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**Policy Name:** Transfer Credit  
**Policy Number:** ADM 3.10  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2024  
**Version:** 1.4  
**Policy Status:** Approved

## I. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to identify transfer credits.

## II. Purpose

This policy is established to identify the procedures for granting SOMI students transfer credits, where applicable, for classes taken at other institutions.

## III. Scope

This policy applies to all SOMI students, faculty, and staff.

## IV. Definitions

**Credit Conversion:** Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

Credit hours must be equal to the School's credit hours.

## V. Policy Details

General education course requirements prior to enrollment in the professional program: The School will accept transfer credits provided:

- The credits were earned at institutions accredited by agencies recognized by the United States Department of Education,
- Official transcripts are received in envelopes sealed by the issuing institution or electronically by a third-party processing service,
- Course content and credit was substantially similar to the required School course,
- A grade of "C" or above was achieved,
- Courses other than those listed in the curriculum may be approved for transfer credit by the Director of Records and Registration and/or the Campus Director, Dean of Academic Affairs,
- Only courses taken while enrolled at the School are included in a student's GPA.

- Dual enrollment courses that meet the above criteria are accepted. An official transcript from the college that awarded the dual enrollment credit must be provided.

### **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 United States Department of Education and the American Registry of Radiologic Technologists (ARRT). Please refer to the ARRT website at: <https://www.arrt.org/partners/schoolseducators/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. Requirements listed below:

- Letter of reference from Program Director.
- Letter of reference from Clinical Preceptor/faculty member.
- Official college transcripts to confirm general education 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 an Associate of Applied Science degree in Radiologic Technology.

### **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.

No transfer credit will be awarded for the following:

- Experiential learning or life experiences.

### **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.

**Credit through Examination**

Transfer credit may be awarded for successfully completed College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB) examinations . Information on acceptable exams is available through the Admissions Office.

**International Credit**

Credit from international post-secondary 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 agencies must be recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Official evaluations must be sent directly to the School. The School requires that any non-U.S. transcript or documentation issued be evaluated formally by a National Association of Credential Evaluation Services (NACES) agency. A list of NACES approved international transcript evaluation agencies can be found at [www.naces.org](http://www.naces.org).

**VI. Attachments**

N/A

**VII. Related Policies**

ACA 2.01 SOMI Admissions Requirements

**VIII. Disclaimers**

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 discretion, 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	8/1/2009	Initial Policy	Dean of Student Affairs
1.1	4/12/2022	New Program & Revisions	Dean of Student Affairs
1.3	8/1/2023	New Template	Dean of Student Affairs
1.4	3/5/2024	Minor Revisions	Dean of Student Affairs