

**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 with References & Performance Standards form
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

\_\_\_\_\_  
Date