

Policy and Procedures regarding the evaluation and acceptance of transfer credits

SJBSM welcomes applications from candidates requesting transfer to our BSN, MPH and MD programs. In general, credit will be awarded for coursework of comparable content, level, and scope if completed at fully accredited colleges or universities. Credits earned at foreign post-secondary institutions may be evaluated for transfer if the institution is recognized by the local Department of Education as a degree-granting institution. The academic programs of SJBSM determine how credits may be applied to fulfill graduation requirements. All transfer applications are subject to availability of space.

SJBSM does not accept advanced placement or transfer credit for its Physician Assistant (PA) program

General Guidelines

1. The course must be similar in content, level and learning objectives to the offering of the SJBSM and must fulfill a requirement in the student's curriculum. Academic programs will determine transferability after evaluating courses syllabi.
2. SJBSM does not grant transfer credit for:
 - a) Remedial courses
 - b) Continuing education courses
 - c) Courses taken at other institutions when the student is under academic suspension
 - d) Courses approved with grades of D
 - e) Non-credit offerings, technical, vocational, professional, and work
 - f) experience/co-op credits from other institutions.
3. Each program establishes the maximum number and type of transfer credits.
4. Coursework taken at a foreign institution must be evaluated by a United States institution equivalence or credential evaluation service recognized by the US Department of Education. Accredited programs may only consider transfer credit from accredited schools as established by their accrediting agencies.
5. Candidates must be proficient in both English and Spanish.
6. Candidates must meet the Technical Standards for Admission, Retention and Promotion as requested per program

Transfers for Bachelor of Science in Nursing (BSN) Program

- I. Requirements
 - a) Have taken at least 12 transferable credits in a higher education institution, earning at least a C average in each course.
 - b) Comply with the requirements established by the BSN program
- II. Criteria for Assessment

- a. Transfer request form
- b. Descriptions of courses requested to be accredited
- c. An official transcript from the academic institution where the candidate completed courses requested to be accredited
- d. Compliance with the Grade Point Average (GPA) established by the Satisfactory Academic Progress Policy.

Transfers for Master of Public Health (MPH) Program

I. Requirements

- a. Have passed courses requested as transfer credits with a grade of B or higher
- b. Have taken courses in a period ≤ 5 years from time of admission request
- c. Comply with the requirements established by the MPH program
- d. The maximum number of total credits that may be recognized shall not be more than 30 percent (17 credits) of the total number of credits in the curriculum, in order to complete the graduation requirements.
- e. The following courses cannot be transferred to SJBSM Public Health Program: Field Work Phase I, Field Work Phase II, and Field Work Phase III

II. Criteria for Assessment

- a. Transfer request form
- b. Descriptions of courses requested to be accredited
- c. An official transcript from the academic institution where the candidate completed courses requested to be accredited
- d. Compliance with the Grade Point Average (GPA) established by the Satisfactory Academic Progress Policy.

Transfers for Physician Assistant (PA) Program

I. Criteria for transfer and/or advance standing

The Physician Assistant (PA) Program at San Juan Bautista School of Medicine does not give advanced standing to any applicant admitted to the PA program. No advanced placement or transfer credit will be applied toward fulfilling the PA program curriculum regardless of previous foreign, domestic, graduate or undergraduate coursework. No pre-clinical or clinical phase courses will be waived and no transfer credit for any previous coursework will be permitted even though it may be similar or identical to coursework in the PA Program. All courses in the curriculum are designated as required and must be completed by every student enrolled in the program.

Transfer for Doctor in Medicine (MD) Program

I. Requirements

- a. Must be currently enrolled and in good standing at their present medical school. No student can be considered who is not eligible for promotion at the time of transfer.

- b. Have completed their first two years of Biomedical Sciences with a minimum prior to the academic year applying for
- c. Have a passing Step 1 score of the United States Medical Licensing Examination (USMLE)

II. Criteria for Assessment

- a. Official transcript from the medical school
- b. Official transcripts from each undergraduate university attended
- c. Official report of MCAT scores
- d. Official USLME Step 1 score equal to or greater than 200.
- e. Dean's letter using the Medical Student Performance Evaluation (MSPE)
- f. Two (2) letters of recommendation from faculty of the medical school attended.
- g. One (1) letter of recommendation from a community leader
- h. A letter indicating his/her interest to be considered for admission to SJBSM
- i. Criminal history reports sent directly to the school from both the official place of residence and the applicant's current medical school location (if they are not the same)
- j. Essay describing the reason you wish to transfer to SJBSM, your motivation for medicine, special qualities and strengths and medical and community service experiences you have had.
- k. Good academic standing (minimum GPA of 2.75) in both undergraduate studies and the first two years of medical school
- l. Vacancies are available

EFFECTIVE DATE

The provision contained in this Executive order must shall take effect immediately.



Yocasta Brugal
President/Dean

APPROVED: July 15, 2009
Revised: August 23, 2011
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