



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 70.08, **Transfer Students, Advanced Standing**

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to outline the processes for student transfers with advanced standing into the TTUHSC School of Medicine.

REVIEW: This SOM Policy and Procedure shall be reviewed within each fiscal year by the TTUHSC School of Medicine Office of Admissions. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** This policy describes the processes for student transfers with advanced standing into the TTUHSC School of Medicine.
2. **Guidelines for Eligibility.**
 - a. The applicant must be a legal resident of Texas.
 - b. The applicant must be a U.S. Citizen or Permanent resident of the U.S.
 - c. The applicant must be currently enrolled as a student in good standing (documented standing in upper 50% of class by Office of Student Affairs) in an allopathic medical school accredited by the Liaison Committee on Medical Education (LCME).
 - d. Students applying for transfer while still in the second semester of Year 2 will be considered if they have taken the Comprehensive Basic Science Examination (CBSE) at their current medical school or participate in the mid-May administration of the exam at the SOM and receive a score predictive of passing Step 1.
 - e. The applicant must have completed at least 90 hours of undergraduate work in a fully accredited U.S. or Canadian school.
 - f. The applicant must have completed the second year of medical school. Advanced placement is only considered into the third year.
 - g. Preference is given to students who have already taken and passed the USMLE Step 1 exam at the time of application for transfer. The applicant must have taken and passed Step 1 of the USMLE exam and submitted a letter of withdrawal from their current school before beginning the third year curriculum.
 - h. The applicant must provide documentation from the current Office of Student Affairs that the student has not and does not have any professionalism or behavioral issues or disciplinary actions against them.
3. **Requirements for Application for Transfer.**
 - a. A completed application and filing fee must be received by the SOM Office of Admissions no later than May 1st.
 - b. Applicants must clearly state in their personal statement the reason for their request for transfer or advanced standing admission.

- c. Official transcripts from all undergraduate colleges, graduate schools, and medical schools must be submitted to the SOM Office of Admissions.
- d. All applicants must have official MCAT scores forwarded to the SOM Office of Admissions.
- e. A letter of recommendation and evaluation must be submitted by the dean of the school where the applicant is currently enrolled.
- f. Prior to matriculation, all applicants must have received passing Step 1 scores and the official Step 1 scores must be forwarded to the SOM Office of Admissions.
- g. All forms, supporting documents, and information must be submitted to the SOM Office of Admissions:

Texas Tech University Health Sciences Center
School of Medicine
Office of Admissions
3601 4th Street, STOP 6216
Lubbock, Texas 79430-6216
Phone: (806) 743-2297
Fax: (806) 743-2725

4. Role of Admissions Committee and Administration in Transfer Admissions.

- a. Upon receipt of a transfer application, the Associate Dean of Student Affairs determines if capacity exists.
- b. If space is available, the Office of Admissions initially determines if the applicant is eligible for consideration and The Office of Student Affairs coordinates with the respective campus.
- c. An interview is conducted with the Deans for Admissions, Academic Affairs, and Student Affairs.
- d. These individuals make a recommendation to the Admissions Committee regarding acceptance.
- e. Final decision regarding acceptance of the student for transfer to the SOM with advanced standing lies with the Admissions Committee, and the Dean is advised of the acceptance.