



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 odd-numbered fiscal year by the Student Affairs Committee. 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 into the fourth year is not considered.
  - g. Applicants from related fields such as dentistry, or those who have taken medical basic science courses as a graduate student, may be considered on an individual basis, but may be required to apply as a first year student regardless of the degree field.
  - h. 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.

- i. 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 and Diversity 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 and Diversity.
- d. All applicants must have official MCAT scores forwarded to the SOM Office of Admissions and Diversity.
- 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 and Diversity.
- g. All forms, supporting documents, and information must be submitted to the SOM Office of Admissions and Diversity:

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

**4. Advanced Standing Program.**

- a. Each year, two DDS/DMD graduates from the Texas A&M Baylor College of Dentistry are accepted with advanced standing into Year 2 of the curriculum to complete the MD degree prior to fulfillment of residency requirements for the Oral Maxillofacial Surgery program.
- b. These students must meet transfer student eligibility with the exception of required Texas residency.

**5. 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 and Diversity initially determines if the applicant is eligible for consideration and coordinates with the respective campus.

- c. An interview is conducted with the Associate Deans for Admissions and Diversity, Academic Affairs, and Student Affairs, who are members of the Admissions Selection Committee.
- d. These individuals make a recommendation to the Admissions Selection Committee regarding acceptance.
- e. Final decision regarding acceptance of the student for transfer to the SOM with advanced standing lies with the Admissions Selection Committee, and the Dean is advised of the acceptance.