



## Associate of Science in Radiography (ASR)

### Cox College Admissions and Transfer Policies

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#### Admission Standards

##### Regular Admission – First Time Undergraduate Student

- Official high school transcript, GED or HiSET certificate
  - Composite ACT of 18 or SAT combined score of 940 or higher
  - High school cumulative GPA of 2.0 or higher or proof of having successfully passed the GED or HiSET
- \*NOTE:** If the applicant presents a GED or HiSET, they must also have a composite ACT of 18 or SAT combined score of 940 or higher.

##### Regular Admission – Transfer Student

- Official high school transcript, GED or HiSET certificate\*
  - Must have passed 12 college hours of 100 level courses or above with a grade of “C-” or higher
  - Have a college cumulative GPA of 2.0 or higher
- \*NOTE:** Possible exceptions apply. Please see Admissions Steps for details.

#### Transfer GPA

The Admissions Department will calculate transfer GPA for admission, based on credits earned by the student at regionally accredited institutions and institutions with whom Cox College has articulation agreements (all exempt or repeated courses are eliminated from the calculation).

#### **Provisional Admission**

Provisional admission will be offered to students who do not meet the minimum GPA or ACT/SAT requirements for admission. Provisional admission is designed to assist in supporting students toward their academic success. All students must meet and maintain certain standards of success for academic progress. Please refer to the “academic probation/suspension” portion of the catalog for detailed information.

#### Graduate Admission

Please refer to the specific program of interest for admission requirements and procedures.

## ACT/SAT

Applicants submitting their ACT or SAT for admissions must have taken the exam within the last five (5) years from date of application to the college. If the student has not taken the ACT or SAT exam in the last 5 years, the student can be considered for provisional admissions.

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## Recommended Admission Steps

- **Submit an Application:**

Submit a completed online application, with a \$50 nonrefundable application fee at [coxcollege.edu](http://coxcollege.edu)

- **Request Official Transcripts:**

- High School Equivalency\*
  - Official High School transcript
  - Home School Transcript
  - GED
  - HiSET
- All Official Secondary Education Transcripts

\*Note \*High school transcripts, GED, or HiSET are NOT required if an applicant has either an earned associate's or bachelor's degree from a regionally accredited institution, an institution that Cox College has an articulation agreement with, or earned at least 60 semester (73 trimester or 90 quarter) hours.

- **Review of Documents:**

The admissions department will review required documents and keep the student updated of their admission status.

- **Apply for Financial Aid:**

Complete the FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), School code 013877. Contact our Financial Aid department at 417-269-3401 for assistance.

- **Apply to the Specific Program:**

Some programs may require additional application steps. Please see the program section in the catalog for details.

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## Transfer of Credit

### General Education Transfer Credits

Cox College welcomes transfer students and awards transfer credit as laid out in this policy.

Cox College accepts transfer credits completed at regionally accredited institutions. Courses will be evaluated based on their similarity to courses required at Cox College. This evaluation will be completed initially by using course descriptions and titles from the previous institution. If a course meets the credit

hour requirement and is substantially similar from a regionally accredited institution, credit will be awarded at the value of credit earned at the previous institution. Additional conversions will be made for schools not on a semester calendar. Please see the "Credit Hour Conversion" section of this policy. Only courses required for the specific program track at Cox College will be transferred to Cox College. Please see program specific requirements located in the program specific sections of the Cox College Catalog.

If similarity of a course from a regionally accredited institution is unable to be determined by the course description and title alone, a syllabus may be provided for further review.

Transfer credit is typically not awarded for courses completed at non-regionally accredited institutions. These courses will be evaluated on a case-by-case basis. This process is only available to admitted Cox College students and will only be awarded if:

- An agreement exists between Cox College and the other institution allowing specific credit transfer
- An appeal process is completed and credit approved. To appeal the transferability of a course from a non-regionally accredited institution, the student must:
  - Complete the "Transfer Credit Request Form"
  - Submit a syllabus and/or other supporting materials to the General Education Chair and Program Chair of the program for which the course is required. The two department chairs will collaborate with the Registrar's office and other appropriate personnel in making the decision

The student will be informed of the decision upon completion of the review. All approved transfer credit will be posted to the student's record with both grade and credit hours earned. Only grades of C- or higher will be eligible for transfer to Cox College. Programs may award credit for prior degrees, licenses, and/or experiences. These specifications can be found in the program specific sections of the Cox College Catalog.

Coursework earned at the graduate level may be evaluated on a case-by-case basis by the program to be awarded as undergraduate general education credit.

### **Credit Hour Conversion**

Cox College awards transfer credit in the following ways for courses completed at institutions not operating on a semester calendar:

- For credit offered at an institution operating on a quarter calendar, credit hours will be awarded at a 0.67 (two-thirds) conversion
- For credit offered at an institution operating on a trimester calendar, credit hours will be awarded at a 0.83 conversion

### **International Credit**

Transfer coursework from international institutions may be accepted. If transferring credits from an international college or university, the transcript must be evaluated by World Education Services (WES). If evaluated by a service other than WES, it will be up to the discretion of the admissions department as to whether the transcript meets their requirements. The evaluation must provide the following:

- Certifying degree similarity

- English translation (if applicable)
- GPA
- Detailed report of courses completed
- Course by course evaluation
- Course credit hours

A review of syllabi may be requested on a case-by-case basis.

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## Credit Awarding

### Advanced Placement (AP) Credit

Applicants who have completed advanced work in high school and have taken the AP tests given by the College Board may be awarded college credit for designated subjects, provided their AP test score is three or above.

### College Level Examination Program (CLEP)

Applicants who have successfully passed the College Board's CLEP examinations (50<sup>th</sup> percentile or higher) may be awarded college credit for designated subjects.

### DANTES Subject Standardized Test (DSST)

Applicants who have successfully passed the DSST examinations, may be awarded college credit for designated subjects.

### International Baccalaureate (IB)

Applicants who have a score of four or higher on the International Baccalaureate examination and a score of five or higher on the International Baccalaureate higher-level examination may be awarded college credit for designated subjects.

### English and Mathematics Test Out Options

Students admitted to Cox College may test out of English and Mathematics in one of the following ways:

- ACT Math score of 22 or higher or an SAT Math score of 540 or higher.
- ACT English score of 22 or higher or an SAT Writing and Language score of 29 or higher.
- TEAS Mathematics score of 70% or higher
- TEAS English and Language Usage score of 70% or higher

\*Note: Please program requirements can vary. Please see the program section in the catalog for programmatic requirements.

### Program-Specific Transfer Credits

Students desiring to transfer program-specific credits must:

- Complete the Cox College Admissions Process
  - Complete the Cox College Application
  - Submit the \$50 application fee
  - Submit all official college transcripts
- Submit program specific application

- [Submit the course syllabi for each course being transferred for review and approval](#)
- [Complete and sign the \*Transfer Course Request Form\*](#)

### **COVID-19 Transfer Policy**

Cox College recognizes the disruption that students have experienced due to the COVID-19 pandemic. The College offers the following guidance on pass/fail grades earned at other colleges and universities:

- Due to programmatic admission standards, Cox College strongly encourages students to choose the traditional grading scale offered by the grade-awarding institution.
- If a student chooses the pass/fail option for a course from the grade-awarding institution, the pass/fail will be transcribed as such on the student's official transcript, credit will be awarded, but GPA points will not be awarded. For admission purposes/decisions, the "P" or Pass grade will be viewed as a "C" grade.

### **Transfer Credit Limit**

[Students are required to take last semester credit hours through Cox College. Before the final semester, students are required to provide official transcripts from all institutions from which they wish to transfer credit.](#)

[Students with extenuating circumstances may file a request to take last semester credit hours at other regionally accredited institutions. For approval, students must complete, sign, and submit the \*Transfer Exception Request Form\* to the appropriate Department Chairperson. If approved, the Chairperson will forward to VPAA/VPSN, and the VPAA/VPSN to the Registrar. The student will be notified of the decision by the Chairperson.](#)

[Students to whom approval has been granted must provide official transcripts to Cox College prior to graduation. Transcripts provided after the anticipated graduation date will not have the degree conferred until the next graduation date.](#)

### **Minimum Credit Hour Requirement**

[All degrees conferred require a minimum of 25% of all credits taken for any program offering through Cox College.](#)

### **Cox College Internal Transfer Credit**

When a Cox College student completes credit that is needed for more than one degree, any internal transfer credit will be listed in a "Cox College Internal Transfer" term on the transcript.

## Transfer of Credits

Program Name	General Education Transfer Credits	Program Specific Transfer Credits
<p><b>ASN</b>  <u>Associate of Science in Nursing</u>  <i>(Transfer credit cannot exceed maximum total of 52 credit hours.)</i></p>	<p>All 31 credit hours of required <u>general education</u>, with varying case-by-case evaluations.  <u>Core science transfer courses are (Anatomy, Physiology, Microbiology, Chemistry, and Pathophysiology). Anatomy, Physiology, and Microbiology must have been completed within five (5) years prior to matriculation. The average cumulative GPA in core science course work must be 2.5 or higher</u></p>	<p><u>Evaluates Each Request</u>  <u>The second year of nursing courses must be completed at Cox College with a minimum of 20 credit hours earned at Cox College.</u></p>
<p><b>ASR</b>  <u>Associate of Science in Radiography</u>  <i>(Transfer credit cannot exceed maximum total of 57 credit hours.)</i></p>	<p>All 25 credit hours for required <u>general education</u>, with varying case-by-case evaluation. <u>The average GPA for required general education must be at a 3.00 or higher.</u>  <u>Core science transfer courses (Anatomy and Physiology) must have been completed no later than five (5) years prior to matriculation.</u></p>	<p><u>Evaluates Each Request</u></p>
<p><b>BSDI</b>  <u>Bachelor of Science in Diagnostic Imaging</u>  <i>(Transfer credit cannot exceed maximum total of 90 credit hours.)</i></p>	<p><u>Up to 12 credits</u></p>	<p><u>Evaluates Each Request</u></p>
<p><b>BSN</b>  <u>Bachelor of Science in Nursing</u>  <i>(Transfer credit cannot exceed maximum total of 90 credit hours for students.)</i></p>	<p>All 52 <u>credit hours</u> for required <u>general education</u>, with varying case-by-case evaluations.  <u>Core science transfer courses are (Anatomy, Physiology, Microbiology, Chemistry, and Pathophysiology). Anatomy, Physiology, and Microbiology must have been completed within five (5) years prior to matriculation. The average cumulative GPA in core science course work must be 2.5 or higher</u></p>	<p><u>The last two semesters of clinical nursing course work must be completed at Cox College with a minimum of 30 credit hours earned at Cox College. Evaluates Each Request. (For students in previous catalog year, please consult previous catalog.)</u></p>
<p><b>MND</b>  <u>Master of Science in Nutrition Diagnostics</u>/Dietetic Internship             Nutrition Diagnostic Dietetic Internship</p>	<p><u>Not Applicable</u></p>	<p>No transfer credits accepted.</p>
<p><b>MSOT</b>            Master of Science in Occupational Therapy</p>	<p>Not Applicable</p>	<p>No transfer credits accepted</p>
<p><b>MSN</b>  <u>Master of Science in Nursing</u></p>	<p><u>Not Applicable</u></p>	<p><u>Up to 9 credits. Transfer credits must be at a B or higher. Evaluates Each Request.</u></p>