Policy No.	2.007
Effective:	7/1984
Reviewed:	5/2017
Revised:	11/2010

Transfer Policy

West Virginia University Hospitals (WVUH) will consider an applicant for transfer into the Radiography program providing:

- 1. A vacancy exists relative to the JRCERT maximum student capacity limit assigned to the institution.
- 2. The transfer candidate has or will have successfully completed a minimum of one semester in a JRCERT accredited radiography program prior to transferring.
- 3. The transfer candidate has completed a didactic curriculum equivalent to WVUH's at the time of transfer
- 4. The transfer candidate has completed a clinical curriculum (experience & competency) equivalent to WVUH's at the time of transfer.
- 5. The transfer candidate has maintained satisfactory didactic, clinical, and professional progress in their program or origin.
- 6. The transfer candidate meets WVUH's program admission requirements.
- 7. The transfer candidate will complete a minimum of one academic year at WVUH.

Process

Prior to completing the following steps, the transfer candidate should contact program officials to determine if a vacancy exists as full enrollment would preclude any further processing of the candidate's request.

The candidate must submit a transfer request in writing and include the following documents:

- 1. Program application
- 2. Official Academic transcripts (High School and College)
- 3. ACT or SAT scores
- 4. Official Radiography program transcripts
- 5. Clinical education documents (rotation schedules, completed competencies, etc)
- 6. Course descriptions of the Radiography programs didactic and clinical curriculum.

Review of Request:

The Education Manager/Program Director and the Education Advisory Committee will evaluate the transfer request and corresponding information relative to the following:

- Compliance with admission standards.
- Correlation of previous didactic and clinical education with the curriculum of the WVUH Radiography Program
- Academic, Clinical, and professional progress of the applicant.
- Personal Interview

Transfer candidates will be notified in writing of the status of their request. If accepted, candidates will be subject to the provisions / requirements specified in the "Acceptance" & "Enrollment" sections of the Admissions policy.

Education Manager