

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

### **ACADEMIC**

**SUBJECT:** ADMISSION APPLICATION CRITERIA AND SELECTION PROCESS

**REVIEWER(S):** Director of Admissions and Recruitment\*  
Dean of Student Affairs and Enrollment Management  
Program Chairs

### **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.

### **PROCEDURE**

#### A. 1. Applying to the College

Applicants to the college must submit the required documentation and fees by the posted deadlines for each program. Applicants must be high school graduates or the equivalent, or in the final year of high school. Non-degree and general studies students may be attending high school concurrently.

- Applicants to clinical laboratory sciences programs must be graduates of or in the final year of a science-oriented baccalaureate program.
- Applicants to radiation therapy must be graduates of an accredited radiologic technology program.
- Applicants to the baccalaureate in nursing completion program must be graduates of a diploma or associate degree nursing program.

All applicants are encouraged to attend an information session or visit and tour the college.

#### 2. International Applicants/ESL Applicants

- a) The College does not issue or verify authorizations for student visas. International applicants must have independent means for achieving U.S. residency or citizenship.
- b) International applicants and those for whom English is a second language must submit a TOEFL (Test of English as a Foreign Language) minimum score of 220 (computer version), 83 (internet version), or 560 (paper version). This applies equally to students from countries where English is the official language unless English is also the primary language spoken (e.g., United Kingdom). The college reserves the right to require the specified TOEFL score for any applicant when language proficiency is an issue.
- c) International applicants must submit professionally prepared English language translations and evaluations of academic transcripts sufficient to verify that admission and prerequisite requirements have been met. Applicants to clinical laboratory sciences programs who will not be awarded an US baccalaureate degree must submit a transcript evaluation verifying US baccalaureate degree equivalency. The following agencies are recommended and, in the case of applicants to programs in the Clinical Laboratory Sciences department, are required (clinical laboratory science students wishing to use a different agency should contact the Board of Registry office at 312.738.1336, extension 364):

- International Education Evaluation, Inc., 5030 Flagstone Ct., Harrisburg, NC 28075, 704.455.6154.
- World Education Services, Inc., PO Box 745, Old Chelsea Station, New York, NY 10013-0745, 212.966.6311.

3. Home-schooled applicants will present a transcript of academic work and verification of annual standardized testing throughout the period of home schooling. Home schooling is subject to confirmation through the appropriate state agency or office. Home-schooled students with little

or no college experience may be required to submit additional testing data.

#### B. Admission Criteria

All programs use individualized admissions requirements. The requirements are subject to change depending on the admissions cycle and factors such as application volume and space availability. The college website contains the most up-to-date and current admission requirements for each program.

#### C. Applicant Selection for Credit and Non-Credit Programs

1. The selection process follows the steps outlined below:
  - a) The admissions office receives and reviews applications for each program. Applicants are awarded points based on a combination of criteria which may include academic history, test scores, healthcare or related work experience, motivation, volunteer or community service and leadership experiences, maturation of learning, references, interviews, and/or supplemental questions where applicable. Preference may be given to applicants who are academically qualified employees of Atrium Health. Those applications meeting the minimum requirements by the deadlines defined below will be processed and forwarded to the program level faculty review committee for evaluation and scoring when applicable and as spaces are available for the admissions cycle. If applicable, a deidentified ranking report will be provided to the faculty review committee to guide the decision-making process.
  - b) Program Chairs and the Director of Admissions and Recruitment work in collaboration to determine the program requirements for the given admission cycle and what conditions (if any) would determine if an application needs to be sent to a committee for review.
  - c) All programs have program-specific admissions requirements. The requirements are subject to change.
  - d) The college website contains the most up-to-date and current admission application requirements for each program.
2. Program chairs and faculty designated by the program chairs are involved in the evaluation of the applications when established conditions have been met to qualify for additional review
3. Admission decisions are made using the rubric developed by the Program Chairs and the Director of Admissions and Recruitment. For programs that do not require an interview, the Director of Admissions and Recruitment may send admission decisions based on completed rubrics. The Program Chairs and/or Provost can provide waivers for exceptions to any of the requirements.
4. Official transcripts are required for consideration. Carolinas College will accept electronic delivery of official transcripts by approved third party transcript services. Faxes are not accepted in lieu of official transcripts.
5. 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 Carolinas College from a testing agency. Student score reports downloaded directly from the testing agency portal will be accepted. Faxes are not accepted in lieu of official score reports or transcripts.
6. Where interviews are part of the selection process, candidates may be interviewed by phone or in person and the following will apply:
  - An interview score is incorporated into the overall evaluation of the applicant and determination of a final score.
  - Points for other characteristics assessed through holistic review and interview cannot exceed the points awarded for the academic credentials of an applicant.
  - 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.

7. In calculating cumulative grade point average (GPA) for admission, Carolinas College 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 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.
  
8. The admissions team will notify applicants of all admissions decisions. Applicants for admission may be subject to the following outcomes based on the selection process:
  - Admission Offer – These are applicants who meet all admissions criteria and have been selected for admission into the program. These applicants will matriculate to the college once all conditions as set forth in the application and admission criteria policy have been met, including any enrollment requirements identified in the onboarding process.
  - Alternate Offer – These are applicants who meet all admission criteria but no space is available 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 may be moved to the next application cycle upon their request.
  - Denied - Program Full – These are applicants who meet the minimum criteria for consideration but all seats are currently full with applicants with higher rubric scores. The admissions team is available to advise unsuccessful applicants of steps they can take to increase the competitiveness of their applications.
  - Denied - Below Requirements – These are applicants who do not meet the minimum admissions requirements and are immediately notified of their status.
  - Rescinded Offer – These are applicants that have been unresponsive to an offer of admission. This may also be used for applicants that fail to meet any enrollment requirements.
  
9. The following special circumstances may affect the applicant selection process:
  - ADN Nursing and Transfer - Applicants with a current LPN license and those transferring from another healthcare program (generally nursing) must meet program admission requirements, be in good standing and eligible to progress in their current nursing program. Transfer students are processed with the regular applicant pool and if they qualify for admission, then they will be evaluated for advanced standing credit.
  - The nursing Program Chair will evaluate any previously earned nursing course credits for transfer. To be considered for transfer credit, completed nursing courses must be completed within a 1-year period and applicants must not have more than 2 unsuccessful attempts in overall nursing courses or same nursing courses. Withdrawals are considered unsuccessful attempts. A skills check will be required for incoming transfer students.
  - National Council for State Authorization Reciprocity Agreements Licensure Disclosure - eligibility for professional licensure will be determined based on the "date of acceptance" to the college based on the address we have on file at that time. Students from states where additional requirements or stipulations are needed will be notified upon admission.
  
10. Application Deadlines All admissions cycles have a priority deadline and application cycle closed deadline. The priority deadline guarantees that your application will be considered. Applications may still be submitted up until all spaces are filled or the cycle deadline is reached. The application deadlines are as follows:

Admission Cycle (Term/Semester)	Priority Deadline	Cycle Closed Deadline
Fall	March 1	August 1
Spring	July 1	December 1
Summer	November 1	April 1

\*Programs may have an earlier deadline, please check the college website for details.

D. The Admission Application Criteria and Selection Process policy and procedure will be reviewed bi-annually.

## REFERENCES

### Related Policies to Consult

#### Carolinas College:

ACADEMIC - [Eligibility for Clinical Participation](#); [Readmission to Credit Programs](#)

### Related 2018 SACSCOC Standard(s)

10.5 Admissions policies and practices

Meg Patchett

Interim President, Carolinas College



10/19/2023 | 18:27:25 EDT