

Transfer Student Policy-DO

Policy Information			
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Policy Owner:	Senior Associate Dean-Clinical COM	Council/Committee Recommendation:	Provost Council
Responsible University Administrator:	VP Academic Affairs/Provost	President Council Approved Date:	9/29/2022

1. Purpose

- 1.1. To provide criteria for the consideration of transfer admission to the Baptist University College of Osteopathic Medicine (BUCOM) Doctor of Osteopathic Medicine.
- 1.2. To provide criteria for evaluation, awarding and acceptance of previously earned credits for students wishing to transfer into the Baptist University College of Osteopathic Medicine (BUCOM) Doctor of Osteopathic Medicine degree program.

2. Policy

- 2.1. Students seeking transfer credit must have successfully passed all subjects in their medical school curriculum up until the time of transfer.
 - 2.1.1. The school from which the students is requesting to transfer must be accredited by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) or the Liaison Committee on Medical Education (LCME).
 - 2.1.2. The student must be in good academic standing with their current college of medicine and not been found guilty of any disciplinary charge.
- 2.2. Students enrolled in a college of medicine for less than one year are ineligible for transfer.
- 2.3. Students meeting these qualifications must submit the following to be considered for transfer:
 - 2.3.1. A written statement outlining the reasons for the request for transfer.
 - 2.3.2. A letter of recommendation from the Dean of the present/previously attended college of medicine.
 - 2.3.3. Official transcripts from all colleges attended, including undergraduate, graduate, and medical schools.
 - 2.3.4. Official MCAT results.
 - 2.3.5. Catalog course descriptions from the college of medicine/university in which the course was originally credited.
- 2.4. Request for transfer will be considered on a case-by-case basis. Decisions regarding transfer are made by the Senior Associate Dean of Academic Affairs, in collaboration with the course directors.
- 2.5. Approval of transfer credit(s) for pre-clinical coursework from student applicants with previous doctoral-level degree coursework will be decided by the Senior Associate Dean of Academic Affairs or

a designee who is academically qualified to make the necessary judgements. The student may need to provide course syllabi from the college/university in which the course was originally credited to provide BUCOM sufficient information to decide if the course in question is equivalent to that offered in the Doctor of Osteopathic Medicine Curriculum at BUCOM.

- 2.6. Students awarded transfer must complete the last two years of training at BUCOM and successfully fulfill all curricular requirements, including demonstration of competency in the philosophy and application of osteopathic principles and practice, and be recommended for graduation.
- 2.7. BUCOM transcripts will reflect the cumulative credit hours transferred from the previous college of medicine. Students who transfer into BUCOM will not receive a class rank.

3. Definitions

- 3.1. None.

4. Procedure

- 4.1. Students seeking transfer should contact the BUCOM Office of Admission to request an Application for Transfer Admission.
- 4.2. The completed application should be submitted along with:
 - 4.2.1. A written statement outlining the reasons for the request for transfer.
 - 4.2.2. A letter of recommendation from the Dean of the present/previously attended college of medicine.
 - 4.2.3. Official transcripts from all colleges attended, including undergraduate, graduate and medical schools.
 - 4.2.4. Official MCAT results.
 - 4.2.5. Completion of a criminal background check as part of the application process.
 - 4.2.6. Catalog course descriptions from the college of medicine/university in which the course was originally credited.
- 4.3. Once all the above required documents have been submitted, the Director of Admission and Student Affairs contacts the student for an interview.
- 4.4. Once the interview is completed, the Senior Associate Dean of Academic Affairs reviews the application documents and interview feedback to determine whether a position will be offered.
- 4.5. The transfer decision is communicated by BUCOM to the student seeking transfer
- 4.6. Once admitted, the transfer student must follow all matriculation requirements as outlined in the BUCOM Doctor of Osteopathic Medicine Admission Policy.

5. Related Information

- 5.1. SACSCOC Standards 10.5
- 5.2. COCA Standards 9.1
- 5.3. ACS.6075 Admission DO
- 5.4. ACA.6010 Criminal Background Check

6. Publications

Yes	Publication	Yes	Publication
x	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication:



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