

## ADMISSION POLICY

Applicants seeking advanced standing in a program must first complete the standard admissions process (including submission of an application, supporting documentation, etc.) and gain acceptance into their desired program. Once accepted the applicant seeking advanced standing must then submit an *Advanced Standing Request Form*. The form will detail what types of supporting documentation must be submitted for the request to be evaluated as well as other pertinent information. Once all required documents have been received the appropriate Program Committee will review the request for advanced standing and if deemed necessary will re-interview the candidate. The Program Committee shall make the final determination regarding the awarding of advanced standing (If mandated by regulatory guidelines for the particular program the Medical Director must approved the recommendation of the Program Committee). The decision of the Program Committee shall be final and there is no appeal to this decision.

The following documentation is required to be submitted with an *Advanced Standing Request Form*:

- Life/Work Experience
  - Letter from the applicant's immediate supervisors including a detailed job description and amount of time employed in the related field
  - A copy of any licenses, registrations or certifications related to the field.
  - Proof of degree (if applicable) by providing official college transcripts
  - A brief essay written by the student detailing their past life/work experience and the rationale for their advanced standing request
  - Curriculum Vitae / Resume
- Previous Course Work (outside the Center)
  - An official copy of transcripts detailing any relevant previous college or vocational coursework
  - A course description for each course submitted above

Please note that the above list represents the minimum required documentation, additional documentation and/or supporting materials may be requested on a case-by-case basis.

A student that has been awarded advanced standing will be required to sign an individualized learning contract. The individualized learning contract will detail the advanced standing awarded and any additional objectives a student may need to complete in order to maintain their advanced standing.

### **Transfer Student**

Transfer students from a two-year or four-year education institution accredited by the Council for Higher Education Accreditation or United States Department of Education can receive credit for courses taken at previous schools, which allow for individualized progression through their Program (see *Transfer Credit* policy as published in the Institutional Catalog).

### **Admissions Procedure**

Transfer students may be accepted to New York Methodist Hospital Center for Allied Health Education at the beginning of a semester. Except when specifically noted, the general admission procedures described applies to all students seeking to transfer from acceptable accredited educational institution. Transfer students seeking to transfer from an acceptable accredited certificate program can apply for advanced standing (see *Advanced Standing* policy as published in the Institutional Catalog).

### **Transfer Credit**

If an applicant is accepted into New York Methodist Hospital Center for Allied Health Education, his or her records are examined carefully to determine how much, if any, transfer credit will be granted. The appropriate program committee will evaluate the applicant's transcript(s) and grant transfer credit for courses that meet New York Methodist Hospital Center for Allied Health Education's general education, prerequisite and program specific course requirements. Transfer students follow the same course progression as incoming freshmen students.

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The following are the minimum grade requirements an applicant must have earned in order for their courses to be transferred and applied towards their graduation requirements:

Course Type	Grade	Quality Points
General Education	C	2.0
Pre-Requisite	C	2.0
Program Specific*	C+	2.5
Program Specific**	C	2.0

\* Bartone School of Radiography, EMS Institute, School of Diagnostic Medical Sonography, School of Radiation Therapy

\*\* School of Clinical Laboratory Science

In educational institutions where a grade of C is the lowest passing grade, then one full grade above the lowest passing mark, a grade of B, may be considered transferable.

The maximum number of transfer credits granted to students transferring from a two-year institution shall not exceed 30 credits. Transfer students from four-year institutions can receive approximately 90 credits. A tentative statement of transfer credit is provided to each student upon notification of admission to New York Methodist Hospital Center for Allied Health Education. The applicant will be notified on the tentative transfer statement if additional transcripts are required. A final statement of transfer credit is provided at orientation.

### Transfer of Program Specific Courses

Students may receive credit for program specific courses taken at an acceptable accredited program or school. For the Bartone School of Radiography, EMS Institute, School of Diagnostic Medical Sonography and School of Radiation Therapy such courses must have a grade of "C+" (2.5), for the School of Clinical Laboratory Science a grade of "C" (2.0) and be comparable in content to courses required. Students must submit a copy of their course syllabi with their application.

### College Level Examination Program (CLEP)

These exams may be taken to obtain credit for all general education requirements. A student can access information at [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

**Additional Admissions Policies can be found in your *Program Handbook*.**