

Policy Title	Transfer Credit
Policy Number:	ADM 3.10
Department:	SOMI
Functional Area:	Dean of Enrollment Management
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2024
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 3

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

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

III. Purpose

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

IV. Scope

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

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

Credits 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.

VI. 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.

VII. Attachments

N/A

VIII. Related Policies and Procedures

ACA 2.01 SOMI Admissions Requirements

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, 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.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/1/2009	N/A	Initial Policy	N/A	Dean of Student Affairs
1.1	4/12/2022	N/A	New Program & Revisions	1.0	Dean of Student Affairs
1.3	8/1/2023	N/A	New Template	1.1	Dean of Student Affairs
1.4	3/5/2024	3/5/2027	Minor Revisions	1.3	Dean of Student Affairs
1	3/5/2024	3/5/2027	Version changed – BSMH Template Adopted/Ownership Changed	1.3	Dean of Enrollment Management

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard

Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.