

INSTITUTIONAL POLICY: E - 5

CATEGORY: Education

SUBJECT: Student Transfer Policy

EFFECTIVE DATE: February 1, 1990

LAST REVISION DATE: April 25, 2009

Students in good standing who have successfully completed their first and/or second year at other osteopathic or allopathic medical colleges and who are eligible for re-admission to the previously attended college of osteopathic medicine or medical school may apply for admission as transfer students. Students accepted for transfer must complete their last two (2) years at WVSOM. (See institutional policy E - 27, Graduation Requirements).

I. Transfer to WVSOM

A. Information

The student must provide:

1. Official transcripts from all colleges and/or universities attended including osteopathic/allopathic medical school(s).
2. Most recent format of Medical College Admissions Test scores.
3. Letter from the Academic Dean of the osteopathic/medical college in which the student is currently enrolled stating that the student is in good academic standing and transfer is agreeable.
4. Letters of recommendation from two (2) faculty members at the college where the student is currently enrolled.
5. An original AACOMAS application package sent to WVSOM accompanied by a non-refundable application fee.
6. A complete and specific statement of reasons for requesting transfer.

B. Process

1. 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. 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).
2. Once complete, the transfer application file will be sent to the Admissions Committee whose job it will be 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.
3. 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. Any transfer applicant found acceptable by the Admissions Committee and the Student Promotions Committee will be interviewed by the Admissions Committee who 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.

II. Transfer from WVSOM

A WVSOM student requesting transfer from WVSOM to an accredited college or school of medicine must meet the following requirements:

- A. Be in good academic standing at the time transfer is requested.
- B. Follow the WVSOM Withdrawal Policy procedures as outlined in Institutional Policy E-38.
- C. Have a letter in support of transfer from the WVSOM Vice President for Academic Affairs and Dean.