

Bon Secours Health System, Inc.  
Richmond Region  
St. Mary's Hospital  
Policy/Procedure

Policy Manual: School of Medical Imaging  
Section: Student – General

**POLICY STATEMENT:**

**The School of Medical Imaging does not award transfer credits for fieldwork experience or offer advanced placement.**

The acceptance of transfer courses for credits is outlined below:

**Radiologic Technology/College Transfer Credits:**

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 Director/Dean will design the curriculum based on verification of course and clinical completions.

Requirements listed below:

- Letter of reference from Program Director
- Letter of reference from Clinical Instructor/faculty member
- Official college and program transcripts
- Verification of clinical competencies completed
- Course descriptions
- Meet all admissions criteria

\*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 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.

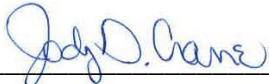
**Audit:** To audit a course means a student enrolls in a course but does not receive academic credit upon course completion.

**RESPONSIBLE PERSONS:** Program Faculty and Program Administration**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Director/Dean

October 3, 2018



Signature

Title

Date

**Approval History:**

Committees and Dates:

Administrative review in: 7/2009, 4/2010, 8/2011, 8/2012, 7/2013, 8/2014, 5/2015, 2/2017, 3/2017, 9/2017, 5/2018, 10/2018

**DOCUMENTATION:** None**REFERENCES:** None