

READING HOSPITAL SCHOOL OF HEALTH SCIENCES

POLICY NO. 304

SUBJECT: Transfer Credits

Responsibility of: RSHS Program Directors
Revised: June 2021 Reviewed: June 2021

SCOPE:

Qualified applicants or enrolled students seeking transfer credit for coursework completed at another institution of higher education.

PURPOSE:

To set forth a policy to award transfer credit for courses that are similar in length, content and hours with courses provided by the program.

POLICY:

It is the policy of RSHS to evaluate and award credit for college level courses completed through a regionally accredited institution of higher education and other accredited schools and programs as recognized by the Council for Higher Education Accreditation, National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), Accreditation Commission for Education in Nursing (ACEN), Commission on Collegiate Nursing Education (CCNE), College Board Advanced Placement (AP), and College Level Examination Program, for transfer credit purposes. Qualified applicants or enrolled students seeking transfer credit are required to submit an official transcript along with support material as requested by admissions and follow the procedure as outlined below.

DEFINITIONS:

A transfer student is an individual who has attended (or is currently attending) another post-secondary institution at the time of admission and who is seeking transfer credit for courses provided by the program.

PROCEDURE:

A. Admission Process (prior to matriculation into the program)

Official transcripts must be received from all educational institutions previously attended. Course outlines and descriptions may also be required. Decisions regarding acceptable college coursework or challenge examinations will be at the discretion of the committee.

General Education Courses

Applicants who have completed one or more general college level course with a grade of “C” or better may be offered transfer credit if the courses are similar in length and content with courses provided by your program curriculum. Transfer credit will be documented on the student’s permanent record after all criteria has been met.

Courses must cover all required content and credit in order to be considered for transfer. Students are strongly encouraged to seek advisement from admissions before registering for courses. Failure to do so may result in paying for and completing courses that do not satisfy academic requirements. Consultation with a Financial Aid Officer is highly recommended prior to making a decision to CLEP or transfer a course. **Special note: Transfer credit decisions for dually enrolled students are subject to the established evaluation of both institutions (RSHS and Alvernia University). Transfer credit decisions will supersede all college vendor decisions that warrant credit.**

- Communications, Music, Philosophy, Psychology, and Theology have no expiration.
- The course titled "THE 210" satisfies a Medical Ethics requirement for the RSHS ST diploma, the RSHS MI certificate and also satisfies the Philosophy/Theology requirement for the Alvernia University Associate of Science degree. Students may elect (prior to enrollment in your program) to take an equivalent Medical Ethics course in place of THE 210 which will satisfy both the individual program requirement and the AU Philosophy/Theology requirement. It is highly suggested that the student meet with the RSHS admissions staff to verify course transferability prior to enrolling in a substitute course.
- Online Biology and Biology/lab courses may not meet the comparative rigors of our courses. Transfer students should not complete these online biology courses unless they have been approved by Reading Hospital School of Health Sciences in advance.
- Distance education or internet-based coursework may not meet all criteria required for transfer credit. While the course title and credit may appear to be consistent with our courses (i.e., Anatomy and Physiology, Microbiology, Physics, Nutrition, Pathophysiology, and Algebra) the content, exams, and laboratory hours, if applicable, may differ significantly. Transfer students should not complete these online courses unless they have been approved by Reading Hospital School of Health Sciences in advance.

The following criteria apply for transfer of credit:

COURSE	MAX TIME BETWEEN COURSE COMPLETION & ENROLLMENT	MUST INCLUDE
Human Anatomy and Physiology I	5 years: Diagnostic Medical Sonography, Nursing, and Medical Imaging 1 year: Surgical Technology	Laboratory component
Human Anatomy and Physiology II	5 years: Diagnostic Medical Sonography, Nursing, and Medical Imaging 1 year: Surgical Technology	Laboratory component
Microbiology	5 years	Laboratory component
Physics	5 years	Laboratory component
Nutrition	5 years	N/A

Pathophysiology	5 years	N/A
Algebra II	10 years (for the class admitted January 2019) 5 years (for the classes admitted January 2020 forward)	N/A
Composition & Research	N/A	Documented Research Required
Introduction to Philosophy	N/A	N/A
Medical Ethics	N/A	N/A
Psychology	N/A	N/A
Sociology	N/A	Racial and Cultural Relations
Liberal Arts Elective #1	N/A	Communication
Liberal Arts Elective #2	N/A	May be a Fine Arts (Art or Music), Theatre or Literature class

Credit by Examination

Individuals who have successfully completed and passed the College Level Examination Program (CLEP) and the College Board Advanced Placement (AP) Examinations may receive credit for specific courses. Biology courses with lab components will not receive CLEP credit. Awarding of credit through CLEP or AP is determined by the following:

- Equivalency course(s) to course(s) in curriculum
- Validation of credit on a college/ university transcript
- Completion of credit by examination and forwarding an official transcript or score report with a required minimum score of the following:
AP: 3
CLEP: 50/C

Admitted Students and Currently Enrolled Students (all programs)

- After enrollment in the respective program of study, it is expected that students complete all remaining courses at Reading Hospital School of Health Sciences as part of the established curriculum. Students are not permitted to CLEP or transfer additional course credits after they matriculate into the program. NOTE: Exceptions may be granted for students approved for an Extended Absence – see Policy 316.
- Students may incur financial and academic consequences if transcript is not received prior to the start of the course.
- Students are required to report to the Admissions Office or Registrar to complete the “Late Transfer of Credits for General Education Courses” form (included as an addendum to this policy) no later than Drop/Add week of the semester in which the student is enrolled in the course.
- Transfer courses or credit by examination must be completed prior to the start of the semester in which the course is offered.

- The student must submit an official transcript at the conclusion of the course/examination. To receive timely credit, the official transcript must be received by the school registrar prior to the beginning of the semester in which the course is offered. Students may incur financial and academic consequences if transcript is not received prior to the start of the course.

B. Additional Program- Specific Standards

For all programs, there is no limit as to the number of general education credits that can be transferred. Maximum credit transfers for major credits (NRS, ST, MI, DMS) are program specific as described in the following program descriptions.

Diagnostic Medical Sonography Courses

Diagnostic Medical Sonography courses from other programs are not transferable. Courses taken after enrollment in the program will not be considered for credit. Exceptions may be considered by the Program Director only under extenuating circumstances.

Medical Imaging Courses

Medical Imaging courses from other programs are not transferable due to the absence of standardized curriculum sequencing in radiography programs. For this reason, transfer of credit for Medical Imaging coursework is not offered to any student, nor does the program offer advanced placement / advanced standing to any student. Courses taken after enrollment in the program will not be considered for credit.

Surgical Technology Courses

Surgical Technology courses from other programs are not transferable due to the absence of standardized curriculum sequencing in Surgical Technology programs. For this reason, transfer of credit for Surgical Technology coursework is not offered to any student, nor does the program offer advanced placement / advanced standing to any student.

Nursing Program

Transfer students must meet all minimum requirements and submit all official transcripts prior to August enrollment. Decisions on advanced standing and placement will be based on classroom and clinical capacities. When transferring in courses, please be aware that entry into 2nd or 3rd year nursing courses cannot be guaranteed. Applicants are encouraged to seek guidance from Admissions before registering and completing courses at another institution.

Applicants, who have earned a minimum “C+” in nursing courses/clinical from an accredited School of Nursing within the last two years, may request to have their course outlines and clinical evaluations reviewed to determine advanced placement in the nursing program. Advanced placement for any nursing course is not a guarantee for those students with previous nursing course background.

If applicants are offered advanced standing, they must be enrolled in the curriculum the entire last year (Year Three) of the program (i.e. complete all 200 level NRS courses) and have satisfied all curriculum requirements to be eligible for graduation.

Should there be extenuating circumstances when enrolled as a nursing student, such as an extensive illness or other unforeseen special need which requires the student to seek an alternative method of meeting graduation requirements, a student may request an exception to either take a course outside the School or to receive credit by examination (CLEP). Permission for a student to either CLEP or transfer credits after enrollment in the program will be granted only for students who have an illness or other extenuating circumstance which precludes their ability to attend the class when it is offered in the program. Approval for Credit by Examination will be granted only to students who can document prior post-secondary coursework or experience in the subject. Enrolled students may not repeat a course by using Credit by Examination if they originally took the course in the nursing program and received a failing grade.

Students with these extenuating circumstances will follow the guidelines below:

- The student must meet with the Curriculum Coordinator to discuss their extenuating circumstances and explain the request.
- Student must complete a “Matriculated Student Transfer/CLEP Credit Approval” form included as an addendum to this policy.
- The student must submit a course description if requested and seek advisement from Registrar or Enrollment Director on acceptable college coursework prior to registering for the course or examination
- The student must receive clearance from Curriculum Coordinator and Program Director.
- Consultation with a financial aid officer is highly recommended prior to making a decision to CLEP or transfer a course
- Transfer courses or credit by examination must be completed prior to the start of the semester in which the course is offered.
- The student must submit an official transcript at the conclusion of the course/examination. To receive timely credit, the official transcript must be received by the school registrar prior to the beginning of the semester in which the course is offered. Students may incur financial and academic consequences if transcript is not received prior to the start of the course.

EDUCATION AND TRAINING: NA

REFERENCE:

Nursing Program Matriculated Student Transfer CLEP Credit Approval form (applicable to nursing students only)

Late Transfer of Credits for General Education Courses form (applicable to all students)

COMMITTEE AND COUNCIL APPROVALS:

SHS Directors (June 2021)

CANCELLATION:

Tower Health System policies directly related to this topic shall supersede this Reading Hospital School of Health Sciences (RHSHS) policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.

Addendum

**READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM**

**MATRICULATED STUDENT
TRANSFER/CLEP CREDIT APPROVAL FORM**

Student Name (printed) _____

RHSHS Nursing Program Course you are requesting to transfer/CLEP _____

A. College Course Transfer Request

Name of institution you plan to attend _____

College Course in which you plan to enroll for transfer credit purposes:

Department/Code _____ Course Name _____

Cr Hours _____ Start Date _____ End Date _____

B. CLEP Request

CLEP Course Title _____ Cr Hours _____

All signatures are required unless indicated otherwise:

Student Signature _____ Date _____

Program Director Signature _____ Date _____

Curriculum Coordinator Signature _____ Date _____

Financial Aid Signature (recommended) _____ Date _____

Addendum

Reading Hospital School of Health Sciences

Late Transfer of Credits for General Education Courses

RHSHS Student Name _____ Program _____

I am providing this notification to the Admissions Department of Reading Hospital School of Health Sciences. I am notifying the RHSHS Admissions Department that I have completed courses but have not yet secured an official transcript. **I understand that RHSHS will not transcribe any credits to my RHSHS transcript or release any future RHSHS transcripts until RHSHS receives an official transcript for college(s) that I attended prior to enrollment at RHSHS.**

College	Course (number and name)	Date course was completed	Grade

(Use other side of paper for additional courses or comments)

Check One	Options	RHSHS Courses
<input type="checkbox"/>	Option 1	<p>I am requesting to be DROPPED from the _____ semester course named to the right because I believe that the above-named course will transfer to replace this course. I understand that once the course is dropped, I can reenroll in the course up until _____ at 3 pm by communicating that request in writing to Enrollment Assistant.</p> <p>Official transcripts for all college courses are due to the Admissions department by _____.</p> <p>Failure to produce official transcripts documenting the successful completion of equivalent transferrable courses may result in my inability to progress in the curriculum, and therefore may require me to withdraw from the program.</p>
<input type="checkbox"/>	Option 2	<p>I am requesting to remain enrolled in _____ Semester courses named to the right. I understand that failure to drop the courses prior to _____ at 3pm will result in my responsibility to pay full tuition for these courses and to pass the courses per Program requirements.</p>

Student Signature _____ Date _____