

POLICY G11 Transfer Credits (Certificate)

Policy Name: Transfer Credits
Policy Category & Number: G11
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: April 3, 2022
Version: 2.0
Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to review successfully completed courses prior to enrollment for transfer credit.
- II. Purpose:
The purpose of this policy is to grant students transfer credits, when applicable, for classes taken at other institutions.
- III. Scope:
This policy applies to all SOMI students.
- IV. Policy Details:
The School of Medical Imaging does not award transfer credits for fieldwork experience or offer advanced placement.

Transfer Credits from a Radiologic Technology program

Courses specific to Radiologic Technology will be accepted as transfer credits on a case-by-case basis. Courses must be from an accreditation agency accepted by the American Registry of Radiologic Technologists (ARRT). Please refer to the ARRT website at: <https://www.arrt.org/partners/schools-educators/accreditation> for a list of ARRT approved accreditation mechanisms.

All courses must have been completed within one year in order to be accepted as transfer. Students must leave a Radiologic Technology program in good standing. The Dean will design the curriculum based on verification of course and clinical completions.

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Requirements listed below:

- Letter of reference from Program Director.
- Letter of reference from Clinical Preceptor/faculty member.
- Official college transcripts to confirm degree and pre-application courses.
- Official transcripts from accredited Radiologic Technology program.
- Verification of clinical competencies completed.
- Course descriptions.
- Meet all admissions criteria.
- A minimum of 30% of Radiologic Technology courses must be completed at the Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to receive a certificate of completion.

Transfer Credits

In rare circumstances, SOMI will accept transfer credits from an alternate accredited Radiologic Technology program if the student achieved good academic standing and the transfer between institutions is complete within one calendar year. In such cases, these credit hours are not included in the calculation of GPA. Transfer credits completed at an alternate institution are included in the calculation of attempted credit hours, percentage of coursework completed, and Maximum Time Frame.

Transferability of Credits earned at the School

Transferability of credits earned at the School of Medical Imaging is at the complete discretion of an institution to which the student may seek to transfer.

Tracking Prior Federal Financial Aid

Prior federal financial aid data is collected through the National Student Loan Data System. The Office of Financial Aid has access to the NSLDS web site and is able to check the status of a student at any time. NSLDS is accessed at the beginning of each academic year.

International Credit

Credit from international institutions may be awarded for applicable required courses. The applicant must send official transcripts to an approved agency

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to obtain a course-by-course evaluation. All fees for such service must be paid by the applicant. The agency's evaluation must be sent directly to the School.

V. Definitions:

None

VI. Attachments:

N/A

VII. Related Policies:

G29 – Admissions (Certificate)

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	6/8/2021	New Template & Revisions	Dean
2.0	4/3/2022	Revisions	Dean