Radiologic Technology Program Transfer Policy/Procedure
Washburn University

Purpose: 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. The prospective transfer student must complete a Washburn University application form and complete a Radiologic Technology application form.
4. 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.
5. 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.
6. The testing criteria developed will be based on didactic and clinical competencies of the Washburn University Radiographer Program. The transferring student must take final examinations for all didactic and clinical courses that the Program Director deems necessary. The appropriate instructor will grade the final examinations. If the student does not score 78% or better on the final examination, 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.
7. It will be made clear to the candidate how clinical competency is tested and achieved. The transfer student must document clinical competence according to the Washburn University Radiographer Program policy prior to graduating.
8. 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.