

Transfer Policy/Procedure
Radiologic Technology Program, Washburn University

Individuals seeking transfer of radiology credit to the Washburn University program may be, or have been, enrolled in a JRCERT approved Radiographer Program or enrolled in a military program. The purpose of this policy is to establish guidelines for accepting students outside of the normal application process.

Procedure:

1. There must be a vacancy for the prospective transfer student.
2. The prospective transfer student must be attending or did attend a program that the ARRT deems accredited. Individuals who have been out of a radiographer program for more than two years must restart the program.
3. Transfer of University requirements and general education courses must meet the guidelines stated in the University catalog. In regards to correlate and major courses, Radiologic Technology faculty will evaluate for transferability. Transfer credit can only be accepted from an accredited college and a JRCERT recognized program. If an individual requests transfer from a hospital-based program, credit-by-exam procedures will be utilized.
4. The prospective transfer student must complete a Washburn University application form and complete a Radiologic Technology application form located in the program application packet (<https://www.washburn.edu/academics/college-schools/applied-studies/departments/allied-health/xr/application-admission.html>).
5. The Program Director and at least one other Radiographer Program faculty member will interview the prospective student. Following the interview, the Program Director will initiate contact with the Program Director of the school the student attended or is attending. The student is responsible for furnishing all pertinent records from the school that he/she previously attended. To evaluate an individual's background, the following documentation is required:
 - Academic transcript(s) of course work pertaining to radiology, as well as previous college credit.
 - Descriptions should be provided for all radiology lecture courses as well as clinical education.
 - Evidence of clinical competency level, i.e. copies of evaluations, letter or email describing such.
 - Reference letters, as applicable, from program director or clinical coordinator.
6. Upon receiving all documentation, program faculty will review. A decision will be given in writing. Acceptance or denial of transfer is based on available student positions, previous academic and clinical record and correlation to the Washburn University Radiologic Technology program's lecture and clinical sequence.

7. Since transfer students will vary in their course work and competencies, step-by-step testing criteria will be developed for each individual. The criteria will be documented before testing begins and both the Program Director and candidate must sign this document.

8. The testing criteria developed will be based on didactic and clinical competencies of the Washburn University Radiographer Program. The transferring student must take unit and/or final examinations for all didactic and clinical courses that the program faculty deem necessary. The appropriate instructor will grade the unit and/or final examinations. If the student does not score 78% or better overall, the Program Director will make the decision if the course must be repeated. It may be possible, through remediation, for the student to retake the final and pass it. The Program Director will determine if any clinical competencies must be repeated.

If the student is transferring from a hospital-based program, the next step would be completion of the credit-by-exam policy. This would convert demonstrated student knowledge into course credit hours.

9. It will be made clear to the candidate how clinical competency is tested and achieved. Due to the range of skills required in the clinical setting, transfer credit or credit-by-exam for clinical courses may not be given prior to program entry. One semester of clinical education, to include evaluations of laboratory, equipment and competency, may be necessary to provide thorough evidence of skill level. Upon completion of one semester, faculty will ascertain credit for previous clinical experience as well as a plan to achieve entry-level skills. The transfer student must document clinical competence according to the Washburn University Radiographer Program policy prior to graduating.

10. Based upon the performance on the examinations and the applicant's previous transcripts and experience, the Program Director will make the judgment as to whether the applicant's academic standing warrants admission.