

POLICY AND PROCEDURE

TITLE: Transfer Student Policy

PURPOSE: Define the process of a student transfer from one Radiologic Technology Program to another according to the guidelines published by the Joint Review Committee and the American Registry of Radiologic Technologists.

TEXT:

- I. The transfer must be initiated by the student.
- II. Both programs must be accredited by the Joint Review Committee on Education in Radiologic Technology.
- III. Both program directors must approve of the transfer and believe that the transfer is in the student's best interest.
- IV. Both programs must exchange as much information as possible.
Minimum requirements are:
 - A. Handbook
 - B. Curriculum
 - C. Course descriptions
 - D. Clinical Competency Program
- V. Program accepting the student also needs the following:
 - A. College transcript
 - B. Radiologic Technology school transcript
 - C. Grade scale of radiologic technology program
 - D. Attendance record
 - E. Clinical competency grades and list of exams checked for competency
 - F. Clinical rotation records
 - G. Clinical R.T. evaluations on the student
 - H. Letter from present program director recommending transfer and credit for completed courses and program requirements.
- VI. The combined length of schooling must equal no more than 150% of this program's published length. (Program's published length is two (2) years).
- VII. The student will not be given credit for any course with an end semester grade lower than "C".
- VIII. Student must have a personal interview with program staff.
- IX. Transfer must be approved by the Admissions Committee.
- X. Written confirmation from ARRT as to student's registry eligibility must be obtained.
- XI. A written agreement outlining details of the transfer must be signed by program director and student.