



VCU

Transfer and Admission with Advanced Standing Policy

Policy Statement and Purpose

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to ensure any student accepted for transfer or admission with advanced standing demonstrates academic achievements, completion of relevant prior coursework, and other relevant characteristics comparable to those of the medical students in the class that they would join. The VCU School of Medicine has established procedures regarding the review and potential acceptance of applicants for transfer and admission with advanced standing.

Stakeholders

Prospective students, applicants, faculty, and staff of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

Transfer: The permanent withdrawal by a medical student from one medical school followed by that student's enrollment (typically in the second or third year of the medical curriculum) in another medical school.

Admission with Advanced Standing: The acceptance by a medical school and enrollment in the medical curriculum of an applicant (e.g., a doctoral student), typically as a second or third-year medical student, when that applicant had not previously been enrolled in a medical education program.

VCU SOM: Virginia Commonwealth University School of Medicine.

OME: Office of Medical Education.

SADA: Senior Associate Dean for Admissions.

SADMESA: Senior Associate Dean for Medical Education and Student Affairs.

Admissions Committee: The Admissions Committee is the committee charged with reviewing all applications to the VCU SOM. Their decision regarding offers of acceptance is final.

Responsibilities

Senior Associate Dean for Admissions: The SADA is responsible for receiving and reviewing transfer applications to ensure applicants display comparable characteristics with the class in which they would



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be entering. If established criteria are met and a position is available, the SADA is responsible for referring the application to the Admissions Committee for review.

Senior Associate Dean for Medical Education and Student Affairs: The SADMESA, in collaboration with key stakeholders in the Office of Medical Education, is responsible for reviewing a transfer applicant's educational record to ensure completion of relevant educational coursework and experiences, and determining if clinical space is available to accommodate any potential transfer student.

Admissions Committee: The Admissions Committee is responsible for reviewing all applications forwarded to them by the SADA and following all established applicant review processes. Final decisions regarding admissions will be made by the Admissions Committee.

Procedures

Transfer Students

The VCU SOM does not typically consider applications for transfer admission. In the rare instance where a transfer student would be considered, the student must demonstrate rare and extraordinary personal or educational circumstances. Applicants for transfer admission will only be considered for transfer into the clerkship (M3) year of the curriculum.

Application

In instances where there are demonstrable rare and extraordinary personal or educational circumstances, applicants for transfer must also meet the following criteria in order to be considered for admission:

- Must demonstrate a compelling reason to be at the VCU SOM
- Must be transferring from an LCME-accredited medical school
- Must be in good academic and professional standing within their current medical school
- Must have the written approval of the Dean of the transferring institution
- Must have premedical and medical school credentials comparable to those of students in the class they will join

Students who meet the defined criteria should:

- Submit a letter to the SADA describing the compelling reason for the requested transfer no later than September 1 prior to the start of the anticipated enrollment.
 - If the student meets criteria for transfer, the SADA will confer with the SADMESA to determine if there is availability to accommodate an additional learner.

Acceptance

To be accepted for transfer into the first clinical (clerkship) year, students must have successfully applied as above and subsequently meet the following criteria:

- Successfully completed all preclinical coursework at an LCME accredited medical school
- Passed Step 1 of the USMLE licensing examination

It is a rare circumstance to have positions available for transfer. If there are more acceptable candidates than positions, selection will be based on the strength of the application. The decision of a transfer application is at the discretion of the Admissions Committee after consultation with the SADMESA regarding equivalency of educational experiences and clinical availability.

Advanced Standing

The VCU SOM does not accept students for admission with advanced standing.

Related Policies _____

Review Cycle and Revision History _____

The policy is reviewed and may be revised by the Admissions Committee and the Curriculum Council as necessary, but at least every three years.

Current Revision Approved: 11.10.2022

Applicable Laws, Regulations & Standards _____

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 10, Element 7

