

I. Policy:

This policy addresses the process of considering acceptance of inter-program transfer.

II. Purpose:

The purpose of this policy is to provide a process to identify viable candidates for transferring from a JRCERT, or regionally accredited radiologic technology program that is approved by the ARRT (American Registry of Radiologic Technologists).

III. Definitions:

TERM	DEFINITION
Devised	The date the policy was implemented.
Program	This term refers to a radiologic technology program recognized by the ARRT (American Registry of Radiologic Technologists).
Reviewed	The date documenting the annual review if the policy has no revisions necessary.
Revised	The date of every revision to the policy, including typographical and grammatical changes.
School	Refers to the GMC School of Radiologic Technology

IV. Responsibility:

- A. Program Director
- B. Selection Committee
- C. Secretary

V. JRCERT Standard Compliance

- 1. Standard: 1.9

VI: General

1. For the good of the program specifically and the profession in general the school will administer a process to permit candidates who meet admission requirements, have completed prerequisite courses, and were considered in good standing with previous program to transfer to the program. Requests for transfer from another JRCERT approved radiologic technology program will be considered on a case-by-case basis. The selection committee will be responsible for acting upon a candidate's application.
2. Only transfer to the beginning of the second (Senior) year will be permitted.
3. Only students currently in a program, who have been granted a leave of absence, or withdrew in good standing within two (2) years of the application, will be eligible to apply as a transfer student. Candidates failing to meet this requirement must apply to the school as a new student, to start at the beginning of the first year.
4. A transfer will only be allowed if there is a vacancy in the senior class.
5. Competency examination results will not be transferred.

VII. Procedures:

1. Submission of a complete application and required application materials.
 - a. Application
 - b. Application fee
 - c. Resume
 - d. Cover letter
 - e. Official radiologic program transcripts
 - f. College transcripts
 - g. High school transcripts
 - h. Letters of recommendations; but not limited to the following.
 - i. Program Director
 - ii. Clinical Coordinator or instructor
 - iii. Academic instructor
 - iv. Character reference
2. Requirements: To be considered the following criteria must be met.
 - a. Met pre-admission requirements.
 - b. Radiologic Technology Program GPA of 2.50 or better
 - c. All course letter grades C or better.
 - d. Completed, or as of the beginning of the School's senior year, have completed clinical education equivalent to the School's Junior year clinical education clinical assignments,
 - e. Completed academic courses that match course content of the School's academic first year. In the event of a mismatch upon the

advice of responsible instructors courses may be taken during the Senior year.

3. Interview with selection committee is required.
 - a. Meet with entire committee
 - b. Meet with program director to review pertinent school policies and procedures.
 - c. Using a laboratory situation (simulated), the transfer candidate will demonstrate basic radiographic procedural skills.
 - d. If possible meet with the radiologic science/physics instructor who will evaluate candidate's level of knowledge and provide the Selection Committee an opinion.
 - e. Meet with a representative group of students, who will provide the Selection Committee a recommendation.
 - f. Tour radiology facilities.
4. The selection committee will meet to review application materials, letters of recommendations, and interview outcomes.
 - a. All requirements must be satisfied.
 - b. Clinical and academic skills must be demonstrated to the satisfaction of the committee.
 - c. Selection Committee's decision to accept the Candidate's request for transfer must be unanimous.
5. The Candidate will be informed of the Selection Committee's decision by letter within 5 business days of the decision.

Devised: 7/01/04

Last Revision: 7/06

Last Review: 8/14