

## **TRANSFER POLICY**

Regional West Medical Center School of Radiologic Technology makes provisions for students to transfer into and out of the Program. In order to maintain the quality of students entering the Program, transfer students must demonstrate the academic capability to complete the Program.

Responsibility: Program Director, Student

Standard: Human Resources

JRCERT 2021 Radiography Standard(s): 1.1

Nebraska Department of Education: Title 92 Chapter 41 Section 004.090

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### **Transferring into the Program:**

A student desiring transfer to Regional West Medical Center School of Radiologic Technology must have all pertinent information and previous educational records (including college and Radiography Program transcripts) sent to the Program Director prior to any determination of acceptance.

Students transferring into the Program must complete the Program's application form. References submitted must include his or her current Program Director and at least one of the clinical preceptors from the current Program.

A transfer shall be approved individually with emphasis on performance and references. Courses with grades of 80% or better shall be deemed as transferable into the Program. Grades lower than 80% in the radiography program courses will require remedial training and retesting in those areas by the student.

The Educational Advisory Committee shall meet to determine whether to accept the student into the Program.

Acceptance shall also be dependent on the number of students in the current cohort and availability of vacant positions within the Program. The acceptance of a transfer student shall be subject to the limits of class size as determined by JRCERT.

If accepted into the Program, the student will need appropriate background checks and pre-admittance drug testing and submit required immunization records before admission.

The student will be placed into the appropriate year of training dependent on previous classes. Generally, if the student has completed the Anatomy and Positioning, he or she will be placed in the second-year class. All classes or their equivalents must be completed before graduation. The student transferring into the Program shall comply with Program and Sponsoring Institution policies and pay tuition appropriate for the term(s) enrolled in the Program.

The transfer student must successfully complete all course requirements prior to scheduled graduation. This shall include requirements for clinical education courses.

**Transferring out of the Program:**

A student who wishes to transfer out of the Regional West Medical Center School of Radiologic Technology Program should contact the Program Director about transfer of grades and other needed materials. Grades will be released only upon written request by the student and only if the student is in good financial standing with the Program.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT (R)(VI)(ARRT)  
Director, Imaging Services

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