

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section II - Academic/Student

SUBJECT: ADMISSION SELECTION PROCESS

REVIEWER(S): Dean of Student Affairs and Enrollment Management
Admissions Coordinator

RELATED POLICIES TO CONSULT:

[Admission Criteria \(Sec. II\)](#)
[Admission and Progression Related to Clinical Placement at CHS Facilities \(Rehire Status, Background & Fingerprint Checks\) \(Sec. II\)](#)
[Readmission to Credit Programs \(Sec. II\)](#)

I. POLICY

The College will adhere to a process which ensures a transparent and fair selection process and clear communication of materials considered, processes used, and timelines applied.

II. PROCEDURE

A. Credit Programs

1. Applicant Selection - The selection process follows the steps outlined below:
The admissions office receives and reviews applications for each program. Applicants are awarded points based on academic history, test scores, references, interviews, and supplemental questions. Preference may be given to applicants from the Charlotte-Mecklenburg area. Those applications meeting the minimum requirements by the deadlines defined below will be processed and an admissions ranking report generated for each program.
 - All programs use academic history in the selection process.
 - The general studies, nursing, radiologic technology and surgical technology programs use test scores in the selection process.
 - The histotechnology, medical laboratory science and radiation therapy programs use references in the selection process.
 - The histotechnology, medical laboratory science, radiation therapy and radiologic technology programs use interviews in the selection process.
 - The surgical technology program uses supplemental questions.
2. The admissions, progression, and graduation (APG) committee reviews admissions ranking report (without names) for each program. The chair of APG may request that individual files be reviewed.
3. Admission decisions are made by the APG committee based on the ranking report and other relevant information (e.g., courses completed, degrees earned, and other information deemed appropriate by APG).
4. Program directors may have access to the admissions ranking report (without applicant names) prior to APG committee review.
5. If APG deviates from the admissions ranking report in selecting applicants, the APG chairperson brings the admission decisions to the dean of student affairs to discuss the rationale for the deviation. The dean may send the decision back to APG for further review.
6. When official transcripts or test scores are required for consideration, the transcript or test

- score may be submitted electronically with the online application for initial consideration. Upon request of the admissions office (generally after being conditionally admitted), the applicant must submit official transcripts issued from the original institution in an original, sealed envelope. Test scores will be considered official when listed on an official transcript, when the official form from the testing agency is submitted, or when delivered electronically directly to CCHS from a testing agency. Faxes are not accepted in lieu of official transcripts.
7. Where interviews are part of the selection process, candidates may be interviewed by phone or in person and the following will apply:
 - The weighting of the interview will not exceed 25% of the total weight of selection.
 - All candidates will be asked similar questions, using the same interview tool with each response separately evaluated.
 - Attempts will be made to include both program faculty and at least one non-faculty member on the interview committee.
 8. In calculating cumulative grade point average (GPA) for admission, CCHS uses all college-level courses completed at each institution of higher education the applicant attended, with the omission of those receiving repeat credit or academic forgiveness. The exceptions to this are as follows:
 - For pre-nursing and pre-radiologic technology students seeking guaranteed admission to the respective programs, the required cumulative GPA of 3.25 will be calculated using only the first graded attempt on each of the required courses taken at CCHS, even if repeated for credit.
 - For applicants to the school of clinical laboratory sciences, an additional math and science GPA will be calculated using all college-level courses attempted, including repeats and other attempts.
 - For applicants to the radiation therapy program, the GPA is calculated using all radiologic technology courses and specific core courses such as English, communication, math, anatomy and physiology and physics.
 9. The admissions coordinator will notify applicants of APG committee decisions. Applicants for admission may be subject to the following outcomes based on the selection process:
 - Conditionally admitted applicants are those who meet all admissions criteria and have been selected for admission by the APG committee. These applicants will receive final admission to the college once all conditions as set forth in the Application and Admission Criteria policy have been met.
 - Alternate pool applicants are those who meet all admission criteria and have been selected to the alternate list for the program. These applicants are advised to complete all conditions as set forth in the Application and Admission Criteria policy so as to qualify for consideration as space becomes available. If space does not become available, these applicants are advised of the reactivation process.
 - Denied applicants are those who meet the minimum criteria for consideration but are not admitted by the APG committee. These applicants are notified that they have not been admitted and are advised of the reactivation process.
 - Applicants who do not meet the minimum admissions requirements are immediately notified of their status and are not presented to the APG committee.
 10. The following special circumstances may affect the applicant selection process:
 - The president of the college has the prerogative to admit students outside the parameters of this policy if they hold a prior baccalaureate degree.
 - **Charlotte RIBN** - Applicants to the RIBN (Regionally Increasing Baccalaureate Nursing) program who have been admitted to UNC Charlotte will be academically ranked based on un-weighted high school GPA or cumulative college GPA (if the applicant has at least 24

semester credit hours or more) and the TEAS (Test of Essential Academic Skills) Composite Score. Qualified applicants will be sorted by the RIBN admission committee according to academic rank and will be conditionally admitted until all spaces are filled at each consortium college (Carolinas College, Central Piedmont Community College and Gaston College). Conditionally admitted applicants will be responsible for meeting all final admissions requirements. Any remaining qualified applicants will remain on the RIBN alternate list.

- **Nursing and Transfer** - Applicants with a current LPN License and those transferring from another health care program (generally nursing) may meet with the APG committee. The APG committee will consider cumulative college GPA and SAT/ACT test scores as well as program-specific courses completed (e.g., NUR courses). Generally, APG will apply the standard of the average GPA and SAT/ACT scores (admissions ranking) of the most recently admitted class.
11. **Reactivation process** - Denied applicants, those whose files are incomplete at the deadline, and those who choose not to enroll are held in an inactive status for up to one year from the date they applied to start. Applicants who wish to be considered for admission in a subsequent year must submit a written request for reactivation and a \$50 application fee. After one year, the application and all related documents will be destroyed.
 12. **Application Deadlines** - The application deadlines are as follows:
 - **General Studies** - Applications are due the first Friday in May (fall start), the third Friday in September (spring start) and the third Friday in March (summer start).
 - **Histotechnology** - Applications are due by June 1 (spring start).
 - **Medical Laboratory Science** - Applications are due November 15 (fall start) and June 1 (spring start).
 - **Nursing** - Applications are due the first Friday in February (fall start) and the third Friday in June (spring start). LPN-to-RN and transfer students (those with prior nursing credit): Applications are due the first Friday in October (summer start).
 - **Radiation Therapy** - Applications are due the first Friday in December (fall start).
 - **Radiologic Technology** - Applications are due the first Friday in December (fall start).
 - **Surgical Technology (Diploma)** - Applications are due the first Friday in October (summer start).
 - **Surgical Technology (AAS/Bridge)** - Applications are accepted on a rolling basis as space is available (fall, spring & summer start).
 - **Non-Degree** - Applications are accepted on a rolling basis as space is available (fall, spring and summer start).
 - Applications received after the deadlines above may be considered on a space available basis.
- B. **Non-Credit Programs**
1. **Applicant Selection** - The selection process follows the steps outlined below:

The continuing education office receives and reviews applications for each program. Generally, applicants are accepted on a space available basis and have a reserved seat in the class upon payment of the required tuition. The following special circumstances may affect the applicant selection process:

 - **Anesthesia Technician** - Applicants are not ranked but accepted on a first-come, first-served basis as space is available. Applicants submitting the required tuition have a reserved space in the class.
 - **Nurse Aide** - Applicants are not ranked but accepted on a first-come, first-served basis as space is available. Applicants submitting the required materials and tuition have a reserved space in the class.
 - **Phlebotomy** - Applicants are ranked according to GPA and Scholastic Level Exam (SLE)

scores.

2. Application Deadlines: The application deadlines are as follows:
 - Applications are accepted on a rolling basis as space is available.
 - Spaces in the program may be reserved through the first class meeting.

C. The Admission Selection Process policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____