



## Collegewide Allied Health Admissions Process

### INTRODUCTION TO COMPETITIVE ADMISSIONS

Competitive admissions apply to the following allied health programs: cardiovascular sonography, diagnostic medical sonography, dental hygiene, emergency medical technician, histotechnician, nuclear medicine, occupational therapy assistant, physical therapist assistant, radiologic technology, respiratory care, surgical technology, and veterinary technology. The College's nursing program has a different admissions process. (Please see the Nursing Program [Admission Handbook \(PDF\)](#) and contact the campus advising center for more information.)

### NON-COMPETITIVE PROGRAMS

Non-competitive allied health programs include: exercise science, medical assistant, and medical laboratory technician. While these programs do not require an application process, there are requirements for starting first-semester program courses, maintaining a seat in the program, and qualifying for clinical experiences. Please continue to Appendix F for specific information regarding non-competitive programs.

To apply to a program with competitive admissions, students must complete the designated requirements and meet the minimum criteria for their selected program. Acceptance to a program with competitive admissions is not guaranteed. **Students must read this admissions document and comply with all procedures and deadlines.**

Before submitting the Allied Health Program Application, the student must:

1. **[Apply to the College](#) and complete the steps for admission.** On the application, students should select the **Health Professions** application type for the campus where they will be taking courses to and the **Area of Interest** the student plans to pursue. Students must have a DTCC email account to apply to their respective program. Students may be admitted to the General Studies (SCIAOSSCI) degree program or Non-Award Seeking Adult Student (NASNADASU) status until they apply to and are accepted into an allied health program. If the allied health applicant is a previous graduate of the General Studies program, they may need to register as a non-award-seeking student, which could result in financial aid not covering the cost of tuition.
2. **Meet with an academic counselor or program advisor.** Students must meet with an academic counselor before enrolling for their first semester. Students will also meet with a program advisor before enrolling for their second semester. **Ongoing advisement with the program advisor (at least once per semester) is important to student success.**
3. **Successfully complete courses required for program application.** Courses required for program application vary by program (see Appendix A). Students should meet with their program advisor to review the requirements and the program ranking worksheet. Some courses may be exempted through placement testing or previous college coursework.
4. **Meet the Minimum Cumulative GPA required for program application.** The Minimum Cumulative

GPA required for program application varies by program (see Appendix A). The student's GPA will be taken from their Delaware Tech transcript or most recent transfer GPA. An official transcript from the most recently attended institution must be provided to show that the minimum cumulative GPA has been met. However, transfer students will not receive any GPA ranking points. Official transcripts for any previous college coursework that will be used to meet the minimum cumulative GPA or courses required for application must be received by Delaware Tech at least 60 days before the competitive admissions application deadline. Transfer credits must be evaluated and included on the Delaware Tech transcript to be eligible for consideration.

5. **Demonstrate a high level of academic success in their coursework.** Program admission is based heavily on the student's grades. Failing and withdrawal grades, including the grades of F, R, U and W, will negatively affect the student's ranking in the competitive admissions process. If a hardship withdrawal is granted for a course, that course will not affect the student's ranking in the competitive admissions process.
6. **Make steady progress toward completing the courses required for program application.** Data shows students who repeat courses are less likely to be successful in the program. Multiple attempts of the same course within a five-year period will reduce the points awarded for the required courses. This includes withdrawals (grade of U or W), failures (grade of F), and repeating a previously passed course.

## **APPLICATION, TIMELINE, RANKING, AND SELECTION**

### **Application**

When academically ready to apply, students should submit the [Allied Health Program Application](#). The program application is available online.

Students do not have to be enrolled in courses at the time of the allied health competitive admissions application but must be an active college student at the time of application.

Students may only apply to **one** allied health program in an application cycle. They may apply to the program at the campus of their choosing.

### **Timeline**

Each program opens its application once per year, with the exception of the radiologic technology program at the Wilmington campus, which opens twice per year. The timeline for mandatory applicant meetings, ranking, interview invitations, interviews, and final notification varies by program (See Appendix B for approximate timelines). Students should contact their program advisor for more information.

The following programs open for application **at the start of the fall semester**. Applications are due on or before the last day to withdraw from fall 15-week classes. This day typically falls within Week 12 of the fall semester.

- Cardiovascular Sonography
- Diagnostic Medical Sonography
- Emergency Medical Technician
- Radiologic Technology (Georgetown and Wilmington)
- Surgical Technology

The following programs open for application **at the start of the spring semester**. Applications are due the last day to withdraw from spring 15-week classes. This day typically falls within Week 12 of the spring semester.

- Dental Hygiene
- Histotechnician
- Nuclear Medicine
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology (Wilmington)
- Respiratory Care
- Veterinary Technology

### Ranking

Three components are used to rank qualified students who apply to any allied health program. Using the following calculation and the criteria listed on the program-specific Application Ranking Worksheet, points are tallied to obtain the overall score of the candidate.

1. **Academic Performance – 48% of Ranking:** Students will receive points based on their grades in the courses required for application and their Delaware Tech cumulative GPA. Please see program-specific Application Ranking Worksheets for course age limits that apply. Repeating required courses for application within five years of the semester the student applies for competitive admission will negatively impact the ranking. Students should consult with their program advisor before withdrawing from or repeating a course required for application. If a hardship withdrawal is granted for a course, that course will not affect the student's ranking in the competitive admissions process.
2. **Interview – 48% of Ranking:** The highest-ranked students in each program will be invited to interview for a seat in the program. Students will participate in four interviews, and each interviewer will use a consistent rubric. Students must obtain a score of 60 points or more (out of 120 points). Students who do not obtain at least a minimum score of 60 will not be offered a seat in the program, regardless of academic performance.
3. **Delaware Residency – 4% of Ranking:** Students who have provided proof of Delaware residency will receive the 4%. (See [Residency Policy](#) residency requirements).

*Note: Courses approved for hardship withdrawal are not to be included as an attempt toward competitive admissions ranking.*

### Selection

Students qualify for an interview ONLY when they have successfully met the minimum GPA criteria, completed all courses required for application (age limits apply), completed the application in full, and submitted the application by the specified deadline date.

All qualified applicants are ranked according to the points awarded for Delaware Tech GPA and grades earned for courses required for application. This rank will determine which students will be invited to participate in the interview process. More students will be offered an interview than seats available for the program. Being offered an interview does not guarantee the student will be offered a seat in the program. The number of interviews offered is provided on the ranking worksheet for each program. This number is subject to change.

If, after final rankings are calculated, a "tie" exists between an in-state resident and an out-of-state resident,

the seat will be offered to the in-state resident. If a tie exists between two or more in-state residents, the courses required for application and Delaware Tech cumulative GPA points will be used first to break the tie. The second tie-breaker will be the admission date the student declared the allied health interest in the General Studies program.

**Priority of Service Policy for Veterans and Eligible Spouses:** In accordance with the implementation of the Veterans' Priority Provisions of the "Jobs for Veterans Act" (PL 107-288), qualified veterans and eligible spouses will receive priority of service status for acceptance into allied health programs. Qualified veterans and eligible spouses may request the minimum acceptance requirements for each program from their advisor.

*All Allied Health Program policies fall within College policies and procedures as set forth in the [College Catalog](#)*

**APPENDIX A**  
**Collegewide Allied Health Programs Summary**

<b>Program</b>	<b>Courses Required For Application* (Age/Time Limits may apply; see ranking worksheets)</b>	<b>Minimum Cumulative GPA*</b>	<b>Number of Seats by Campus*</b>
Dental Hygiene (DHY)	BIO 120 + CHM 110 + MAT 162	3.2	18 (W)
Diagnostic Medical Sonography (DMS)	BIO 120 + MAT 162 + PHY 111 + ENG 101	3.0	12 (W) 4-CVS, 8- DMS  8 (G)
Emergency Medical Technology (EMT)	BIO 120 (for interview selection)  + BIO 121 + BIO 130 + MAT 152 (for final ranking)	2.5	12 (D)
Histotechnician (HTT)	BIO 120 + CHM 110  + MAT 162	2.5	8 (W)

<b>Program</b>	<b>Courses Required for Application* (Age/Time Limits may apply; see ranking worksheets)</b>	<b>Minimum Cumulative GPA*</b>	<b>Number of Seats by Campus*</b>
Nuclear Medicine Technology (NMT)	BIO 120 + CHM 110 + MAT 162	2.5	8 (W)
Occupational Therapy Assistant (OTA)	BIO 120 + PSY 121 + MAT 162	2.75	18 (W) 16 (G)
Physical Therapist Assistant (PTA)	BIO 120 + MAT 162	3.0	16 (W) 16 (G)
Radiologic Technology (RAD)	BIO 120 + CHM 110 + MAT 162	3.0	10 (W) - summer 12 (W) - fall 22 (G)
Respiratory Care Technology (RCT)	BIO 120 + CHM 110 + MAT 162	3.0	10 (W) 20 (G)
Surgical Technology (SGT)	BIO 100 + BIO 120 (for interview selection) + BIO 121 + BIO 125 + SGT 100+ MAT 152 (for final ranking)	2.5	10 (D)
Veterinary Technology (VET)	BIO 100 + BIO 140/150 + CHM 110 + MAT 162	2.5	20 (G)

**Legend**  
**D – Dover      G – Georgetown      W – Wilmington**

\*Courses required for application, minimum Delaware Tech cumulative GPA, and seats available are subject to change.

## APPENDIX B

### Timeline and Important Dates

IMPORTANT DATES*	STEPS IN THE PROCESS
Official college transcripts must be submitted for evaluation of transfer credit 60 days prior to the application deadline. Transfer credits must be evaluated and included on the Delaware Tech transcript to be eligible for consideration.	
First day of semester	<b>Allied Health Program Application is available online</b>
The last day to withdraw from spring or fall 15-week classes. This typically falls within Week 12 of the spring or fall semester.	<b>Deadline Date for Submitting Allied Health Program Application</b> Submit the completed application as directed on the application. Refer to the <a href="#">Academic Calendar</a> for the withdrawal deadline.
End of semester	<b>Mandatory Applicant Meeting</b> Qualified applicants will receive an invitation to attend the meeting for the program they applied to. <b>This meeting is mandatory.</b> Interview dates will be provided at this meeting. Students not attending the meeting will not be considered for an interview.
Approximately 2-3 weeks after semester ends	<b>Notification of Ranking and Interview Invitations</b> The highest-ranking students will be invited to interview. Students are notified of their ranking via their <b>Delaware Tech email account</b> . Based on the ranking, students will be invited to participate in the interview process. Interview dates and times will be assigned.
January/February for fall application cycle June for spring application cycle	<b>Interviews</b> Failure to participate in the interview will void the student's application.
End of February for fall application cycle End of June for spring application cycle	<b>Final Notification of Program Application Status</b> Based on final ranking; applicants are notified by email of their status. Students who are offered a seat must confirm their seat and immediately initiate the clearance process required by allied health programs (i.e., criminal background check, drug screen, physician appointment and immunization update, etc.).
<p>If seats become available for any one or more programs after applications close, the application cycle may be extended or the program may re-open the application. The current semester grades will be used for ranking calculation during the extended application period.</p> <p>*Dates are approximate and subject to change.</p> <p>Students should contact their program advisor for questions about the program application timeline.</p>	

## APPENDIX C

### Additional Notes, Required Documentation, and Related Costs

#### Additional Notes

- If a student's GPA falls below the minimum requirement as identified on the applicable Application Ranking Worksheet **after** program application or program acceptance but **before the** program starts, the student forfeits the program seat.
- **Students must apply each year.** If not accepted the first time, students must meet with their program advisor to discuss strategies for successfully completing their educational and career goals. Students still interested in an allied health program must complete the competitive application process again during the next application cycle.
- Fresh Start Policy: Course grades excluded for Fresh Start will not be included in the calculations for competitive admissions and will not be used to fulfill graduation requirements. Students interested in Fresh Start should review the [Fresh Start policy](#) for full details and contact their program advisor for further information, guidelines, and restrictions.
- Hardship Withdrawal: Courses with a W due to a hardship withdrawal will not be included in the calculations for competitive admissions. Students interested in a hardship withdrawal should review the [Hardship Withdrawal policy](#) for full details and contact their program advisor for further information.
- Credit awarded for high school courses, such as Advanced Placement (AP) tests, International Baccalaureate (IB) exams, College Level Examination Program (CLEP), and Career and Technical Education (CTE) pathways, is not calculated into the student's cumulative GPA. However, it will be considered as an "A" grade earned in courses required for application.
- Grade Point Average Addendum: When a student repeats a course, the first passing grade is calculated in the cumulative grade point average. A student can request that a higher grade be included in the cumulative grade point average by obtaining a Second Pass Grading Request Form from the Registrar's Office and submitting the completed form to the Registrar. All courses taken and grades received will remain on the student's transcript, although some may not be used to determine grade point average. The request for including the higher grade must be granted by the competitive admissions application deadline to be used in the competitive admissions ranking. Students interested in this process should contact their program advisor for additional details and guidance.
- SEED Scholarship: SEED recipients are responsible for understanding the requirements to maintain the scholarship, as the scheduling and completion of allied health courses required for application, major support courses, and program major courses may affect the scholarship timeline. All questions regarding SEED requirements should be directed to the Financial Aid Office.

#### Required Documentation

- Students are required to provide health and immunization records and to complete a criminal background check, fingerprinting, and drug screening for program final acceptance and/or continuance in any allied health program. Specific instructions for completing the required screening process will be provided to those offered a seat. Veterinary Technology students are exempt from providing criminal background check, fingerprinting, and drug screening but are required to provide other vaccine records due to exposure to animals. Please contact your program advisor for more information about these requirements.
- Students will be required to sign off on the Drug Screening Policy, which states in part that "**students**



**who test positive on an initial drug screening for program acceptance will forfeit the program seat.”**  
(See Appendix D)

- Students who are permanent or temporary resident aliens or undocumented are eligible to apply to the allied health program. Students who do not have documentation of citizenship or legal status to be in the United States may not be able to complete a comprehensive background check. Therefore, the programs’ clinical sites may prohibit their participation. Students should check with the states where they plan to apply for licensure regarding eligibility requirements. Students may also be unable to gain employment without valid documentation. Some program affiliates may require social security numbers or additional documentation to participate in program experiences.
- State licensure or professional certification is required to secure employment in most allied health professions. As part of board examination and/or licensure or certification application, disclosure of any prior misdemeanor or felony offenses will most likely be required. As a result of this disclosure, in some circumstances, the student may be prohibited from taking the certification/licensure exam or obtaining certification/licensure. If this is a concern, the College suggests that a student obtain specific information from the certifying or licensing agency before deciding to apply to an allied health program. Directions for accessing this information are available from the program’s coordinator or chairperson, will be discussed at the time of program seat acceptance, and will be discussed when criminal background, fingerprint, and drug screen results are reviewed.
- It is the **student’s responsibility to maintain a personal file of all information received and a copy of all documentation submitted for the allied health programs**. Students must present copies of these documents to the clinical sites. Failure to have these documents readily available when requested by clinical sites may jeopardize the student’s ability to complete the program.

#### **Related Costs and Considerations**

- Programs may require students to purchase equipment and uniforms. All associated costs are the responsibility of the student.
- Students must follow all uniform and dress codes, including restrictions on physical embellishments, not limited to artificial nails, gauges, hair color, body piercings, and visible tattoos. Students are required to comply with all directives to remove, cover, and/or bandage physical embellishments.
- Students are required to travel off campus for field trips, courses, and clinical internships. All transportation and associated costs are the responsibility of the student.
- Students may be required to have personal health insurance as required by a clinical site.
- As noted above and in the Drug Screening Policy (Appendix D), repeat criminal background and drug screenings and other testing may be required by clinical sites as the student moves through the program. All associated costs remain the responsibility of the student.
- Additional immunizations and medical testing may be required by clinical sites as students move through the program. All associated costs are the responsibility of the student.
- Associated costs required for board examination, licensure, and certification remain the student's responsibility.
- While the College and the allied health program leaders value personal freedoms and a student’s religious beliefs, all must comply with the requirements of clinical facilities that support the allied health programs by providing various clinical experiences for students. The agreement between the College/Department and these clinical facilities requires that student health records and immunizations be current before clinical assignment. All students in healthcare are required to comply with all immunization requirements, including but not limited to annual PPD, Hepatitis B, Tdap, MMR, Varicella, and seasonal flu shots (which may be mandated by the clinical facility), or find a non-clinical major. Veterinary Technology students are required to receive a pre-exposure rabies vaccination series before the start of their second semester in the program.

- All students in nursing and allied health programs, both competitive and open admissions, must be immunized against COVID-19 prior to registering for the first program-specific course (e.g., NUR, OTA, etc.). Nursing and allied health students must also obtain any boosters required by the clinical site(s) to which they have been assigned to continue in their program. The College will not coordinate clinical placements based on vaccination status.

Many facilities that offer internships, observations, and allied health and nursing clinicals require faculty and students to be vaccinated against COVID-19. These off-campus experiential learning experiences are a required component of nursing and allied health program curricula as required by program accrediting agencies and state licensing authorities, so all must be completed by a student for them to graduate. In fulfilling the requirements by accrediting bodies and state licensing authorities, students must attend clinical rotations throughout several facilities to gain experience in the field and have opportunities to achieve clinical competency in various settings with exposure to various patient populations.

Although the College will consider religious and medical exemptions a reasonable accommodation under the ADA and Section 504 of the Rehabilitation Act, off-site facilities that require COVID-19 vaccination may not provide accommodations for religious or medical exemptions. Students requesting an exemption from these healthcare facilities or clinical sites must obtain exemptions from every site where the student may be placed prior to registering for their first program-specific courses.

## **APPENDIX D**

### **Drug Screening Policy**

#### **Pre-admission/Pre-clinical Screening**

Students offered a seat in any allied health or nursing program at Delaware Technical Community College will be provided information regarding drug screenings and will be expected to adhere to the substance abuse policy of the College.

Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by the laboratory facility and College representatives. Costs related to initial and random drug testing will be the responsibility of the student.

Students who fail to complete drug screening as required will forfeit their program seat and be prohibited from participating in and completing required courses in the program.

Students who test positive on an initial drug screening for program acceptance will forfeit the program seat.

#### **Re-application or re-enrollment**

Students who test positive on an initial drug screen or are dismissed from an allied health or nursing program due to a positive drug screen may reapply or re-enroll in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.

Following readmission or re-enrollment, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission into an allied health or nursing program.

#### **Dilute Results**

Dilution is the process of reducing the concentration of the urine sample. Dilution may occur when an individual consumes large quantities of water prior to testing, alters the sample after collection, or may be caused by certain medical conditions.

Dilute results will require a repeat screening within 24 hours.

Failure to produce a non-dilute and negative result after the repeat screening will result in immediate dismissal from the program or preclude initial admission.

Costs incurred for dilute screenings will be the responsibility of the student.

#### **Positive Screens**

No student drug-screening sample will be reported as positive before a Certified Medical Review Officer from the screening agency has reviewed the results.

Upon receipt of a positive drug screen notification, the College's designee will advise the student of consequences and impact on program completion.

The College encourages students to seek professional help for a drug-related problem. Follow-up treatment will be at the discretion of the student, and all expenses incurred will be the responsibility of the student.

With exception of legal actions that require access to test results, all records will be secured with access limited only to designated college officials.

### **Additional Screenings or Reasonable-Suspicion Screening During Clinical Experience**

Once a student enters an allied health program, the student will be expected to comply with the clinical sites' specific policies and procedures as required for the student's clinical experience. Clinical facilities may require additional drug screening, criminal background checks, fingerprinting, immunizations, etc. Failure to comply with the required processes and produce negative results for any additional drug screenings will jeopardize the student's ability to complete the enrolled program. Students are responsible for any costs incurred for screenings and will be required to self-disclose results to designated program faculty.

A positive drug screen will result in immediate dismissal from the program, and the student will be assigned an "F" grade on the academic transcript. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:

*Direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.*

Negative drug screen results do not guarantee continuance in the clinical experience at assigned sites, as final determination for continuance in the clinical experience is at the discretion of the clinical facility in accordance with clinical agency requirements.

Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

*Adapted: Wallace Community College (Dothan, AL) Student Guidelines*

The College's Drug-Free School and Workplace Policy can be found in the [College Catalog](#).

## Appendix F

### Collegewide Non-Competitive Allied Health Program Summary

Program	Prerequisite Courses Required for Program Admission	Number of Seats	Campus
<b>Exercise Science</b>	BIO 120 + MAT 162 or higher	20	Wilmington
<b>Medical Assistant</b>	1 <sup>st</sup> Semester: None  2 <sup>nd</sup> Semester: MEA 150 for MEA 151 and MEA 170  3 <sup>rd</sup> Semester: MEA 125, MEA 151, MEA 170 for MEA 270 and MEA 290	30	Wilmington
<b>Medical Laboratory Technician</b>	BIO 120 + MAT 162 + CHM 110	16	Georgetown

### Important Dates

Program	Program Orientation	Medical Packet/Immunizations	Criminal Background Check, Fingerprinting and Drug Screening (See Appendix D)
<b>Exercise Science</b>	1 <sup>st</sup> week of August prior to starting program major course	Completed 1 <sup>st</sup> week of November (first semester program major courses)	Completed 1 <sup>st</sup> week of November (first semester program major courses)
<b>Medical Assistant</b>	Completed in MEA 100 Introduction to Medical Assisting	Completed one semester before internship	Completed one semester before internship
<b>Medical Laboratory Technician</b>	1 <sup>st</sup> week of MLT 120 Hematology I	Completed 1 <sup>st</sup> week of MLT 120 Hematology I	Completed 3 weeks before the start of MLT 291 Clinical Practicum

Students will follow the same policies as stated in this handbook. Students are required to provide health and immunizations records, and to complete a criminal background check, fingerprinting, and drug screening for program enrollment and/or continuance in any allied health program.(See appendix D) Specific instructions for completing the required screening process will be provided to those who qualify to begin program major courses. Program admission and continuance is based on prerequisite course completion and submission of documentation in accordance with stated timelines.