



Transfer Policy

Effective Date: *May 2023*

Last Updated: *May 2023*

Authority: *Admissions Committee*

Responsible University Office: *Office of Admissions*

Responsible University Administrator: *Associate Dean of Admissions*

Review/Revision Schedule: *Annually in May.*

Indexed as: *transfer, credit hours*

Applies to: ☒ faculty ☐ students ☒ staff ☒ potential Transfer students

☒ Policy ☐ System ☒ Process/Procedure ☐ Guideline/Standard

Introduction

Historical/Contextual Overview

Medical schools have strict standards for entering students regarding content and quality of premedical education, academic performance, and review of those personal characteristics necessary in the profession of medicine. TAMU School of Medicine currently rarely accepts transfer students and only in rare circumstances.

Reason for the Policy/Process

TAMU School of Medicine has determined that its policy for admission of transfer students to the undergraduate medical education program will be limited to those students currently enrolled in LCME accredited institutions, and the students are in good academic standing.

Scope

Any applicant requesting to transfer from another medical institution.

Policy/Process Statement:

Transfer of students into the TAMU School of Medicine educational program leading to the MD degree will be permitted in rare circumstances when the class size is below the LCME-approved capacity and only under the aegis of LCME accreditation. i.e., students requesting to transfer into the TAMU School Medicine MD program must be leaving an LCME-accredited institution in good academic standing. Transfer students will only be accepted into the clinical phases of the curriculum and must have successfully completed preclinical training.



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Transfer Applicant Minimum Requirements

To be considered for transfer, an applicant must be a student who:

- is currently enrolled in a school of medicine accredited by the Liaison Committee on Medical Education.
- is in good academic standing.
- has demonstrated compelling circumstances as reason for the request to transfer.
- has passed all courses from the transferring school's preclinical program.
- has earned a passing score on Step 1 of the United States Medical Licensing Examination (USMLE).
- is a United States citizen or has permanent residency status in the United States.
- meets all technical standards and student health requirements (i.e., immunizations, physical exam, health insurance, etc., as required of all incoming students) for admission to TAMU School of Medicine; and
- provides information required for registration and enrollment.

Maximum Credit Allowed Transfer:

Preclinical academic credits at the student's transferring institution may be applied toward the TAMU School of Medicine MD program. The maximum number of transfer credits will not exceed the total credit number of the TAMU preclinical courses.

Individual clerkship academic credits at the student's transferring institution may be applied toward the TAMU School of Medicine MD program. The maximum number of transfer credits will not exceed the total credit number for each of the TAMU clerkships.

Procedure

If it has been determined that space is available in the medical school class, applications for transfer will be considered. The following items are required for consideration:

1. Letter stating the reason for the transfer request.
2. Official transcripts from all previously attended undergraduate and graduate colleges.
3. Official transcript from the medical school in which the applicant is currently enrolled; the student's entire academic history, including leaves of absence, schedule modifications and an explanation of the grading system, must be described.
4. Letter from the dean, or dean's designate, of the medical school in which the applicant is currently enrolled; the student's expected eligibility for promotion to the next academic level, the academic and



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non-academic qualifications of the student for the eventual practice of medicine, and any infractions of the medical school's code of ethical and behavioral conduct must be described.

- a) Document from the medical school in which the applicant is currently enrolled that describes the preclinical program completed by the student.
 - b) Two letters of evaluation from faculty who have taught the applicant in the current medical school.
 - c) Copy of the original AMCAS or TMDAS application to be sent from the medical school in which the applicant is currently enrolled.
 - d) Score earned on Step 1 of the United States Medical Licensing Examination.
 - e) Any other documents required by the School of Medicine Admissions committee.
5. The Admissions Committee of the School of Medicine will review the candidate's application, interview them if desired, and will be the final decision-maker in offering to accept the student or not.

Compliance

Exceptions to these policies may be made only by the School of Medicine Admissions Committee.

Resources, References, & Related Policies

(List any applications, tools, or forms required and where they can be located. List any policies processes, guidelines, etc.)

Name of Resource	Purpose/Relationship	Location
Medical Student Handbook	The Medical Student Handbook is the official document on policies, procedures, and resources for TAMU School of Medicine.	https://medicine.tamu.edu/academics/students/docs/student-handbook.pdf
Admissions Requirements	The School of Medicine Office of Admissions outlines the requirements for a complete application.	https://medicine.tamu.edu/degrees/md/requirements.html

Revision History put revision from this month – put in template updated information from old policy...

(Include date of origination in the chart below. Do not delete any revision history.)

Date of Change	Authority	Summary of Changes	Document Location
	Policy team	Updated and converted to new format.	Shared drive: ...



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Please provide feedback on the policy/process template [here](#).