

Pre-Accreditation Element 9.3.1: Transfer Policies

Element Description

A COM must publish and follow policies regarding transfer or admissions with advanced standing. A COM may only accept credits from a school accredited by the COCA or the Liaison Committee on Medical Education (LCME) where the student is eligible for readmission. The COM must ensure that if a transfer occurs from an LCME accredited school of medicine, the student must acquire OMM/OPP competency prior to graduation from the COM. The last two years of education must be completed at the COM granting the degree.

1. Provide copies of all transfer policies and procedures, including those made available to students pursuant to 34 CFR § 668.43(a)(11).

XUCOM Narrative

XUCOM's Transfer Policy is attached.

https://www.xavier.edu/college-of-medicine/com_policies/xucom_pre-accred_element9.3.pdf

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XAVIER UNIVERSITY College of Osteopathic Medicine Transfer Policy

Effective: September 1, 2025

Last Revision: (Date)

Next Review: June 30, 2026

Responsible College Officer: Dean, XUCOM

Scope: COM Administration

Distribution List: XUCOM's Dean's Council; XUCOM Director of Admissions; Webpage

A. PURPOSE

To articulate and make transparent the process employed when considering transfer student requests to enroll in the Doctor of Osteopathic Medicine (DO) program at XUCOM.

B. POLICY

Element 9.3 of the Commission on Osteopathic College Accreditation (COCA) *New and Developing Accreditation Standards* (effective September 26, 2023; edited October 1, 2024) requires that a COM must publish and follow policies regarding transfer or admissions with advanced standing. A COM may only accept credits from a school accredited by the COCA or the Liaison Committee on Medical Education (LCME) where the student is eligible for readmission. The COM must ensure that if a transfer occurs from an LCME accredited school of medicine, the student must acquire OMM/OPP competency prior to graduation from the COM. The last two years of education must be completed at the COM granting the degree.

C. DEFINITIONS / ABBREVIATIONS

AACOMAS / American Association of Colleges of Osteopathic Medicine Application Service
AAMC / Association of American Medical Colleges
COCA / Commission on Osteopathic College Accreditation
COM / College of Osteopathic Medicine
LCME / Liaison Committee on Medical Education
MCAT / Medical College Admission Test
OMM / Osteopathic Manipulative Medicine
OPP / Osteopathic Principles and Practice
XU / Xavier University
XUCOM / Xavier University College of Osteopathic Medicine

D. PROCEDURE / PROTOCOL

XUCOM does not solicit transfer students. XUCOM will consider requests from currently enrolled medical students in COCA- or LCME-accredited medical schools or eligible for readmission to their previously attended medical school. The Dean of XUCOM will complete an initial review of the circumstances surrounding the transfer request. If the Dean determines that the transfer request warrants further consideration, the following procedural steps are followed:

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1. The student requesting transfer completes an AACOMAS application to XUCOM which includes a letter describing the circumstances for the request and the academic portfolio (i.e., transcripts and non-FERPA protected materials) from the previous institution that is forwarded to the XUCOM Admissions Committee.
2. The committee makes a recommendation to the Dean, XUCOM.
 - a. The Dean will work with XU's Registrar to coordinate the transfer articulation process and assure that previously earned course credits accepted toward degree completion are posted on the transcript.
3. If a student is granted the opportunity to transfer to XUCOM, the following requirements apply:
 - a. Transfer credits are only awarded:
 - i. for coursework that was successfully completed at medical schools accredited by the COCA or the LCME.
 - ii. if the student is currently enrolled or eligible for readmission at the previously attended medical school.
 - b. When the transfer is from a COCA-accredited COM, advanced standing may be granted; however, a minimum of the final two years of instruction must successfully be completed at XUCOM, in addition to fulfilling all other XUCOM Graduation Requirements.
 - c. When the transfer is from an LCME-accredited medical school, students must successfully complete a minimum of three years of instruction at XUCOM; they must fulfill all other XUCOM Graduation Requirements; and they must successfully complete all XUCOM OMM and OPP requirements prior to the granting of the DO degree.

E. EXHIBITS

XUCOM Catalog
XUCOM Committees
XUCOM Student Handbook

F. RELATED POLICY/POLICIES

Admissions Process: Application Policy
Admissions Process: Selection and Enrollment Policy
Technical Standards Policy

G. REVIEW SCHEDULE

Annually (before June 30th)
Involved Parties: XUCOM Dean; Director of XUCOM Admissions; Admissions Committee

This Policy may be reviewed and changes made at any time.

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09/01/2025

Approval/Dean's Signature

Date

Revision Date	Summary of Changes	Approval Date