

INSTITUTIONAL POLICY: E-05

CATEGORY:	Education
SUBJECT:	Student Transfer
ORIGINAL EFFECTIVE DATE:	February 1, 1990
LAST REVISION EFFECTIVE DATE:	February 9, 2011
APPLICABILITY:	Students

E-05-1. Authority

- 1.1. WV Code §18B-1-6; WV C.S.R. §133-4; 34 C.F.R. §668.43; and COCA: *COM Accreditation Standards and Procedures* Standard 5.3.

E-05-2. Purpose

- 2.1. This policy governs the requirements for students wishing to transfer to or from WVSOM.

E-05-3. General

- 3.1. Students in good standing who have successfully completed their first and/or second year at other osteopathic or allopathic medical colleges may apply for admission to WVSOM.
- 3.2. Students in good standing may apply to transfer from WVSOM to another osteopathic or allopathic medical school or college.
- 3.3. A student is considered to be in good standing if he/she has met the school's academic requirements in a satisfactory manner and has demonstrated professional behavior.

E-05-4. Transfer to WVSOM

- 4.1. Information
 - 4.1.1. Students requesting transfer to WVSOM must be in good standing in their first and/or second year at an accredited osteopathic medical school or at an allopathic school accredited by the Liaison Committee on Medical Education (LCME). Acceptance of transfer students will be dependent upon the student's qualifications, curricular compatibility, and available space. Additional course work may be required to meet the requirements of the WVSOM curriculum.
 - 4.1.2. Credits may be transferred only from medical schools and colleges accredited either by the Commission on Osteopathic College Accreditations (COCA) or

by the Liaison Committee on Medical Education (LCME).

- 4.1.3. The student must provide:
 - 4.1.3.1. A completed American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) application accompanied by a non-refundable application fee.
 - 4.1.3.2. A letter from the applicant indicating why he/she wishes to transfer to WVSOM and explaining any circumstances resulting in his/her request for a transfer from his/her current medical school.
 - 4.1.3.3. Official transcripts from all colleges and/or universities attended including osteopathic/allopathic medical school(s).
 - 4.1.3.4. An official copy of all Medical College Admissions Test (MCAT) scores.
 - 4.1.3.5. A letter from the Academic Dean of the osteopathic/allopathic medical college in which the student is currently enrolled giving the enrollment status of the student and the terms of withdrawal from that institution.
 - 4.1.3.6. Letters of recommendation from two (2) faculty members at the medical college where the student is currently enrolled.
- 4.2. Requirements
 - 4.2.1. Students who transfer to WVSOM from another college of osteopathic medicine must complete the last two years of instruction at WVSOM.
 - 4.2.2. When a student transfers from an LCME accredited medical school or college to WVSOM at least two years of instruction must be completed at WVSOM.
 - 4.2.3. A student who transfers from an LCME accredited medical school or college to WVSOM must complete all required courses in osteopathic principles and practices and osteopathic manipulative medicine before graduation.
- 4.3. Process
 - 4.3.1. Once complete, the transfer application file will be sent to the Admissions Committee to review the file and determine admissibility based on the student's academic record and compatibility with the mission of the institution. If found acceptable at this stage, the transfer application file will be sent to the Student Promotions Committee.
 - 4.3.2. The Student Promotions Committee will review the file to determine compatibility with the curriculum and, if appropriate, specify the deficiencies to be addressed. If found acceptable at this stage, the transfer application file and a list of deficiencies will be returned to the Admissions Committee. If the applicant's records are found incompatible with the curriculum, the file will be returned with the recommendation to deny transfer.

- 4.3.3. Any transfer applicant found acceptable by the Admissions Committee and the Student Promotions Committee will be interviewed by the Admissions Committee which makes a final recommendation to the Vice President for Academic Affairs and Dean who, in turn, will make the final determination of acceptability regarding admission.

E-05-5. Transfer from WVSOM

- 5.1. A WVSOM student requesting transfer from WVSOM to an accredited college or school of medicine must meet the following requirements:
 - 5.1.1. Be in good standing at the time transfer is requested.
 - 5.1.2. Follow the WVSOM Withdrawal Policy procedures as outlined in Institutional Policy E-38.
 - 5.1.3. Have a letter from the WVSOM Vice President for Academic Affairs and Dean acknowledging student's intent to transfer.