



## **Cox College ASR Transfer Policy**

Cox College's ASR program is willing to accept transfer credits from another certificate, associates, or bachelors of radiography program curriculum. Courses will be reviewed on a case-by-case basis to determine the course of study for the incoming transfer student.

The student wanting to transfer into the ASR program should begin the process before the next Cox College semester begins. We cannot accept mid-semester transfers.

Cox College ASR defines a transfer student as a student who has not graduated from another educational program in radiography but has received some coursework for which the student has earned credit or clock hours towards a degree or certificate in radiography. The student is asking for the Cox College ASR program to recognize credits earned through prior education to complete the degree program with us. Not all credits will be guaranteed to be recognized or counted. Some courses and their equivalents may be required for the student to re-enroll in once attending Cox College.

Transfer students may be accepted dependent on clinical capacity at the time. If there is no clinical capacity, then we will not be able to accommodate the request.

### **The process of transferring to Cox College's ASR program:**

1. Using this [link here](#). An e-mail template will populate for correspondence with these ASR program representatives: the ASR program director, the ASR advisor, and the ASR admissions counselor.
2. Please provide as much information about your situation as possible when contacting us including:
  - a. Full name and a regular checked e-mail address
  - b. Phone number
  - c. Program currently attending
  - d. Current place in the program (semester, quarter, module, etc.)
  - e. Standing in the program (academically and clinically)
  - f. Unofficial transcripts would be very beneficial to attach
3. Apply and be accepted into Cox College by [applying to Cox College here](#).

- a. Submit all official college transcripts, you may include unofficial transcripts for initial review, but official will be required before final admittance is approved. Additional official college transcripts from other institutions may also be required to be sent to Cox College.
4. Apply to the ASR program **after** acceptance to the college. Which instructions will be provided after acceptance to the college has been finalized.
5. Submit the course syllabi for each course being transferred for review and approval.
6. We may ask for further information, such as your current school's course descriptions, official transcripts, letters of recommendation, a personal essay, etc.
7. Complete and sign the Transfer Course Request Form.
8. The ASR program will review individual transcripts and situations to provide the transfer student an individualized course of study.
9. Once the ASR faculty have reviewed the courses, a program representative will reach out to the transfer student candidate with their individualized course of study and information to help the student make a decision.
10. Transfer students may be required to complete a course final exam to ensure competency in that subject before credit may be awarded.
11. Students will be required to be interviewed by the ASR faculty before final acceptance is offered.
12. Students may also be required to come to campus for a tour of the facilities.

**Transfer Candidates Should Note:**

1. The transfer student candidate must meet the Cox College ASR program's minimum GPA requirement.
2. General education requirements shall be equitable to those accepted and required for current Cox College ASR students. This may require the transferring student to take additional general education courses to meet this requirement.

3. All students transferring to Cox College's ASR program must complete the same equivalent course and clinical requirements as students currently enrolled in the program.
4. Transferring students are required to pay for and submit to a background check and drug test before final acceptance may be offered. Failure of the drug test or background check could result in the acceptance offer being rescinded.
5. All clinical competencies completed previously do not transfer. That is an ARRT and JRCERT requirement. The student will be required to complete all of the Cox College clinical competencies while performing clinicals as a Cox College student. Cox College requires specific competencies that may not be required or mandatory at other institutions.
6. To be issued a degree, 51% or more of your college course/credits/hours must be completed at Cox College, which could require additional courses to be taken by the transfer student.
7. Once accepted into the program, you will be calculated into our program effectiveness data.