INSTITUTIONAL POLICY: DO-19

Category:	Doctor of Osteopathic Medicine Program
Subject:	Student Transfer
Effective Date:	October 30, 2026
Updated:	
Applicability	D.O. Program Students

DO 19-1. Authority

1.1 W. Va. Code § 18B-1-6

1.2 34 C.F.R. §668.43

1.3 COCA: *COM Accreditation Standards and Procedures* Standard 9.3.

DO 19-2. Purpose

This policy governs the requirements for students wishing to transfer to or from the West Virginia School of Osteopathic Medicine ("WVSOM") Doctor of Osteopathic Medicine program.

DO 19-3. Transfer to WVSOM

3.1 Requirements

3.1.1 Students requesting transfer to WVSOM must be in good standing in their first or second year at an osteopathic medical school accredited by the Commission on Osteopathic College Accreditations ("COCA"). Students are considered to be in good standing if they have met the school's academic requirements in a satisfactory manner, have demonstrated professional behavior, and are currently enrolled as an active student.

3.1.2 Credits may be transferred only from osteopathic medical schools and colleges accredited by COCA.

3.1.3 Students who transfer to WVSOM must complete at least two years of instruction at WVSOM.

(i) Additional course work may be required to meet the requirements of the WVSOM curriculum.

3.1.4 Students must provide all of the following to be considered for transfer:

(i) A completed American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) application accompanied by a non-refundable application fee.

(ii) 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.

(iii) Official transcripts from all colleges and/or universities attended including osteopathic medical school(s).

(iv) An official copy of all Medical College Admissions Test (MCAT) scores.

(v) Proof of U.S. citizenship or permanent resident status (green card).

(vi) A letter from the Academic Dean of the osteopathic medical college in which the student is currently enrolled giving the enrollment status of the student and acknowledging the student's intent to transfer from that institution.

(vii) Letters of recommendation from two (2) faculty members at the medical college where the student is currently enrolled.

3.2 Process

3.2.1 Acceptance of transfer students will be dependent upon the student's qualifications, curricular compatibility, and available space.

3.2.2 Once complete, the transfer application file will be sent to the Admissions Committee to review 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.

3.2.3 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 any 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.

3.2.4 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 of Academic Affairs and Dean who, in turn, will make the final determination of acceptability regarding admission.

DO 19-4. Transfer from WVSOM

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

4.1.1 Be in good standing at the time transfer is requested. Students are considered to be in good standing if they have met WVSOM's academic requirements in a satisfactory manner and has demonstrated professional behavior.

4.1.2 Follow the WVSOM Withdrawal Policy procedures as outlined in Institutional Policy E-38.

4.1.3 Have a letter from the WVSOM Vice President of Academic Affairs and Dean acknowledging student's intent to transfer.

4.2 Students who discontinue enrollment in the Doctor of Osteopathic Medicine program may be eligible to apply completed coursework toward the Master of Science in Applied Medical Science degree in accordance with applicable policies and procedure.