



Office of the Dean
School of Medicine

Policy Title: Policy on Student Transfer with Advanced Standing

Last Review/Revision/Approval: October 2024

Review Cycle: 4 years

Body Responsible for Review/Revision/Approval: Office of Admissions; Office of Student Affairs and Records; Office of Undergraduate Medical Education

Responsible Dean: Associate Dean for Admissions

Relevant LCME Element: 10.7

Policy Statement/Purpose: The LSU School of Medicine in New Orleans ensures that any student accepted for transfer or admission with advanced standing demonstrates 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. The medical school ensures that resources are adequate to support any transfer students without diminishing the resources for existing students.

Policy Directives:

Eligibility

1. Only those students who are in good standing at LCME-accredited medical schools in the United States will be considered.
2. Louisiana residents will be given first priority.
3. The prospective student must meet the same qualifications and requirements needed for admission to the LSU School of Medicine in New Orleans.
4. Transfer students will only be considered if there is sufficient capacity in the class the applicant is seeking to enter. Students may only be considered for transfer into the second or third year of the curriculum. All students must have passed USMLE Step 1 before they can be accepted into the clerkship phase.
5. The applicant must be able to meet all requirements for graduation with the class that the student is entering.
6. Only students with extraordinary personal or educational circumstances will be considered for transfer.

Process:

7. The deadline for filing a completed application (including all required material) is February 15th of the calendar year the student wishes to enter the School of Medicine.
8. The student must send to the Associate Dean of Student Affairs and Records the following documents:
 - a. From the medical school which the student is attending:
 - i. A letter from the Dean of the School of Medicine
 - ii. A transcript
 - iii. Two letters of recommendation from faculty members
 - iv. A letter from the finance office
 - v. A copy of background check performed before matriculation
 - b. Additional required documents:
 - i. A completed application form
 - ii. Scores from the medical college admission test (MCAT)
 - iii. Transcripts from all pre-medical schools attended
 - iv. Proof of Selective Service enrollment (if male)
 - v. Application fee of \$50.00 (payable through online portal)
 - vi. A personal letter describing the reason for transfer request to LSU School of Medicine in New Orleans
9. The students' application and associated materials are reviewed by faculty in the Office of Undergraduate Medical Education to determine that the student has met equivalent educational requirements to be accepted with advanced standing.
10. Once eligibility is determined, the Advanced Standing Sub-Committee of the Admissions Committee reviews the materials.
11. The prospective student must be available for a series of interviews with members of the Advanced Standing Sub-Committee.
12. The final decision regarding a transfer student is made by the Committee on Admissions.