

# BALL STATE UNIVERSITY RADIOGRAPHY PROGRAM PROFESSIONAL PHASE STARTING SUMMER 2027 INSTRUCTIONS, CHECKLIST AND APPLICATION

***Please read all information completely and follow all directions. Allow enough time prior to the application deadline to ensure you have all required documentation for submission of your application packet. If you do not follow the directions your application may be disqualified.***

- Please refer to the following references for Radiography Program information:
  - [BSU Undergraduate Catalog](#)
  - Radiography Major Advisor, Ciera Boyes, [Ciera Boyes Email](#)
  - Radiography Program Director, Rhonda Jones, MA, RT(R), [Rhonda Jones BSU Email](#) or [Rhonda Jones IU Health Email](#)
  - *Radiography Check Sheet and Radiography Program Policies, Procedures and Information (PDF)* at [BSU Radiography Page](#)

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

**NOTE: If you declared Radiography as a major prior to Fall 2026, contact the Radiography Major Advisor for admission requirements.**

- Meet with the Radiography Major Advisor.
- Be a current Ball State student by December 1 of the year immediately prior to the professional phase application deadline. All transfer credits must be evaluated and appear on the official BSU transcript.
- Successfully complete 12 of the 26 hours of radiography prerequisite and UCC courses.
- Earn a minimum of 2.75 overall GPA from the required radiography prerequisite and UCC courses.
- Disclose any termination from a healthcare facility.
- Meet the following requirements for the math/science courses (ANAT 201, MATH 125, PHYS 215):
  - Complete 2 of the 3 required math/science courses.
  - Complete within the past seven years or must be retaken.
  - Not repeat any math/science course more than one time.
  - Earn a grade of C or higher for all required math/science courses.
- Read the most current Radiography Program documents posted on the [BSU Radiography Page](#): *Radiography Program Instructions and Application; Radiography Program Policies, Procedures, and Information; Radiography Check Sheet.*
- Be a minimum of 18 years of age by the first day of the professional phase of the program due to occupational radiation exposure limits of minors and to meet legal clinical setting policies.

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

1. Go to the [BSU Radiography Page](#) to obtain the most current Radiography Program instructions and application. Only the most current application 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. Do **not** open and edit with Preview – save to your desktop first.
2. Reapplicants must resubmit a current application and all required materials. Current, official transcripts must be resubmitted each time.
3. All information on **pages 5-7** must be typed on the electronic version of the application on the computer. All required information must be provided for all spaces/questions on pages 5-7. The applicant is responsible for the accuracy and completeness of the application and all required documentation. Once completed, **print pages 5-7** (no pictures or screen shots). If the information you provide is incorrect or you leave spaces blank your application may be disqualified.

4. If you have difficulty completing or printing the electronic version of the application, immediately contact the Radiography Major Advisor or the Nutrition and Health Science Office for assistance.
5. If you completed required radiography prerequisite and UCC courses **at another university/college**, as soon as grades are posted, immediately request two official transcripts from the university/college at which you completed the courses and follow the instructions in the bullets below. If you earned dual credit in high school for any of the required radiography prerequisite and UCC courses, you must request an official printed transcript from the university/college that issued the credit and follow the instructions in the bullets below.
  - Have the university/college send one official transcript to the Office of Admissions, Lucina Hall, Ball State University, Muncie, IN, 47306.
  - BSU Admissions must have time to enter your transfer courses prior to you requesting an official BSU transcript. This must be completed by the Radiography Program application deadline.
  - Keep the other official transcript to submit with your Radiography Program application.
6. Complete the program application. If you have any questions or difficulty obtaining official transcript(s), immediately contact the Radiography Major Advisor for assistance prior to submitting your application packet. Attach the following:
  - a. **A current, printed official BSU transcript**
    - The official BSU transcript must list all your BSU courses including grades through the most current fall semester and all transfer courses.
    - It is recommended to request the official BSU transcript **01/01/2027** or after to ensure all courses and grades are included.
    - You must attach a printed 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 Radiography Major Advisor for assistance prior to submitting your application packet.
    - We will accept a copy of an official transcript or a parchment transcript if the Ball State University or BSU watermark is clearly visible on the transcript. Printed or copied transcripts may show wording such as “Void” or “Copy of transcript” which is acceptable. Check the printed transcript to ensure that the BSU name or watermark can be clearly seen. If the BSU name or watermark cannot be clearly seen your application may be disqualified.
    - **Unofficial BSU transcripts will not be accepted.**
    - You may request the BSU transcript in person from the Office of the Registrar in Lucina Hall on BSU’s campus or you may go to [Ball State University](#) and search for “Request Transcripts” and follow the directions.
  - b. **A current, printed official university/college transcript from any other universities/colleges from which you have taken and/or transferred credits for required radiography prerequisite and UCC courses**
    - This applies to any radiography prerequisite and UCC 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.
    - If you received dual college credit for courses taken in high school you must submit a current, printed official university/college transcript showing course grades from the university/college that issued the credit. **Do not send high school transcripts.**
    - If you originally took a prerequisite and UCC course at another university/college and then retook the course at BSU, you still need to submit an official transcript from the university/college at which you originally took the course.
    - We will accept a copy of an official transcript or a parchment transcript if the university/college name or university/college watermark is clearly visible on the transcript. Printed or copied transcripts may show wording such as “Void” or “Copy of transcript” which is acceptable. Check the printed transcript to ensure that the name of the university/college or watermark can be clearly seen. If the university/college cannot be clearly seen your application may be disqualified.

- **Unofficial transcripts will not be accepted.** If a university/college will not release an official transcript directly to you, please contact the Radiography Major Advisor for assistance prior to submitting your application packet.
- c. **Documentation to show you are currently registered in any course(s) if taking required radiography prerequisite and UCC course(s) in the spring semester at another university/college other than BSU**
- An example of acceptable documentation would be a course schedule which includes the student's name, university/college name, course name and number and dates/times of the course.
8. **Disclosure of termination from healthcare facility**  
**Full disclosure of involuntary termination from a healthcare facility is required on the application to the professional 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 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**  
 Students accepted to the professional phase of the Radiography Program must successfully complete a background check and be cleared by IU Health to participate in the program. Accepted students must also apply and receive a student permit issued by the Indiana Department of Health. Prior to completion of the program, students will apply for the national credentialing exam administered by the American Registry of Radiologic Technologists (ARRT). The ARRT credential is required to work in most states. Accepted students will be asked to respond to questions regarding felonies and misdemeanors. On the ARRT application, applicants will be required to disclose any ticket, citation, summons, arrest, charge or conviction for a misdemeanor or felony. 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. 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. Disclosure will not automatically disqualify an individual from qualifying to take the ARRT exam.
- For the ARRT, individuals with disclosure of a misdemeanor or felony may complete a pre-application review process and receive clearance from the ARRT prior to being accepted into the program or if you're at least eight months away from Radiography Program graduation. To download a pre-application form, go to [ARRT Pre-Application form](#). Please note the Ethics Pre-Application Review may take up to 12 weeks to be completed.
  - If you have questions on whether you need to disclose information and/or should consider completing the pre-application review process through the ARRT, please contact the Radiography Program Director at [Rhonda Jones BSU Email](#) or [Rhonda Jones IU Health Email](#).

## **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 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 BSU email address listed on the Radiography Program application.



**Check as completed.**

## **Do not submit your application packet if you do not have the required documentation attached!**

- Meet with the Radiography Major Advisor.
- Ensure 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.
- Ensure you use the most current radiography instructions and application.
- Complete **all** spaces/questions on all pages on the electronic application by typing in all responses on the computer. If there is a reason you are leaving a space blank you must include a statement as to why or your application may be disqualified.
- Officially transfer any radiography prerequisite and UCC courses taken at another university/college to BSU.
- Attach a current, printed official BSU transcript which lists all of your BSU courses including grades through the most current fall semester and all transfer courses. It is recommended to request the official BSU transcript 01/01/2027 or after to ensure all courses and grades are included.
- Attach current, printed official transcripts showing course grades from any other university/college from which you have taken and/or transferred credits for required radiography prerequisite and UCC courses. If you earned dual credit in high school for any of the required radiography prerequisite and UCC courses, you must submit an official printed transcript from the university/college that issued the credit.
- Attach documentation to show you are currently registered in any course(s) if taking required radiography prerequisite and UCC course(s) in the spring semester at another university/college **other than BSU**.
- Read the most current Radiography Program documents posted on the [BSU Radiography Page](#): *Radiography Program Instructions and Application; Radiography Program Policies, Procedures, and Information; Radiography Check Sheet*.
- **After you print your application, check it again to make sure you have completed all spaces on all pages. Check to see that all information shows clearly on all printed documents and none of the information is cut off. You only need to submit pages 5-7 of the application with your packet.**

**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. Once you submit an application packet to the Nutrition and Health Science Office it is considered a final submission.**

***Incomplete, inaccurate and/or late application packets may be disqualified.***





