

PROCEDURE LIT.7.01.03 ADMISSION TO SELECTIVE PROGRAMS

SCOPE: Students

Admission to Lamar Institute of Technology (LIT) does not guarantee admission to specific courses or programs of study. LIT's selective programs may require prerequisites, co-requisites, program specific applications, screenings, mandated orientations, etc.

The following are recognized selective programs:

- Healthcare and Sciences
 - Dental Hygiene
 - Diagnostic Cardiac Sonography
 - Diagnostic Medical Sonography
 - Nursing
 - Radiologic Technology
 - Respiratory Care
- Public Service and Safety
 - Regional Fire Academy
 - Regional Police Academy

1. Healthcare and Sciences Selective Programs Admission

1.1. Procedures for Admissions to selective Healthcare and Sciences programs

- 1.1.1. Apply to LIT using www.applytexas.org
- 1.1.2. Send the official high school transcript, all college transcripts, and SAT or ACT test results to LIT Admissions at P.O. Box 10043, Beaumont, TX 77710 or email to admissions@lit.edu.
- 1.1.3. Students accepted to LIT will be issued a T-Number (student identification number) which is required to apply for the programs.
- 1.1.4. Your comprehensive college GPA must be 2.5 or higher to enter into any Healthcare and Sciences selective program.
- 1.1.5. Grades in all prerequisite coursework must be a "C" or higher.
- 1.1.6. Grade replacements will be recorded as the highest grade earned.
- 1.1.7. Grades from all science courses must be within the last five years.
- 1.1.8. Successfully complete DORI 0200 or meet approved exemptions prior to acceptance into the healthcare professions program.
- 1.1.9. Must have passed all sections of Texas Success Initiative (TSI), an approved alternative test, or be exempted from the test.

1.1.10. The TEAS exam must be taken prior to any Healthcare Professions Programs.

1.1.10.1. Register through the ATI website at atitesting.com for the TEAS for Allied Health OR TEAS for Nursing Students as specified by the professional program.

1.1.10.2. Special accommodations should be made with Special Populations and the Testing Center before registering with ATI to ensure resources are available.

1.1.10.2.1. Special Populations: specialpopulations@lit.edu | 409-951-5708

1.1.10.2.2. Testing Center: testingcenter@lit.edu | 409-247-4978

1.1.10.3. Exam fee - \$107.00

1.1.10.4. One exam transcript (exam score) will be provided to the school of the student's choice with the purchase of the ATI TEAS exam. Additional transcripts (exam scores) may be purchased and sent to additional schools. See the ATI website for the cost of additional transcripts (atitesting.com).

1.1.10.5. **Important Note:** Check the testing registration schedule and avoid waiting until the end of the testing period to assure testing times are available prior to the admission deadline. Admission packets will not be accepted past the deadline.

1.2. Terms and Conditions for Admissions

1.2.1. *Applicant Responsibilities* – The applicant must maintain a professional and civil demeanor throughout the application process. The applicant must keep his/her mailing address current with the LIT Department of Healthcare and Sciences Office as well as the LIT Admissions and Records Office.

1.2.2. *Selective Admission* – Admission to individual Healthcare Professions programs is selective with the number of students admitted based on facility constraints. Admission to LIT does not guarantee admission to specific programs. Each program utilizes a competitive and selective admissions process to choose the most qualified applicants.

1.2.3. *Selection of Applicants* is based on:

1.2.3.1. Overall college GPA

1.2.3.2. Science GPA

1.2.3.3. Number of repeated courses

1.2.3.4. TEAS scores

1.2.3.5. Completion of additional Healthcare and Science courses and co-requisite courses within the degree plan.

1.2.4. *Incomplete/Late Applications* – Incomplete applications submitted after the deadline will not be considered. Admission information is subject to change, and is not a contract.

1.2.5. *Conditional Acceptance* – Acceptance into Healthcare programs is conditional, pending completion of all required documentation by the stated deadline.

1.2.5.1. **Physical and Immunizations:** Healthcare professions students must

complete an annual physical and provide record of the following immunizations before providing direct patient care. If records are not available, immunity can be confirmed by serologic testing.

- 1.2.5.1.1. Documented history of varicella disease or received varicella immunization (2 doses).
- 1.2.5.1.2. Two doses of measles-containing vaccine, preferably the MMR vaccine.
- 1.2.5.1.3. Tetanus vaccine within the past ten (10) years.
- 1.2.5.1.4. Hepatitis B vaccine series.
- 1.2.5.1.5. Documented current tuberculin skin test that is negative for Tuberculosis or TB questionnaire and clearance of chest x-ray in accordance with CDC policy (refer to healthcare program deadline for completion).

1.2.5.2. Criminal Background Screening: All applicants must submit to a criminal background screening via Castlebranch, a background check service that allows students to purchase their own background check. This screening must be completed after acceptance to the program, but before beginning healthcare professions classes. Results of the background check are posted on the Castlebranch.com website in a secure, tamper-proof environment, where the student, as well as LIT can view the background check. The committee will access the records online; therefore, students are not required to submit a paper copy of the background check.

1.2.5.2.1. The clinical agencies used by LIT are required by The Joint Commission to ensure that personnel having contact with patients be free of any past or present criminal behavior that might jeopardize the welfare of the patient or personnel.

1.2.5.2.2. The following histories will prohibit a student from enrolling in any of our healthcare professions clinical courses.

- 1.2.5.2.2.1. Misdemeanor conviction/deferred adjudication or felony conviction/deferred adjudication involving crimes against persons (physical or sexual abuse).
- 1.2.5.2.2.2. Misdemeanor convictions/deferred adjudication related to moral turpitude (prostitution, public lewdness/exposures, etc.).
- 1.2.5.2.2.3. Felony convictions/deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
- 1.2.5.2.2.4. Registered sex offenders
- 1.2.5.2.2.5. Healthcare professions programs also adhere to State Legislation that may hinder someone from working in the healthcare industry.

1.2.6. Note: Students not accepted into one of the programs must submit a new application for consideration for admission the following year. If the student has taken additional courses, they will also need to submit new transcripts with the new application.

1.3. Program Links: Specific information for each individual program's additional requirements and a letter from the Program Director can be found on the [Allied Health Admission Application](#) webpage. Please review these for each of the programs you are interested in before filling out the application.

2. Public Service and Safety Selective Programs

2.1. Procedures for Admission to Public Service and Safety Programs

2.1.1. Apply to LIT using www.applytexas.org

2.1.2. Send the official high school transcript, all college transcripts, and SAT or ACT test results to LIT Admissions at P.O. Box 10043, Beaumont, TX 77710 or email to admissions@lit.edu.

2.1.3. Students accepted to LIT will be issued a T-Number (student identification number) which is required to apply for the programs.

2.2. Regional Police Academy

2.2.1. The first step in this process is to successfully complete the entrance exam with a passing score of 70 or above. The testing dates are the dates posted on the academy webpage.

2.2.2. Check to make sure you meet the minimum requirements for entry into the academy. If you have a deferred, adjudicated conviction; this will count as a conviction as far as the Texas Commission on Law Enforcement (TCOLE) is concerned. Contact the academy if you have questions concerning this issue. Minimum Standards for Entry are available on the academy webpage.

2.2.3. Attend Regional Police Academy Orientation

2.2.3.1. Candidates who have successfully completed the entrance exam by the date of orientation will be notified by Academy staff.

2.2.3.2. Complete and submit the following paperwork:

2.2.3.2.1. Advising Form- fill out, do not register. The academy staff will register accepted students.

2.2.3.2.2. Academy Personal History Statement (P.H.S.) Application - 4-page document

2.2.3.2.3. C-1 Form, otherwise known as the TCOLE PID Assignment Form

2.2.3.3. Attend an interview after this session or schedule a phone interview or personal appointment with Police Academy Staff.

2.2.4. Follow required steps to complete background check, physical assessment, psychological evaluation and submit all required paperwork to the Police Academy Program Office.

2.2.4.1. Schedule your "FAST" (background check) appointment. The instructions page is included in this packet received during Orientation.

2.2.4.2. Schedule your medical exam/drug screen. The contact information is included in this packet along with the required forms you will need to bring to your appointment. (L-2). Your medical exam/drug screen need to be completed and the results received prior to the first day of the academy. If we do not have this information you will not be allowed entry into the academy.

2.2.4.3. Schedule your psychological exam. This should be the last exam to schedule. This exam usually runs around \$425.00 Make sure you bring a

copy of your TCOLE Personal History Statement (34-page document) and your L-3 form with you to the appointment. TCOLE Personal History Statement-must be notarized before submitting. Your psychological exam needs to be completed and the results received prior to the first day of the academy. If we do not have this information, you will not be allowed entry into the academy.

- 2.2.4.4. Submit documentation.
 - 2.2.4.4.1. Required forms were provided at orientation.
 - 2.2.4.4.1.1. Schedule an appointment to drop-off your paperwork.
 - 2.2.4.4.1.2. Submit a copy of your driver's license record. Information is available on the Texas DPS website.
 - 2.2.4.4.1.3. If you have an out of state driver's license, contact the state police of the state that issued it.
 - 2.2.4.4.2. We will also need certified copies of your Birth Certificate, High School Diploma or Transcript, College Transcripts, and DD-214, if applicable.
- 2.2.5. Terms and Conditions for Admissions
 - 2.2.5.1. Minimum Standards for Entry - Prospective cadets must meet the minimum standards for training established by the Texas Commission on Law Enforcement (TCOLE).
 - 2.2.5.2. Criminal History - All Applicants must:
 - 2.2.5.2.1. Not be currently charged with or under indictment for any criminal offense
 - 2.2.5.2.2. Have never been convicted of any family violence offense
 - 2.2.5.2.3. Have never been convicted of any felony offense
 - 2.2.5.2.4. Have never been convicted of any Class A Misdemeanor offense
 - 2.2.5.2.5. Not have been convicted of a Class B Misdemeanor offense within the last ten years
 - 2.2.5.2.6. Have never received deferred adjudication, court-ordered community supervision, or probation for any felony offense
 - 2.2.5.2.7. Have never received deferred adjudication, court-ordered community supervision, or probation for a Class A Misdemeanor
 - 2.2.5.2.8. Not have received deferred adjudication, court-ordered community supervision, or probation for a Class B Misdemeanor within the last ten years
 - 2.2.5.2.9. Not be prohibited by state or federal law from operating a motor vehicle
 - 2.2.5.2.10. Not be prohibited by state or federal law from possessing firearms or ammunition
 - 2.2.5.2.11. Not have excessive or recent criminal arrests or detentions which indicate a lack of maturity, poor judgment, or deficient moral character
 - 2.2.5.3. Age - Applicants must be 21 years of age by the first day of the course (Exceptions that still comply with Rule 217.1 made at the director's discretion).
 - 2.2.5.4. Education - Applicants must have received a high school diploma OR received a high school equivalency (GED) certificate. (This education requirement may be waived if the applicant has received an honorable discharge from the armed forces of the United States after at least 24 months of active duty service) (OC 1701.255);
 - 2.2.5.5. Physical Health - Applicants must be examined by a physician authorized by the Academy and be determined to:
 - 2.2.5.5.1. Be physically sound and free from any defect which may adversely

affect the performance of duty appropriate to the type of license sought.

- 2.2.5.5.2. Show no trace of drug dependency or illegal drug use after a physical examination, blood test or other medical test.
- 2.2.5.5.3. Have no obvious medical condition or impairment that would preclude the applicant from fulfilling the requirements of the course (The director may, at his discretion, require such an examination at any time after acceptance into the course)
- 2.2.5.5.4. Mental Health - Applicants must pass a psychological evaluation, demonstrating them to be in satisfactory psychological and emotional health to serve as a peace officer. (The director may, at his discretion, require such an examination at any time before or after acceptance into the course)
- 2.2.5.5.5. Academic Ability - Independent applicants must demonstrate the ability to perform academically by passing a basic knowledge test. The Police Applicant Preparation Guide is a study guide for the entrance exam. Bannon & Associates publish the exam and the preparation guide. The following link guides the applicants to the Bannon & Associates website, where it can be purchased.
<https://bannonandassociates.com/testing.php>
- 2.2.5.5.6. Military Service - All applicants having military service may not have been discharged from any military service under less than honorable conditions including, specifically under other than honorable conditions: bad conduct, dishonorable, and any other characterization of service indicating bad character
- 2.2.5.5.7. Prior Licensure - All applicants must not have had a license denied by final order or revoked, or have a voluntary surrender of license currently in effect.

2.3. Regional Fire Academy

- 2.3.1. Attend Regional Fire Academy Orientation - Prospective students can contact the Fire Academy at 409- 839-2968 for Orientation dates.
- 2.3.2. Complete and submit the following paperwork:
 - 2.3.2.1. Advising Form- fill out, do not register. The academy staff will register accepted students.
 - 2.3.2.2. Physical Exam Form
 - 2.3.2.3. Copy of Driver's License
 - 2.3.2.4. WorkKeys Results
- 2.3.3. Terms and Conditions for Admission
 - 2.3.3.1. Minimum requirements for entry include but not limited to:
 - 2.3.3.1.1. Pass a physical examination using National Fire Protection Association (NFPA) criteria
 - 2.3.3.1.2. Be at least 18 years of age
 - 2.3.3.1.3. Possess a high school diploma or a GED
 - 2.3.3.1.4. Pass the WorkKeys Workplace Documents Assessment-with a score of 5 or better, if student has passed English 1301 or 1302 they do not have to take the WorkKeys assessment.

- 2.3.3.1.5. Possess a valid driver's license
- 2.3.3.1.6. Possess a valid social security card
- 2.3.3.2. Military Service - All applicants having military service may not have been discharged from any military service under less than honorable conditions.

Related Policies: LIT.7.01 Admissions

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed: August 2025

Revised: