

**BALL STATE UNIVERSITY
RADIOGRAPHY PROGRAM
PROFESSIONAL CONCENTRATION PHASE INSTRUCTIONS**

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 information and to submit your application online.
2. Reapplicants must resubmit a new application and all required materials. Current, official transcripts must be resubmitted each time.
3. All information in the application is required and must be answered in order to complete and submit the application. If you do not follow the directions your application may not be considered.
4. If you have difficulty completing 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.
 - Have the institution send the second official transcript to the Program Director, Dawn Smith, at dsmith2@iuhealth.org.
7. Review your DegreeWorks Information:
- Your Student DegreeWorks record can be accessed through Self Service Banner.
 - Transfer students will also have a Student DegreeWorks record that needs to be reviewed.
 - Review 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.
 - 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.
 - 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.
- * If you have any questions or difficulty reviewing your BSU Student DegreeWorks record or official transcript(s), immediately contact the Radiography Program Advisor for assistance prior to submitting your application.
8. Current, **official** electronic transcripts showing course grades from any other institutions from which you have transferred credits for required radiography prerequisite courses. Electronic transcripts are acceptable.
- 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.
 - These transcripts will also need to be sent to Dawn Smith at dsmith2@iuhealth.org.
 - If an institution will not release an official transcript directly to you, please contact the Nutrition and Health Science Primary Departmental Advisor/Radiography Program Advisor for assistance prior to submitting your application.
9. 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**.
- This documentation will also need to be sent to Dawn Smith at dsmith2@iuhealth.org.
10. The pre-application review clearance letter from American Registry of Radiologic Technologists (ARRT), if applicable.

- This is only applicable if you will be disclosing a misdemeanor or felony.

11. **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.

12. **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 that involved drugs and/or alcohol.
 - c) Charges that were dismissed if there were **NO** court conditions required.
For further explanation of “dismissed” refer to #4 and #7a below.
 - 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=28>.
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 use a copy of the previous clearance letter and email it to Dawn Smith at dsmith2@iuhealth.org 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 APPLICATIONS

The Radiography Program Admissions Committee will meet in February to review the applications. 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 applications, 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.