

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Advanced Standing Admissions Process

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 11/26/2019

REVISED DATE: 7/21/2020; 5/7/2021; 7/26/2022; 1/24/2023; 6/27/2023

LCME ACCREDITATION STANDARD REFERENCE: 10.7 Transfer Students

### PURPOSE

The purpose of this policy is to provide direction as to when and how a student may apply for advanced standing (transfer) and be accepted into the Creighton University School of Medicine (CUSOM) Medical Education program.

### POLICY

The Medical Education Program may on occasion accept applications for advanced standing into the M3 Component. The number of available places, if any, will be determined, in consultation with the Office of Medical Education and the Office of Student Affairs, by the total available clinical resources of the program for accommodating students in each class, and student attrition in any given year. Admissions decisions will be determined by the Admissions Committee.

Advanced standing candidates must meet the following criteria to be considered for transfer:

- A. Have one of the following affiliations with Creighton University:
  - Prior matriculation to a Creighton University academic program
  - Creighton University legacy relationship
  - Creighton University student, resident, fellow, or faculty relationship
- B. Previously applied to and attended a Liaison Committee on Medical Education (LCME) accredited medical school through the American Medical College Application Service (AMCAS).
- C. Have completed and been awarded a bachelor's degree at an accredited institution within the United States or Canada.
- D. Must have taken and passed the United States Licensing Examination Step 1 exam.
- E. Must have completed any CUSOM Medical Education Program required prerequisite courses.
- F. Must have an aptitude for the mission of CUSOM, as demonstrated by a record of service to the community.

### PROCEDURE

- A. Determination of Capacity
  1. Generally, applications for transfer are only considered if there has been a loss of a student or students from the current M2 class at either campus (Omaha or Phoenix).
  2. Should there be a request for transfer, the Associate Dean for Medical Education in consultation with the M3/M4 Component Committee will determine whether there are adequate facilities and clinical material to accommodate additional students.

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3. The result of this determination is then forwarded to the Admissions office.
- B. Application Process (initiated only if there is space available; see above)
1. Prospective advanced standing applicants are required to contact the Associate or Assistant Dean for Admissions or the Director of Admissions for the preferred campus to determine:
    - a. If the prospective transfer student meets the advanced standing application criteria.
    - b. If advanced standing positions will be available within the M3 Component for the preferred campus.
  2. Applicants must submit the Advanced Standing Application and all required credentials, including:
    - a. A letter from the applicant noting the reason for the transfer, the preferred campus, and a statement regarding whether the applicant has ever been the recipient of any action by any postsecondary institution for unacceptable academic performance such as dismissal, disqualification or suspension, or for professionalism and/or conduct violations.
    - b. A letter from the appropriate Dean of the applicant's current medical school noting that the applicant is in good standing and eligible for promotion into the next academic year. This letter should also include a description of any academic and/or professionalism infractions.
    - c. Three letters of recommendation from the applicant's current medical school faculty.
    - d. Academic transcripts from the applicant's undergraduate university and current medical school.
    - e. A verified American Medical College Application Service (AMCAS) application from the applicant's most recent application to medical school.
    - f. A non-refundable \$150.00 application fee.
- C. Selection for Interview
1. The Admissions process is committed to recruiting and selecting applicants that are diverse in nature. For the purposes of this policy, diversity is defined as first generation which, according to CUSOM policy, is a student whose parents have not completed a bachelor's degree from an institution in the United States or Canada.
  2. A strong and consistent record of volunteer service to disadvantaged populations consistent with Creighton University's Jesuit mission is essential.
  3. Attention is given to applicants who:

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- a. Have completed a Creighton degree.
  - b. Recommended by members of the Creighton community, including faculty, current medical students, and alumni.
4. A holistic review process is used to assess these factors in the context of the core qualities considered necessary in a physician such as proven scholastic ability, proper motivation and intellectual curiosity, service to others, and emotional maturity, honesty, and integrity (see Admissions Policy on Applicant Selection Criteria and Process).

### D. Interview Process

1. Interview of the applicant for advanced standing will be conducted jointly by the Associate/Assistant Dean of Admissions, the Director of Admissions, the Associate Dean of Medical Education (or designee), and separately with a current second- or third-year medical student from the preferred campus.
2. Interviews may be conducted either in person or virtually.

### E. Admissions Committee Review and Decision

1. Interviewed applicants for advanced standing will be submitted to the Admissions Committee for review.
2. The Admissions Committee, after review of all required documentation and information, will make the final decision to accept or reject the application.

### SCOPE

Advanced standing applicants to the CUSOM Medical Education Program, interviewers, and Admissions Committee Members.

### ADMINISTRATION AND INTERPRETATION

The Office of Admissions is responsible for the administration and interpretation of this policy. Please forward questions to the Associate Dean of Admissions.

### AMENDMENT

This policy may be amended by majority vote of the School of Medicine Admissions Committee and the Educational Program Committee.