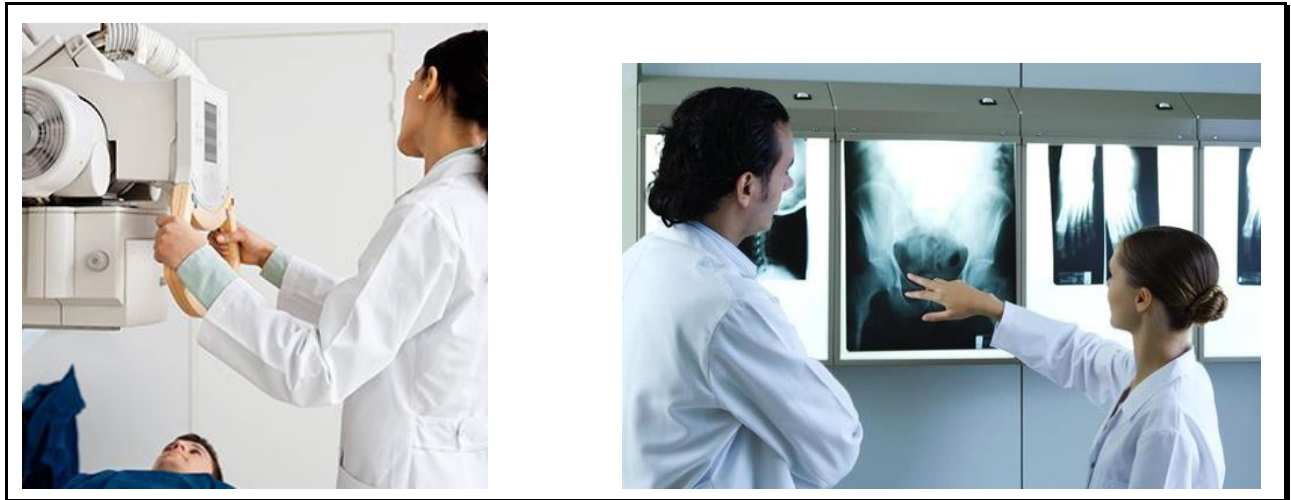


Health Professions

Radiography Program

Fall 2023

Admission Procedures & Information Checklist



 **Rowan College**
SOUTH JERSEY

Radiography

Fall 2023 Fact Sheet

Application Packet Deadline: 5:00 p.m., March 3, 2023

All Admissions Decisions Sent: April 3, 2023

- This packet is exclusive to applicants seeking admission into the Fall 2023 Radiography Program. **Application packets will be accepted January 2, 2023 – March 3, 2023.**
- **All accepted students to the Radiography Program must be vaccinated for COVID – 19.**
- Applicants must submit their admission packet to the Cumberland Admission Office.
- Applicants **must** attend one Radiography Information Session.
- The HESI Admission Assessment Exam is required.
 - A minimum score of 70 in English (Vocabulary and Reading), Math, and Science
- Applicants **must** be at college level Reading, English, and Math
 - All remediation in Reading, English, and Math must be done before applying to the Radiography Program.
- A&P prerequisites must be completed.
 - A&P Prerequisites: High School Biology or General Biology I and High School Chemistry or General Chemistry or Introduction to Chemistry with a grade of C or higher and college level English placement.
- Anatomy and Physiology I & II must be from 2018 to present
 - Applicants who completed A&P I & II prior to 2018 must repeat them (See p. 2 for test option).
 - Official transcripts must be turned into the Admissions Office for evaluation of credits.
- Applicants must have a minimum GPA of 2.0 at time of application

Meeting all admission requirements does not guarantee admission into the program

Disclaimer — The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.



Dear Radiography Applicant:

Welcome and thank you for your interest in the Radiography Program at Rowan College of South Jersey – Cumberland Campus. We look forward to working with you and teaching you the skills necessary to become a good Radiologic Technologist. Radiography is a demanding yet rewarding profession. During your time throughout the program, you will be taught concepts and skills that will prepare you to be safe and effective within this professional field.

Sincerely,

A handwritten signature in black ink that reads "Joy mac mahan". The signature is written in a cursive style with lowercase letters.

Joy MacMahan, B.S. R.T. (R)

Director, Radiography Program

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Important Information

The information in this packet is effective for applicants planning to enter the

Radiography Program beginning in September 2023

Application Packet Deadline – 5:00 p.m., Friday, March 3, 2023

Radiography Program Admission Packets accepted

Jan 2, 2023 – March 3, 2023

All admission decisions will be sent on or about - Monday, April 3, 2023

— IMPORTANT —

The College is not responsible for any applicant who does not follow the instructions printed in this packet. Responsibility for correctly completing the Radiography application process, both general and selective admissions, lies with the applicant. Failure to do so will result in an **incomplete** packet.

Applicants to the program must fulfill all listed admission criteria for both general and selective admission. Radiography program admission is competitive and acceptance depends on the size and qualifications of the applicant pool. **Please note that meeting or exceeding all admission criteria does not guarantee acceptance to the program.**

Admission requirements for the program are subject to change each year. All applicants to the program must meet the requirements for the year in which they apply, including those who have previously applied to or who are currently enrolled at Rowan College of South Jersey.

Applicants are encouraged to review all policies and procedures specific to the Radiography Program. Program policies addressing student health, essential functions, pregnancy, and program progression and retention are published in the Radiography Program Student Handbook.

The handbook may be downloaded from <https://rcsj.edu/Nursing-site/Radiography-site/Documents/RadiographyHandbook2021.pdf>.

Applicants may call or text the Admissions Office at 856-200-4848 or N. MiSun Phillips, Ed.D., Director of Admissions and Recruitment, nphilli6@rcsj.edu for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures which must be followed to be considered for admission into the 2023 Radiography Program. The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.

Academic Preparation

Individuals applying to the program should have a scholastic background which includes high school algebra, biology, and chemistry. Applicants lacking the scholastic background, or returning to school after a prolonged absence, can fulfill the entrance requirements through successful completion of college courses.

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the Radiography Program. Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement if the total score is equal to or greater than the ACE Recommended Credit Score. For more information and arrangements to take a CLEP subject exam please contact the RCSJ Testing Center at 856-200-4648. A student with no previous experience with health care terminology should consider taking RCSJ - Cumberland's two-credit course HS 103 Medical Terminology.

Testing

HESI

The HESI Exam is a general test that identifies the applicant's abilities related to mathematical concepts, reading, vocabulary and general science. The minimum score of 70% is required in each of these sections. The Critical Thinking component is also required with an overall minimum score of 700. The HESI may be taken twice a year; however, there must be 60 days between each test date. The HESI scores must be in a sealed envelope from the Testing Center and included in the Radiography Admissions Packet.

RCSJ Placement Test

Radiography Program applicants must submit the RCSJ Admission Placement Form, and both sections of the form must be completed **before** including it in the packet. Students must meet an exemption criteria or test above the remedial level in all areas. All required remediation must be completed before applying to the program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of "C" or higher at Rowan College of South Jersey.

Contact the Admissions Office at 856-200-4669 with questions regarding Accuplacer exemptions or getting the RCSJ Admission Placement Form signed. The Testing Center may be contacted at 856-200-4648 or testing@cc.rcsj.edu for all other RCSJ Accuplacer questions to include test registration.

Excelsior College Testing

Applicants who have taken an acceptable college level 4 credit lab, Anatomy and Physiology I **and/or** Anatomy and Physiology II with a grade of C or higher from a regionally accredited school **prior to 2018**, may take the Excelsior College Exam. For test center locations and additional information, contact the Excelsior College via email at *testadmin@excelsior.edu* or toll free at 888-647-2388.

Science Course Transfer Policy

Anatomy and Physiology I and II courses successfully completed at a regionally accredited institution and in a **face-to-face or hybrid format will be accepted as transfer courses**. The Anatomy and Physiology I and II taken at another institution must be equivalent to RCSJ's Anatomy and Physiology I and II in content, lecture, and credit hours. **Applicants who are submitting Anatomy and Physiology I and II grades from another college/university to meet program requirements for admission ranking are required to provide proof of course instruction method.**

Proof of Instruction Method

For admission ranking purposes, the following is **required** as proof of instruction method for Anatomy and Physiology I or II and **must be included in packet**:

Course Schedule

The schedule **MUST** include the student's name, semester, year course was taken, course title, and section number.

Anatomy and Physiology I & II courses taken at a college/university outside of New Jersey must also include a course syllabus.

Course Syllabus

The syllabus **MUST** include the semester and year course was taken, course title, and section number. The information needs to match the information on the course schedule.

NOTE: Science courses taken at Rowan College of South Jersey (Cumberland or Gloucester) do not require proof of instruction method. This only applies to Anatomy and Physiology I & II courses taken at another colleges or university.

COVID-19 Response: RCSJ cannot guarantee lab science courses taken outside of Rowan College of South Jersey during spring 2020, summer 2020, fall 2020, spring 2021, and fall 2022 semesters will be accepted for selective admission ranking or transfer. Students will need to provide documentation from their professor on how their identity was verified in the course.

GPA Requirements

A cumulative grade point average of at least 2.0 is required for consideration for admission into the Radiography Program. Verification of the student's cumulative GPA **must** be documented by submitting an official transcript from your last school of attendance. **Attention RCSJ Students: Please be aware that the RCSJ student's cumulative GPA must be a 2.0 or higher to start the Radiography Program.** If prior coursework prevents the student's cumulative GPA at RCSJ from being a 2.0 or higher, please contact advisement@cc.rcsj.edu.

Information Session

The Radiography Information Session provides potential applicants with a detailed explanation of the two-step application process. It also provides applicants an opportunity to ask Radiography Administrators and Student Services Representatives any questions they may have regarding the program and admission criteria. Attendance at a Radiography Information Session is **mandatory**, and students must remain until the session concludes to receive proof of attendance.

The admission packet will be considered incomplete and not considered for acceptance if a mandatory information session is not attended and verification of attendance is not included in the admission packet. Registration for the Radiography Information Session dates is available on the RCSJ website at <https://www.rcsj.edu/SelectiveAdmissions/Cumberland>.

Radiography Information Sessions

Day	Date	Time
Monday	10/17/22	6:00 p.m.
Thursday	11/3/22	3:00 p.m.
Wednesday	12/7/22	11:00 a.m.
Tuesday	1/10/23	6:00 p.m.
Friday	2/3/23	3:00 p.m.

Health Requirements

Students accepted in the Radiography Program must be in good health and be able to meet the physical demands of the career. Evidence of good health is documented in the results of a complete physical examination signed by the applicant's physician. Complete acceptance to the Radiography Program is contingent upon the submission of the completed medical form, including drug testing, and successful completion of a criminal background check. The Medical Form and additional information regarding the background check will be provided to the applicant following the acceptance letter.

Program Orientation

An Orientation is scheduled approximately the third week in August for students who completed the required steps and were accepted into the Radiography Program. The Radiography Program Orientation will provide information to the new Radiography class and give them an opportunity to meet the Radiography Program faculty.

Program Overview

Radiographers are health care professionals who use radiation (x-rays) to create medical images of the body. Other names used for the profession are: Radiologic Technologist or X-ray Technologist. The career combines the use of modern medical equipment with patient interaction. Radiographers are valued members of the health care team and provide information to physicians so that patients' illnesses can be diagnosed, and treatment initiated.

Radiographers find employment opportunities in hospitals, private imaging centers, health centers, and mobile imaging units. There are also opportunities in sales, marketing, research, education, and industry. The Radiography Program offers the education and clinical experience needed to enter this challenging and rewarding career.

Graduates of the Radiography Program may choose to continue their education and gain certification in an additional modality such as Ultrasound, Nuclear Medicine, MRI, Computed Tomography (CT), Radiation Therapy, Mammography, or Cardiac Catheterization. Educational requirements differ for each of those career paths. Additional information on advancement opportunities and salaries can be found on the American Society of Radiologic Technologists website, www.asrt.org under the "Career Center" link.

To become a registered Radiographic Technologist, program graduates must pass a national exam given by the American Registry of Radiologic Technologists. In the past five years, 96% (78/81) of graduates have passed the exam on the first try.

Program at a Glance:

Length	21 Months	6 Consecutive Semesters
Capacity	To be Determined	Based on Clinical Sites
Start Date	Fall Semester	September – Each Year
Tuition	Established by RCSJ	Cumberland Campus
Clinical Days:	Days Per Week	Semester
	2	First - fall (Year One)
	2	Second - spring
	5	Third – summer II
	5	Fourth – summer IV
	3	Fifth – fall (Year Two)
	3	Sixth - spring

Curriculum

NURSING AND HEALTH PROFESSIONS

Degree Offered Associate in Applied
Science Radiography
Curriculum Code: RAD.AAS
CIP 512399

Radiography, AAS

This program has selective admissions. Please see Allied Health Activation page of the college's website for details.

Program Information

This program combines courses in general education and radiography with supervised clinical experience in area hospitals and diagnostic imaging centers. Graduates are eligible to apply to take the American Registry of Radiologic Technologies Examination in Radiography and become nationally certified and also licensed by the State of New Jersey.

The program is approved by the Joint Review Committee on Education in Radiologic Technology and the Department of Environmental Protection/Bureau of X-Ray Compliance for the State of New Jersey.

When You Graduate

Graduates are employed by hospitals, clinics, diagnostic imaging centers and the offices of private physicians.

AAS programs are designed for students who want to enter a career directly after graduating, but those who change their plans find that most, sometimes all, of their RCSJ credits transfer to four-year colleges.

The latest technology and learning tools support your education for a wide range of employment opportunities.

Program Requirements (69/70 credits)

Year 1, Fall Semester

<input type="checkbox"/> BI 106 Anatomy and Physiology I	4
<input type="checkbox"/> EN 101 English Composition I	3
<input type="checkbox"/> RT 101 Introduction to Radiography Science	3
<input type="checkbox"/> RT 102 Radiographic Procedures I	3
<input type="checkbox"/> RT 103 Clinical Practicum and Image Evaluation I	2
<input type="checkbox"/> RT 104 Radiographic Exposure I	2
	<hr/> 17

Year 1, Spring Semester

<input type="checkbox"/> BI 107 Anatomy and Physiology II	4
<input type="checkbox"/> CS 101 Introduction to Microcomputers or Computer Science Elective	3
<input type="checkbox"/> RT 106 Radiographic Exposure II	2
<input type="checkbox"/> RT 107 Radiographic Procedures II	3
<input type="checkbox"/> RT 110 Clinical Practicum and Image Evaluation II	2
<input type="checkbox"/> RT 121 Radiation Protection & Biology	3
	<hr/> 17

Summer Semester

<input type="checkbox"/> RT 111 Clinical Practicum and Image Evaluation III	2
<input type="checkbox"/> RT 200 Clinical Practicum and Image Evaluation IV	2
	<hr/> 4

Year 2, Fall Semester

<input type="checkbox"/> EN 102 English Composition II or EN 103 Technical Writing	3
<input type="checkbox"/> PY 101 General Psychology	3
<input type="checkbox"/> RT 201 Radiographic Procedures III	3
<input type="checkbox"/> RT 202 Clinical Practicum and Image Evaluation V	3
<input type="checkbox"/> RT 220 Equipment Operation & Maintenance I	2
<input type="checkbox"/> General Education Humanities Elective	3
	<hr/> 17

Year 2, Spring Semester

<input type="checkbox"/> RT 205 Radiographic Procedures IV	
<input type="checkbox"/> RT 206 Clinical Practicum and Image Evaluation VI	
<input type="checkbox"/> RT 221 Equipment Operation & Maintenance II	
<input type="checkbox"/> SO 201 Introduction to Sociology	
<input type="checkbox"/> General Education Mathematics Elective (Excluding MA 109 & MA115)	
	<hr/> 3/4

14/15

Total Credits 69/70

Upon completion of this program, students should be able to:

- Locate, retrieve, and critically evaluate information and information sources.
- Be competent when performing radiographic procedures.
- Demonstrate effective communication.
- Demonstrate problem solving/critical thinking skills.
- Display professional development and growth.
- Graduates will be employable and meet the needs of the healthcare community.

Employment Opportunities
Radiographer

RCSJ.edu

Radiography Program Admission Criteria

1. HESI (Health Education Systems Inc.) Test Results		
Test Section	Minimum Score Required	Ranking Consideration
<i>a. Critical Thinking</i>	<i>Overall Score of 700</i>	<i>10%</i>
<i>b. Science</i>	<i>70</i>	<i>45% (Combined % for all three sections)</i>
<i>c. English (Vocabulary and Reading)</i>	<i>70</i>	
<i>d. Mathematics</i>	<i>70</i>	
2. Science Background		
<i>a. High School Biology or General Biology and High School Chemistry or General Chemistry or higher and college level English placement.</i>		<i>25%</i>
OR		
<i>b. Anatomy & Physiology I (2018-present)</i>		
3. GPA		
<i>A minimum GPA of 2.0 or higher from the school applicant currently attends or most recently attended at time of Radiography Program application.</i>		<i>20%</i>

Program Contact Information:

Joy Mac Mahan R.T. (R), BS, Program Director: jmacmah2@rcsj.edu

AnnMarie Impellizzeri, A.A.S., R.T.(R), Clinical Coordinator: aimpelli@rcsj.edu

Joanne Salvatore, BS, R.T. (R)(M), Lab Assistant: jsalvatore@rcsj.edu

Joyce Pugh, Administrative Assistant, Nursing and Health Professions: jpugh2@rcsj.edu

Application Process

All selective admission programs at RCSJ Cumberland Campus have a unique, two-step application process that is necessary due to the College's open general admission policy.

Admission consideration for the Radiography Program requires applicants to complete the first step for general admission to Rowan College of South Jersey, Cumberland Campus. After completion of the first step, the applicant may then proceed to the second step: Completion and submission of the packet for selective admission to the Radiography Program.

Both application processes must be completed correctly for the Cumberland Campus to ensure your Radiography Program Application is considered for acceptance. Failure to do so will result in an incomplete packet.

Application Steps

STEP 1: General Admission

General Admission is the first step of application to the Radiography Program.

1. If you are not nor have been an RCSJ Cumberland Campus student, complete and submit a general admission application online selecting Biological Health/Health Science as your major at <https://rcsj.edu/apply/cumberland>.
2. If you graduated from RCSJ Cumberland and do not have an active degree program, complete and submit a general admission application online and select a different academic program.

If you are currently enrolled at the Cumberland Campus, you have completed Step 1.

3. Submit an official copy of your high school transcript documenting high school graduation (or earned GED) to the Admissions Office.
4. If applicable, submit official transcripts from other colleges attended to the Admissions Office.
5. Provide documentation to satisfy RCSJ Placement Criteria of complete Accuplacer testing (or provide SAT scores). Complete all required remediation.

For admission assistance or questions regarding application status, call/text the Admissions Office at 856-200-4669 or email: admissions@cc.rcsj.edu

STEP 2: Selective Admission

Selective Admission can only be started once General Admission is completed.

Once Step 1 (general admission) is complete, you are ready to begin the selective admission process for Radiography: completion and submission of your packet. Applicants are required to include **all documents** listed on the checklist as a single complete packet and submit it to the **Admissions Office**. **The Radiography Admission Packet must include:**

1. All information requested on the Radiography Admission Checklist
2. Completed 2023 Radiography Program Application Form
3. HESI Assessment Exam Scores. Contact the Testing Center for testing information: <https://rcsj.edu/Testing/Cumberland> (Scores are valid for 2 years.)
4. 2023 Radiography Program Information Session Attendance Slip
5. Official high school transcript or GED in sealed envelope (if applicable)
6. Official transcripts from ALL colleges/universities attended other than RCSJ Cumberland (MUST be in a sealed envelope from the institution).



2023 Radiography Program Application Form

An active RCSJ Cumberland Campus admission application must be submitted to the Admissions Office **prior** to the submission of this form. All contact information must be current with Enrollment Services. **Note: Communication regarding your admission status will be emailed ONLY to your Cumberland student Gmail account.** The submission of this form does not update your student contact information with the College. **Include this admission form as part of your complete packet. Radiography Program application deadline is 5:00 p.m., March 3, 2023.**

Please type or print clearly.

Full Name: _____ SSN: _____
Last First M.I. Last 4 digits

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

County: _____ Phone: _____

RCSJ Email: _____ RCSI ID: _____

Have you ever enrolled in classes at Rowan College of South Jersey Yes No

If yes, which campus? Gloucester Cumberland from ____/____/____ to ____/____/____

If applicable, list any colleges/universities **other than RCSJ - Cumberland** you have previously attended:

Institution Name:	Address:	Dates Attended:	Degree Received:
_____ Name	_____ City/State	_____ Month/Year	_____ Month/Year
_____ Name	_____ City/State	_____ Month/Year	_____ Month/Year
_____ Name	_____ City/State	_____ Month/Year	_____ Month/Year

Student Signature Date

RCSJ Placement/Admission Status Form – Radiography

This form is used to verify the applicant has satisfied general admission requirements to their designated campus and must be signed **BEFORE** placing in the portfolio.

Please follow these steps to complete this form:

1. Complete the Applicant Section and submit to the Admissions Office on the Cumberland Campus **PRIOR** to submitting the portfolio. Applicants can submit their forms in person or through email: admissions@cc.rcsj.edu
2. RCSJ Admissions will complete their section, sign form, and return to student.
3. Only **after** an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.

NOTE: It is highly recommended that applicants submit this form to the Admissions Office well in advance of turning in the packet to ensure sufficient time for processing.

Applicant Section

Name _____ RCSJ ID _____

I am an applicant for the Rowan College of South Jersey 2023 Selective Admissions Radiography Program.

- I hereby request the Admissions Office to verify my admission status and RCSJ Placement Test status.
- I acknowledge this form will be considered complete and ready to be enclosed in the packet only after it is signed by the applicant *and* an RCSJ Admissions Representative.

Signature of Applicant _____ Date _____

RCSJ Admissions Office Section

1. **General Application:** This applicant has a completed general admission application to the Cumberland Campus with an active degree program Campus. Yes No
2. **High School Completion Credentials:** This applicant has satisfied the **general admission** requirement by providing the following document:
 _____ Preliminary high school transcript (send final copy after graduation) _____ GED
 _____ Official high school transcript _____ Home school transcript
3. **RCSJ Placement Test Status:** This applicant satisfied the RCSJ placement test **or** received a testing exemption in the following areas (Note: all three must be satisfied to submit a portfolio):

Reading	Writing	Math
Accuplacer Test? <input type="checkbox"/> Yes <input type="checkbox"/> No	Accuplacer Test? <input type="checkbox"/> Yes <input type="checkbox"/> No	Accuplacer Test? <input type="checkbox"/> Yes <input type="checkbox"/> No
RCSJ Course _____	RCSJ Course _____	RCSJ Course _____
Transfer Course _____	Transfer Course _____	Transfer Course _____

This applicant is **not eligible** to apply to the program due to the following outstanding admission requirement(s):

Radiography Program Application Checklist

Last Name _____ First Name _____ ID _____

Please check each box as you complete the corresponding requirement. All documents must be enclosed in your packet and submitted to the RCSJ – Cumberland Admissions Office by: **March 3, 2023**

- General RCSJ College Admission Application (Cumberland Campus) submitted online.**
- Completed RCSJ student email and Self-Service setup/log in. (Log in information is on your RCSJ acceptance letter.)**
- RCSJ Placement Test/Admission Status Form** Signed by applicant *and* RCSJ Admissions Staff.
 - Must be at college level math and have prerequisites for A&P I completed (A&P Prerequisites: General Biology I or General Biology II **or** General Chemistry or Introduction to Chemistry with a grade of C or higher).
- HESI Score Report** taken on or after January 4, 2020. (*Official score report in sealed envelope from the Testing Center*). The test can be taken only 2 times per year. A 30-day interval is recommended.

Test Date: _____ Campus: Gloucester Cumberland **Critical Thinking Overall Score:** _____

Science Score: _____ English Score (Vocabulary & Reading): _____ Mathematics Score: _____
- Information Session Proof of Attendance** Date of attendance _____
- High School Transcript** in sealed envelope obtained from the high school or GED (*If applicable*).
- Proof of Delivery Method** for Anatomy and Physiology I and II: **Course schedule and syllabus** (Proof not required for Anatomy and Physiology courses taken at RCSJ.)
- Official Transcripts** from all colleges/universities currently attending or attended **other than** RCSJ – Cumberland.
- GPA Verification:** Include official transcript(s) verifying cumulative grade point average of 2.0 or higher from last school of attendance.

I understand that I am solely responsible for the contents of this packet, and I certify that all contents of this packet are accurate and true. I also certify that I have read and understand the admission requirements and confirm that I meet the requirements. I certify this packet is complete and understand that once I submit this packet to the RCSJ Admissions Office, I will not be permitted to submit additional documentation.

The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's academic record. If accepted into the program, permission is granted to transfer any applicable courses and change the academic program by signing below.

Signature of RCSJ Admissions Representative

Date

Radiography Statement of Faculty Verified Identity

RCSJ Nursing and Health Professions programs will transfer in an Anatomy & Physiology I course that has been completed successfully from a regionally accredited institution and in a **face-to-face or hybrid format**. Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, **face-to-face** lab hours and provide a letter grade. An online institution is NOT acceptable for Anatomy and Physiology I course taken **prior to spring 2020**. Please follow the guidance below if your Anatomy course was taken in spring 2020 to present:

- RCSJ Students: Anatomy I course with an online delivery method (either 100% online or LiveOnline formats) are **acceptable for selective admission program requirements** and do **not** require additional verification of instruction method.
- Transfer Students: Student will need to use this form to provide documentation, from the professor regarding how their identity was verified in the courses in addition to their coursesyllabus and schedule.

For each science course taken **at an outside institution since spring 2020**, please have this form completed by the instructor of the course. Signed statements must be included in the packet as part of the verification of instruction method. RCSJ science courses do **not** require completion of this form.

Applicant Name: _____ RCSJ ID# _____

Course Code and Title: _____
(Example: BIO 105 Anatomy & Physiology)

Institution: _____ Semester course was taken: _____

Instruction Method: Face to face (on campus) Hybrid (on campus & online) Online
(Traditional/Asynchronous)

Instructor Name (*Please print*): _____

The course specified above was taken by the applicant in an online format at the institution during the semester indicated. **I verify it was the above-named applicant who completed the course assignments using one or more of the following methods (*Check all that apply*):**

- All course communication took place through the institution's learning management system (Blackboard, Canvas, Sakai, etc.) or through college provided email address.
- The applicant submitted photos of lab assignments done at home.
- Exams were monitored using proctored browser (*Proctor U, Respondus, etc.*).
- Cameras were required to be on during virtual class time.
- Other (*Please explain*): _____

Instructor Signature: _____ Date: _____