



## **INSTITUTIONAL POLICY: D9060**

### **Student Transfer to NCOM**

Category: Students  
Subject: Student Transfer  
Effective Date: May 12, 2025  
Updated:

#### **1. Authority**

COCA 9.3

#### **2. Purpose**

This policy governs the requirements for students wishing to transfer to the Niazee College of Osteopathic Medicine (NCOM).

#### **3. Transfer to NCOM**

##### **3.1 Requirements**

- 3.1.1 Students requesting transfer to NCOM must be in good standing in their first and/or second years at an osteopathic medical school accredited by the Commission on Osteopathic College Accreditations (“COCA”) and a certified regional accreditor. Students are considered in good standing if they have met the school’s academic requirements and have demonstrated professional behavior.
- 3.1.2 Credits may be transferred only from medical schools and colleges accredited by COCA and a certified regional accreditor. Credit will not be accepted from institutions whose accreditation has been revoked or placed on probationary status.
- 3.1.3 Students who transfer to NCOM must complete at least two years of instruction not off track at a COCA and regionally accredited COM. Credit will not be awarded for prior learning experience outside of a formal accredited osteopathic medical education program.
- 3.1.4 Students must provide all the following to be considered for transfer:

- (i) A letter from the applicant indicating a compelling reason why they wish to transfer to NCOM and explaining any circumstances resulting in his/her request for a transfer from his/her current osteopathic medical school.
- (ii) Official transcripts from all colleges and/or universities attended including osteopathic medical school(s).
- (iii) Proof of passage of COMLEX level 1
- (iv) A letter from the Dean of the osteopathic medical college in which the student is currently enrolled giving the enrollment status of the student and the terms of withdrawal from that institution.
- (v) Letters of recommendation from three (3) faculty members at the osteopathic medical college where the student is currently enrolled.
- (vi) Meet all other admissions requirements as stated in the NCOM admissions policies and NCOM Catalog for the year of the application.

### 3.2 Process

- 3.2.1 Acceptance of transfer students will be dependent upon the student's qualifications, curricular compatibility, and available space.
- 3.2.2 Once complete, the transfer application file will be sent to the Admissions Committee to review and determine admissibility based on the student's academic record and compatibility with the mission of the institution. If found acceptable at this stage, the transfer application file will be sent to the Student Promotions Committee.
- 3.2.3 The Student Promotions Committee will review the file to determine compatibility with the curriculum. If found acceptable at this stage, the transfer application file and a list of any deficiencies will be returned to the Admissions Committee. If the applicant's records are found incompatible with the curriculum, the file will be returned with the recommendation to deny transfer.
- 3.2.4 Any transfer applicant found acceptable by the Admissions Committee and the Student Promotions Committee will be interviewed by the Admissions Committee which makes a final recommendation to the Dean who, in turn, will make the final determination of acceptability regarding admission.

Signed by:



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Dean/CAO