



Sam Houston State University

College of Osteopathic Medicine

ELEMENT 9.3 - TRANSFER POLICY

1. TRANSFER CREDIT TOWARD BACCALAUREATE DEGREES

- 1.01 All courses and grades transferred from other colleges and/or universities accredited by an agency recognized by the Texas Higher Education Coordinating Board are recorded as received on the student's academic record at Sam Houston State University; however, not all transfer course work will satisfy degree requirements.
- 1.02 Courses and grades transferred from other colleges or universities will remain on the student's transfer record at Sam Houston State University. If, however, the student repeats a similar course or courses at Sam Houston State University in order to satisfy degree requirements and receives a higher grade, the appropriate transfer grade will be marked as a repeated course and the transferred GPA adjusted accordingly.
- 1.03 A student will have to earn grades at Sam Houston State University to make up for any deficient grades resulting from grades earned in transferred courses.
- 1.04 A student has the option of repeating "D" or "F" grades at the school(s) from which said grades were transferred. If the student makes higher grades, those grades will be entered on the student's transferred record at Sam Houston State University and the transferred GPA adjusted accordingly.

2. TRANSFER CREDIT TOWARD GRADUATE DEGREES

- 2.01 Graduate courses completed at other colleges and universities accredited by an agency recognized by the Texas Higher Education Coordinating Board may be applied as transfer credit toward a graduate degree at Sam Houston State University at the discretion of each graduate program and the college in which it is housed. Transfer credit is not automatically conferred. Each graduate program and its academic college may choose which (if any) of a student's prior courses may be applied as credit toward its degree.

However, in no case may any course with a grade lower than "B" be used as transfer credit. In addition, a graduate program cannot accept more than:

- 6 hours of transfer credit toward a degree of 30 hours;
- 9 hours of transfer credit toward a degree of 31 to 36 hours;
- 12 hours of transfer credit toward a degree of 37 to 48 hours; or
- 15 hours of transfer credit toward a degree of 49 or more hours,

without explicit written permission from the dean of the college in which the program is housed.

Applicants are encouraged to contact the appropriate graduate advisor for specific information about prior course work that they seek to apply to a graduate degree at SHSU.

- 2.02 To transfer courses from another university toward a graduate degree at SHSU, the "Grade/Degree Transfer Request" form must be completed and submitted to the Office of Graduate Studies. The SHSU equivalent to the courses listed on this form will be included as transfer courses on the official Sam Houston State University transcript.

3. TRANSFER CREDIT TOWARD THE OSTEOPATHIC MEDICAL DEGREE

- 3.01 The Sam Houston State University College of Osteopathic Medicine (SHSU-COM) will generally not accept transfer coursework. Transfer coursework will only be accepted when the student demonstrates an extenuating circumstance, vacancies exist, and the transfer is approved by the COM Dean. Students applying for transfer must meet the SHSU-COM requirements for admission and submit documents required of applicants. (See, Academic Policy Statement 180621).
- 3.02 When a transfer based upon extenuating circumstances is approved, the SHSU-COM will only accept credits from a school accredited by the Commission on Osteopathic College Accreditation (COCA) or Liaison Committee on Medical Education (LCME) where the student is eligible for readmission. When the transfer credits are from an LCME accredited school of medicine, the student must acquire osteopathic manipulative medicine/osteopathic principles and practice competency prior to graduation from the COM. The last two years of education must be completed at the SHSU-COM in order to grant the degree from SHSU.
- 3.03 When a transfer based upon extenuating circumstances is approved for applicants from other medical schools accredited by COCA, a student transferring two years of medical education may be admitted to advanced standing at the beginning of the third year.

APPROVED: 
Dana G. Hoyt, President

DATED: 10/10/18

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: October 7, 1980
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2022

Approved: Richard Eglsaer
Richard Eglsaer
Provost and Vice President
for Academic Affairs

Date: 10.10.18

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.

Procedure Title: Medical Student Transfers**Corresponding Policy: Academic Policy 801007****Courses and Grades Transferred from Other Colleges and Universities****COCA Standard/Element: COCA 9.3 – Transfer Policies****Effective: Upon Receiving Pre-Accreditation Status****Revised: December 20, 2018****Description:**

Students enrolled in colleges or schools accredited by the Council on Osteopathic College Accreditation (COCA) or the Liaison Committee on Medical Education (LCME) are eligible to apply for admission to SHSU-COM. Such candidates must be eligible for readmission at their accredited medical school and must acquire OMM/OPP competency prior to graduation from the COM. Transfer of admissions with advanced standing is at the discretion of the SHSU-COM Dean.

Procedure Step/Task		Responsible Party
1.	The Dean of SHSU-COM will make a preliminary determination regarding all requests to apply for transfer with advanced standing based upon existing capacity of the program.	SHSU-COM Associate Director of Admissions, SHSU-COM Dean
2.	SHSU-COM will consider for admission all completed applications from students currently enrolled, have satisfactorily completed coursework, and are eligible for readmission at their COCA or LCME accredited college or school.	Admissions Committee
3.	The Student Progress and Academic Performance Committee will make recommendation to the Dean regarding the granting of credit for coursework previously completed or in progress at the time of selection. Coursework completed at institutions not accredited by COCA or the LCME will not be accepted by SHSU-COM.	Student Progress and Academic Performance Committee
4.	The assignment of credit hours for coursework completed at another institution will be determined by the policies of SHSU, the Texas State University System and the Texas Higher Education Coordinating Board if applicable.	SHSU Admissions
5.	SHSU-COM will establish such other criteria for transfer as is deemed necessary to assure the competence and quality performance of its students.	Associate Director of Admissions, Student Progress and Academic Performance Committee, SHSU-COM Dean
6.	Admitted transfer students must successfully complete at least two years of instruction at SHSU-COM and all other published requirements to be eligible to receive the DO degree. This will include the acquisition of competency in osteopathic manipulative medicine as required of all students.	SHSU-COM Educational Affairs, SHSU Registrar, SHSU Admissions

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| 7. | All policies regarding application for transfer will be reviewed annually and published on the SHSU-COM website. All policy changes in this regard will be submitted to the SHSU-COM Dean and the SHSU Provost. Policy changes will be published one year in advance of their implementation in accordance with Texas Education Code 51.842. | Associate Director of Admissions, Dean SHSU-COM, SHSU Provost |
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