

COM Transfer Policy

Purpose:

The purpose of the Policy is to detail the criteria by which a request for transfer or admission with advanced standing will be granted by the COM.

Scope:

This Policy shall apply to Duquesne University College of Osteopathic Medicine (COM).

Responsibility:

The responsibility to review and revise this Policy is established by the COM leadership and approved by the COM Dean and Duquesne University Provost. It is effective as of the date noted and shall remain effective until amended or terminated by the COM Dean or University Provost.

Policy:

Transfer Student Eligibility

The COM offers very limited opportunities for students from other medical schools to transfer into the COM with advanced standing. The COM generally limits these requests to students with compelling circumstances and qualifications who seek to transfer following successful completion of all requirements of the first two years of the curriculum. Additionally, acceptance of a transfer student depends on the availability of openings in the appropriate class.

Transferring students who seek to transfer into the COM with advanced standing must submit their request in writing to the COM Registrar's office by January 15 of the MS2 year, along with an application and the supporting documents outlined below. The application and supporting documents will then be reviewed by an ad hoc committee appointed by the Dean and consisting minimally of the Associate Dean for Clinical Affairs, Associate Dean for Biomedical Affairs, Associate Dean for Academic Affairs, the COM registrar, and the COM Director for Admissions. The Division Chief of Osteopathic Manipulative Medicine will be included in the committee for students requesting a transfer from an LCME accredited medical school. Upon review of the application and supporting documents, the committee will make a recommendation to the Dean for final approval regarding admission or non-admission, as well as the transferring student's proper placement into the curriculum if they are approved for the transfer.

The criteria for transfer or admission with advanced standing are outlined below. Along with their application, students seeking to transfer with advanced standing must submit supporting documentation evidencing they meet such criteria.

1. The student must have completed the first two years of the curriculum at a COCA or LCME accredited medical institution with a 3.5 GPA or higher prior to the date of the transfer, and this preclinical curriculum must be equivalent to the preclinical curriculum at the COM.
2. The student must have met the minimum undergraduate GPA and MCAT requirements for admission for the COM, as verified by their AMCAS or AACOMAS application.
3. The student must pass COMLEX level 1 on the first attempt prior to the date of transfer.

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4. The student may not be suspended or dismissed from any other medical school or college. If the student is presently withdrawn, the student must provide an official letter from the Dean of Academic Affairs at their prior COCA or LCME-accredited medical college or institution, verifying that the student is eligible for readmittance to their program in good academic standing.
5. The student must have no prior or present professionalism or conduct infractions on their academic record.
6. Students from medical institutions which are not LCME or COCA accredited are not eligible for consideration of a transfer to the COM.
7. Students must have passed a background check, and have no prior or pending criminal charges or convictions.
8. Students must meet all of the COM's stated health requirements including but not limited to required immunizations and a negative urine drug screen.
9. Students must meet the COM's stated technical standards.
10. The student must provide a letter explaining the reason for the transfer request.
11. The student must provide an official letter from the Dean at their current institution, indicating that the student is in good academic standing.
12. The student must submit AMCAS or AACOMAS application materials with their letter of request for transfer.
13. The student must submit the current official transcript from their COCA or LCME accredited medical school.
14. The student must submit two letters of recommendation from the medical school or college, written by preclinical faculty who can attest to the qualities of the transferring student.
15. An in-person interview with the Director of Admissions or designee is required prior to the approval of the transfer.

Specific Additional Criteria

Once a student is approved for transfer, additional criteria or course work may be required and communicated to the transferring student.

1. Any course that is required by the COM that the transferring student has not previously taken must be successfully completed by the transferring student prior to the start of third-year clinical rotations.
2. Students transferring from an LCME accredited institution must complete osteopathic manipulative medicine coursework and training as assigned in order to ensure an OMM/OPP education and skills development prior to beginning third-year clinical rotations and OMM/OPP competency prior to graduation.

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Graduation Eligibility

The transferring student is required to successfully complete a minimum of two full years of the curriculum at the COM granting the degree, in order to be eligible for graduation.

Effective Date: 11/1/2022

Revised: Revision: 0