



## 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 Y

- 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.