

**Henry Ford Providence Southfield Hospital
School of Radiologic Technology, Rev. 12/25
Admissions Policy**

The following steps will be completed for admission of a student.

- 1) Assure candidates' files are complete and meet all required criteria. The deadline for submission of information is February 1st of each year.
- 2) All candidates with completed eligible files will be scheduled for a date to come to the hospital to take an algebra test. All candidates will be sent via email a mock sample of problems.
- 3) All candidates that pass the algebra exam with an 80% or better will be scheduled for an interview.
- 4) Interviews will be completed; interviewers will score candidates using the Interview Selection Worksheet.
- 5) An academic and average interview score will be compiled for each candidate.
- 6) The Interview Committee will meet, and candidates will be chosen according to the following procedure:
 - A) All candidates will be ranked according to academic scores using the academic scorecard.
 - B) All candidates will be assigned an average interview score based on interview ratings by faculty members.
 - C) All candidates with an average interview score of 10.0 or higher, and an academic score of a minimum of 60 will be considered available spots. These values were derived by the consensus of the Education Committee.
 - D) The twelve students with the highest compiled scores will be selected for admission.
 - E) All other candidates who meet the academic and interview criteria will be considered in the same fashion for alternate status.
 - F) Alternate candidates will remain ranked by the highest compiled score.
- 7) Notification letters will be sent to accepted, alternate, and rejected candidates. Accepted candidates must notify the School of Radiologic Technology by April 15th to reserve a spot in the incoming class. Alternate candidates must also notify the School of Radiologic Technology of acceptance of alternate status by the same date.
- 8) The next highest ranked alternate candidate will fill class positions still open after April 15th until the final week of September.
- 9) Matriculation fees and agreement letters must be received by May 30th to reserve a class position. Alternate candidates will fill open class positions.
- 10) Upon receipt of agreement letters, candidates will be advised of the required physical exam.
- 11) Upon receipt of the matriculation fee, candidates will be sent a hard-copy of the policy manual within 4 weeks. Soft-copies are e-mailed once contact has been made to accept a position in the program prior to any money changing hands. The handbook is always available on the program website.
- 12) Accepted students will be sent a reminder letter at the beginning of August concerning the physical exam and required texts.