

Windsor University School Of Medicine (WUSOM)	Transfer Student Policy
Academics 2.15	

## Policy Statement

Windsor University School of Medicine (WUSOM) welcomes students facing unique personal circumstances to transfer from accredited MD, DO, and MBBS programs. Students seeking transfer will be evaluated based on their academic achievements. However, transfer spots are limited and will be filled entirely at the discretion of the Admissions Committee.

## Accreditation Standard Addressed

### CAAM HP ***MS-9: Transfer Students***

*A medical school ensures that any student accepted for transfer or admission with advanced standing has (a) completed prior course/clinical curriculum from a school accredited by CAAM-HP, LCME, COCA, or schools that are certified by the NCFMEA as an accredited agency; and (b) has demonstrated academic achievements, completion of relevant prior coursework, and other relevant characteristics comparable to those of the medical students in the class that he or she would join."*

## Definitions

**Transfer Student:** Students currently enrolled in an MBBS, MD, or DO program at accredited medical colleges who plan to join WUSOM with completed credits into their first or second year.

**Advanced Standing:** Students who have completed degrees or are currently enrolled in other health professions (not in MBBS, MD, or DO) are getting admitted to MD program with credits from a health professions degree.

## Transfer and Advanced Standing Policy

1. Windsor University does not allow advanced-standing students. Students with degrees or credits from health professions other than MD, DO, and MBBS must start as fresh matriculants into MD 1 of year one.
2. Transfer students from other accredited MBBS, MD, and DO programs will be allowed to transfer to WUSOM only in year 1, year 2, or at the start of year 3.
3. No transfer students are allowed into year 4 or the middle of year 3.
4. Transfer students must meet the following eligibility criteria.
  - a. Must have "good standing" status at their previous medical school, which must be an appropriately accredited school (CAAM HP, LCME, OR COCA).
  - b. Must complete at least the last two years of the WUSOM curriculum.

- c. Students must have GPA of at least 3.2.
- d. If transferring to the end of year 2, the student must provide a score report with a passing score (>60) in NBME CBSE or have to retake the exam at WUSOM.
- e. Must have met the course requirements as listed in the application materials and all the requirements for WUSOM
- f. **Requirements:**All applicants must provide the following for consideration:
  - i. Completed application form.
  - ii. Official transcripts from all schools attended
  - iii. Letter of “good standing” status from previous medical school
  - iv. Letters of reference: References which must be provided:
    - 1. Three written recommendations from professors who have taught the applicant in class are required. These references must be from professors in the area of basic science.
    - 2. Applicants should select professors who are familiar with them and can provide substantive comments regarding their academic career.
    - 3. Additional pertinent references are acceptable.
  - v. Personal interview will be conducted.
  - vi. A \$100.00 nonrefundable application fee is required.
  - vii. A criminal background check will be required for all applicants.
  - viii. Mail materials to:
    - 1621 Brighton’s Estate, Cayon
    - St. Kitts, West Indies
    - Tel: 1-869-466-1220 / 1-869-466-6157
    - 1-708-235-1940
    - Fax: 1-869-465-0593

**Responsibilities:** Applicant, Office of Admissions, Dean of Student Affairs, Registrar’s Office

**Process:**

- 1. The Office of Admissions will gather and review all application materials.
- 2. Applicants deemed acceptable may be invited for an interview by the Office of Admissions.
- 3. The Admissions Committee will make final admission decisions.
- 4. Accepted applicants are required to begin orientation one month before the start of coursework.

**Policy Owner:** The Office of the Dean

Approved: 17.12.2024	
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