Please read all information completely and follow all directions.

- Allow enough time prior to the application deadline to ensure you have all the required documentation for submission of your application. If you have difficulty obtaining the BSU Student DegreeWorks record or official transcript(s), immediately contact the Nutrition and Health Science Primary Departmental Advisor for assistance at sagremer@bsu.edu.
- Go online to www.bsu.edu/radiography to obtain the most current radiography program application and instructions. Only the most current application will be accepted. The application may not be reformatted or changed. For the application, 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.
- If you have difficulty completing the electronic version of the application, immediately contact the Nutrition and Health Science Primary Departmental Advisor for assistance.
- The application must be completed on the computer, including the date on the last page, printed and then signed in blue or black ink.
- All required information must be provided for all spaces/questions on all pages.
- The applicant is responsible for the accuracy and completeness of the application packet and for ensuring that all required documentation is attached.
- The professional concentration phase application packet for the current year is due in the Department of Nutrition and Health Science office (CL 325) by 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.

STEP 1: ADMISSION REQUIREMENTS TO SUBMIT AN APPLICATION—all requirements below must be met by the application deadline, unless otherwise specified.

**General Information**
- Students may complete the required radiography prerequisite courses upon admission to the university. Admission to the professional concentration phase requires a separate application and is competitive. Admission to the university, satisfactory completion of the radiography prerequisite courses and fulfillment of program admission requirements does not guarantee admission to the professional concentration phase of the program. The Radiography Program designates the number of students admitted to the professional concentration phase each year.
- All accepted students to the professional concentration phase of the program must provide documentation of CPR and required immunization/tests and successfully complete a background check and mandatory drug testing performed by IU Health.
- In order to participate in the professional concentration phase of the program, no accepted student may appear on specific Federal exclusion lists.

**Admission Requirements**
In order to apply for admission to the professional concentration phase of the Radiography Program, students must:

- Meet with the Nutrition and Health Science Primary Departmental Advisor.
- Be a current Ball State student by December 1 of the year immediately prior to the professional concentration phase application deadline. All transfer hours must be evaluated and appear on the BSU Student DegreeWorks record and official BSU transcript.
- Successfully complete 14 of the 28 hours of radiography prerequisite courses.
- Earn a minimum of 2.5 overall GPA from the required radiography prerequisite courses.
Disclose any termination from a healthcare facility, ticket, citation, summons, arrest, charge, or conviction for a misdemeanor or felony. Individuals who have been charged or convicted of a misdemeanor or felony must pre-apply and receive clearance from the national certifying body by the professional concentration program application deadline. Refer to pages 4-5 of this document for a complete explanation regarding disclosure of misdemeanors and felonies and pre-application clearance.

Meet the following requirements of the math/science courses ANAT 201, CHEM 100, MATH 125, PHYC 100, PHYS 205:
- Complete 3 of the 5.
- 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 5 math/science courses.

Earn a grade of C or higher for English (ENG 103).

Have read the most current Radiography Program Policies, Procedures, and Information and most current Radiography Check Sheet documents posted on the BSU website.

Be a minimum of 18 years of age by the first day of the professional concentration phase of the program due to occupational radiation exposure limits of minors and to meet legal clinical education setting policies.

Retention Requirements
In order to maintain admission and participate in the professional concentration phase of the Radiography Program, students must:
- Successfully complete all 28 hours of the radiography prerequisite courses by the end of spring semester prior to beginning the professional concentration phase.
- Earn a grade of C or higher in all professional concentration courses.

MATH/SCIENCE COURSES
Must complete with a C or higher.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 201</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>3</td>
<td>C</td>
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<tr>
<td>MATH 125</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>PHYC 100</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>PHYS 205</td>
<td>3</td>
<td>C</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION COURSES
Must complete with a passing grade; English must be completed with a C or higher.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 210</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>CS 104</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>ENG 103</td>
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<td>C</td>
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<tr>
<td>PSYS 100</td>
<td>3</td>
<td>C</td>
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<td>PFW</td>
<td>1</td>
<td>C</td>
</tr>
</tbody>
</table>

STEP 2: SUBMITTING AN APPLICATION—the following items apply to all students, including transfer courses and/or students. Allow enough time prior to the application deadline to ensure you have all the required documentation for submission of your application.

a. Reapplicants must resubmit a new application and all required materials. Current, official transcripts must be resubmitted each time.

b. Go online to www.bsu.edu/radiography to obtain the most current radiography program application and instructions. Only the most current application will be accepted. The application may not be reformatted or changed. For the application, 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.

c. Complete the current professional concentration phase radiography program application on the computer, print out the application and then sign in blue or black ink. All required information must be provided for all spaces/questions on all pages or your application may not be considered.

d. If you have difficulty completing the electronic version of the application, immediately contact the Nutrition and Health Science Primary Departmental Advisor for assistance.
e. If you completed required radiography prerequisite courses at another university, as soon as your 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 Admissions, Ball State University, Muncie, IN, 47306. You can also request an official transcript in a sealed envelope and hand deliver it to Admissions in Lucina Hall at BSU.
- Admissions has to 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.
- No official electronic transcripts will be accepted with the application packet. If an institution will not release an official transcript directly to you, please contact the Nutrition and Health Science Departmental Advisor for assistance prior to submitting your application packet.

f. Attach the following documentation to the program application:

- A current BSU Student DegreeWorks record which lists all of your BSU courses with grades and your transfer courses printed 01/01/17 or after.
  - Your Student DegreeWorks record can be accessed through Self Service Banner.
  - Transfer students must also print a current Student DegreeWorks record.
  - The Student DegreeWorks record must show all grades posted including the most current fall semester if taking radiography prerequisite courses.
  - 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 Nutrition and Health Science Primary Departmental Advisor for assistance prior to submitting your application packet.
  - **It is your responsibility to review your Student DegreeWorks record once printed.** Check to see that course requirements are correct. If you have questions about your Student DegreeWorks record, immediately contact the Nutrition and Health Science Primary Departmental Advisor for assistance prior to submitting your application packet.

- 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 01/01/17 or after to assure that all courses and grades are included. 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 must request an official BSU transcript even if you are a transfer student to show your transfer credits have officially been accepted. If radiography prerequisite courses were taken at another institution check your official BSU transcript to assure that all courses have been transferred and are listed prior to submitting your application packet.
  - 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](http://www.bsu.edu) and search for “Request Transcripts” and follow the directions.

- 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 Nutrition and Health Science Primary Departmental Advisor for assistance prior to submitting your application packet.

_____ 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.

_____ The pre-application review clearance letter from ARRT, if applicable.

g. **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.

h. **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 of the program.
   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 dlong2@iuhealth.org well in advance of the application deadline prior to submitting the professional concentration phase application packet. Do not call the ARRT with questions—contact the Radiography Program Director.**

3. **Exceptions that do not need to be disclosed are:**
   a. Offenses committed while a juvenile and processed in the juvenile court system.
   b. Traffic violations which did NOT involve drugs or alcohol (speeding or parking ticket).
   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 (must have specific court documents attesting to the sealing or expungement).

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. that is a court condition and 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 dlong2@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, go to www.arrt.org, select Educators & Students, Ethics Review Pre-Application. 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.

   i. Return the application packet to the Department of Nutrition and Health Science, CL 325 no later than 5:00 p.m. local time (Eastern Standard Time) on the first business day of February.

   j. Incomplete and/or late application packets will not be considered.

**STEP 3: REVIEW OF APPLICATION PACKETS**

Shortly after the due date for application packets, the radiography program admission committee will meet 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).

**STEP 4: 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.
BALL STATE UNIVERSITY RADIOGRAPHY PROGRAM
PROFESSIONAL CONCENTRATION PHASE APPLICATION
2017 APPLICATION CHECKLIST

- Please use this checklist to assist with your application packet.
- Reapplicants must resubmit a new application and all required materials. Current, official transcripts must be resubmitted each time.
- The following items apply to all students, including transfer students, and must be included with the application by the program application deadline.

☑ Did you:

_____ Meet with the Nutrition and Health Science Primary Departmental Advisor?

_____ Assure that you are a current Ball State student by December 1?

_____ Complete all spaces/questions on all pages on the application, print the application and sign in blue or black ink?

_____ Officially transfer any radiography prerequisite courses taken at another university?

_____ Attach a current BSU Student DegreeWorks record for your radiography major which lists all of your BSU courses with grades and your transfer courses printed 01/01/17 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 01/01/17 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?

Return the application packet to the Department of Nutrition and Health Science, CL 325, 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.