Read the most current *Radiography Program Policies, Procedures, and Information* and *Radiography Check Sheet* documents posted on the BSU website.
- _____ Follow all application directions and carefully check the application prior to submission.

Return the application packet to the Department of Nutrition and Health Science, Health Professions Building 530, Ball State University, Muncie, IN 47306, no later than 5:00 p.m. local time (Eastern Standard Time) on the first business day of February.

Incomplete, inaccurate and/or late application packets may not be considered.

