



Governance Document Type	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision <input type="checkbox"/> Modification <input type="checkbox"/> Procedure
Policy/Procedure Number	28.1.12
Policy/Procedure Category	Undergraduate Medical Education
Policy/Procedure Sub-Category	School of Medicine
Policy/Procedure Sponsor	Associate Dean, Admissions
Approval Authority	SOM Dean/SOM Admissions Committee
Last Revised Date (origin)	Click here to enter a date.
Responsible Person/Office	Associate Dean, Admissions/SOM Admissions Committee
Last Reviewed Date/Policy Status	November 18, 2020 – Current
Next Scheduled Review Date	November 1, 2023

Transfer Credit and Advanced Standing Policy

Type & Status

School of Medicine Policy

Policy Status, Date of Last Review	Current, as of November 18, 2020
Next Scheduled Review Date	November 1, 2023

I. Rationale

Baylor College of Medicine’s School of Medicine assigns its Admissions Committee responsibility for reviewing applications and selecting students for admission to the medical school, and the SOM Admissions Office implements this policy in compliance with applicable laws, regulations, and accreditation standards (see Section IX, below).

II. Stakeholders Affected by this Policy

This policy applies to all prospective students and applicants to the School of Medicine’s M.D. Program, as well as faculty and staff in the Office of Admission.

III. Definitions

- (a) **Advanced Standing** – the recognition of previous successful study which may be relevant to a prospective or current student’s program of study and if applied could reduce the number of credits needed to complete the current program.
- (b) **BCM** – Baylor College of Medicine.
- (c) **SOM** – School of Medicine.
- (d) **Transfer Applicant** - a prospective student that has withdrawn enrollment or been dismissed from another institution’s medical school after completing aspects of that institution’s M.D. Program curriculum (e.g., first year, second year), and presently seeks enrollment with advanced standing at the BCM SOM.

IV. Policy

As provided in the BCM's Acceptance of Transfer Credit Policy (23.1.05), BCM's constituent schools have the authority to determine whether their schools or programs shall accept transfer credit and may establish criteria for acceptance consistent with that policy. BCM's School of Medicine does not accept Transfer Applicants. The SOM does not make offers of admission with Advanced Standing, even to applicants who may have successfully completed courses for credit at other institutions' medical schools and were not subject to dismissal or withdrawal.

V. Responsibilities

It is the responsibility of the SOM Admissions Office, in collaboration with the SOM Admissions Committee and SOM leadership, to determine the need for policy changes with respect to Transfer Applicants and admission with Advanced Standing.

VI. Procedures for Implementation and Review

This policy may be reviewed and revised as necessary, but at least every three years.

VII. Stakeholder Compliance

N/A

VIII. Tools

- [School of Medicine - M.D. Program Handbook](#);
- Office of the Registrar - [Course Catalog and Credits Required for Graduation](#);

IX. Related Policies

- [23.1.00 – Background Checks and Criminal Convictions Policy for Program Applicants and Current Students](#);
- [23.1.05 – Acceptance of Transfer Credit Policy](#);
- [23.1.11 – Credit Hour Policy](#);

X. Applicable Laws, Regulations & Standards

- [Liaison Committee on Medical Education \(LCME\) Standards: Functions and Structure of a Medical School](#) (see Element 10.7: Transfer Students);
- [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#):
 - Principles of Accreditation ([Last updated 2018](#));
 - Resource Manual for the Principles of Accreditation: ([Last updated 2018](#)); see Comprehensive Standard (CS) 10.8 (Evaluating and Awarding Academic Credit);

Policy Background

Policy Sponsor Name, Title	
Policy Sponsor Contact Information	
Subject-Matter Expert (Name, Title/ Expertise, Date)	
Subject-Matter Expert (Name, Title/ Expertise, Date)	
Subject-Matter Expert (Name, Title/ Expertise, Date)	
Approval Authority	

Document History

Version # 1	
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Date Endorsed by Executive Compliance Committee or Risk Management, if applicable	N/A
Date Endorsed by the Academic Council, if applicable	N/A
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Date Approved by Approval Authority	June 10, 2020
Date Approved by Board of Trustees	November 18, 2020
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Next Scheduled Policy Review Date	November 1, 2023
Stakeholder Communication Method & Date	SOM Admissions Website
Policy Location	Policies and Procedures Manual (intranet)
Revision & Modification History	
(version # only changes with substantive updates; modifications are noted as "[Version #]-m")	
Last Reviewed Date	Click here to enter a date.
Version:	Revision/Modification Purpose:
Tracking	<i>IPC Review: April 1, 2020</i> <i>IPC Endorsement:</i> <i>Faculty Senate Endorsement:</i> <i>Academic Council Endorsement:</i> <i>Board of Trustees Approval:</i>
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