

**WITHDRAWAL, TRANSFERS AND RETENTION POLICY****Transfers**

San Juan Bautista School of Medicine (SJBM) will accept the transfer of credits from previously taken courses in other accredited college or institution provided that the courses correspond with the programs curricular scheme in: content, number of credits, and number of contact hours. To be considered for admission with advanced standing, transfer applicants must complete the transfer credit request form and submit with transcript as evidence of completion.

**Medical Program (MD)**

Students applying for transfer must have completed their Biomedical Science Years in an accredited institution, and have taken and passed USMLE Step 1. Admission to the MD program is subject to availability of space.

Students considering transferring from SJBSM to another school must contact those schools directly to initiate the due process. They should meet with the Dean of Students for advice on how this may affect their present status at SJBSM. Students who transfer from SJBSM must comply with all financial and/or administrative responsibilities prior to withdrawal.

**Retention**

SJBSM acknowledges the need to address student retention so as to ensure a positive experience for all students. Effective student retention is embedded within the culture of our school as an effort to improved higher educational experiences for al, increase graduation rates and improve annual retention rates.

SJBSM has designed a system of personal and academic counseling that aims to provide students with a layered system of academic support that ensures their retention and success. This system is comprised of Personnel from the Deanship of Student Affairs faculty members, Course Coordinators , faculty members and peers. As a team, they contribute individually and collectively on behalf of each student's experience, performance and guidance. The system provides for the identification and intervention of students at academic risk, and ensures that students will receive proper personal and academic counseling through personnel that is not involved in their academic assessment and/or promotion.

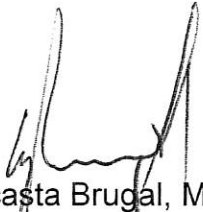
## **Withdrawal**

When considering a Withdrawal from SJBSM must present a formal request directed to the Associate Dean of Student Affairs, explaining the reasons that sustain their decision. If the student persists with the idea of withdrawal, he/she will be referred to the Registrar's Office, where they may complete the Request of Withdrawal Form. The student must obtain corresponding signatures of the Program Coordinator, Counselor, Bursa's Office, Financial Aid (by federal disposition, students, which have participated in programs of student loans must receive an exit orientation and then complete the corresponding form), Associate Dean of Students Affairs, Library Director, Dean of Administration and Human Resources, Academic Dean and the Registrar.

Withdrawal will be considered effective on the date the application is completed and received in the Registrar's Office. Students who withdraw from the School shall fulfill all financial and administrative obligations with the School, including returning all borrowed library resources, Identification Card and Parking Card; and complete his/her academic records.

## **Effectivity**

The disposition contained in this Executive Order will be effective immediately.



Yocasta Brugal, MD  
President/Dean

Approved: March 02, 2009  
July 30, 2018