

**John A. Burns School of Medicine
University of Hawai'i at Mānoa**

**Advanced Standing Admissions Policy for Medical Students
Revised November 4, 2022**

The University of Hawai'i John A. Burns School of Medicine (JABSOM) allows, under extraordinary circumstances, a student to apply for admission with advanced standing into the third or fourth year of the JABSOM curriculum. Applications for advanced standing will be considered only when space is available. The school assumes no obligation to accept transfer students under any circumstances.

Only those who demonstrate compelling circumstances will be considered. JABSOM reserves the right to make the sole and final determination as to what constitutes “extraordinary” or “compelling” circumstances. Acceptances are the exception rather than the rule.

All applicants must meet the acceptance criteria for entering students to the John A. Burns School of Medicine as determined by the JABSOM Admissions Committee. An applicant for advanced standing must be currently or previously enrolled in a LCME accredited medical school for a minimum of one year full-time. Applicants must have attended a medical school that utilizes Problem-Based Learning (PBL). Additionally, the applicant must have successfully completed all of the basic science or pre-clerkship coursework at an LCME accredited school prior to the time of enrollment at JABSOM and must be in good academic standing.

Applicants meeting all requirements must submit to the JABSOM Director of Admissions:

1. An application for advanced standing;
2. A letter stating the reason for the request for transfer
3. A Medical School Performance Evaluation letter or its equivalent written by the Dean/Associate Dean for Student Affairs or other designated official of the applicant's current/previous medical school. This must include:
 - a. A description of the school's curriculum and the extent to which (PBL) is utilized
 - b. An explanation of the school's grading system
 - c. The academic and non-academic qualifications for the eventual practice of medicine of the individual
 - d. The eligibility (or expected eligibility) of the individual for promotion to the next academic year at the student's current medical school
 - e. Mention of any infractions of the school's code of ethical and behavioral conduct as well as any concerns regarding professionalism
 - f. Mention of any leaves-of-absence, schedule modifications or breaks in enrollment
4. A detailed description of courses completed or to be completed by the time of admission with advanced standing
5. An official transcript
6. National Board of Medical Examiners and United States Medical Licensing Exam results if applicable
7. Three (3) complete patient history and physical examinations written by the applicant

8. Two letters of recommendation – one of which must attest to the student’s skill in the PBL process and their performance in PBL

All application materials must be received by February 28th preceding the academic year of anticipated enrollment.

Once all materials have been received and reviewed for completeness by the JABSOM Admissions Specialist/Registrar, they are forwarded to the Directors of the Office of Student Affairs and the Office of Medical Education or their designees for evaluation of the following:

1. The comparability of coursework completed with JABSOM’s curriculum and coursework
2. The acceptability of the applicant’s performance in the courses completed
3. The role of PBL in the school’s curriculum and the applicant’s skill and experience with this learning method
4. The applicant’s clinical skills based on their transcripts, write-ups and letters

The Directors of the Office of Student Affairs and the Office of Medical Education will forward their assessments of whether or not the applicant meets all applicant requirements for admission with advanced standing to the JABSOM Director of Admissions. If the applicant meets all requirements, the Director of Admissions processes the application in the usual manner and will request a review by the Admissions Committee. The Admissions Committee may ask for interviews of the applicant. In general, only those students who have demonstrated an exceptional academic record and achievement along with having outstanding character are accepted as transfer students.

The Admissions Committee will notify the applicant of their decision by May 1st of the academic year preceding anticipated enrollment. If accepted, the applicant must notify JABSOM within one week of their commitment to enroll.

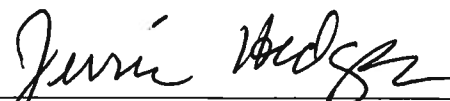
If an applicant is accepted, the JABSOM Director of Student Affairs will notify the Dean/Associate Dean of Student Affairs at the school in which the student is currently enrolled. The applicant will not be permitted to enroll at JABSOM prior to receipt of a letter from officials at their current school confirming that the student has resigned.

The JABSOM Admissions Specialist/Registrar informs the AAMC’s Section for Medical School Application Services of the results and will complete any necessary paperwork including the Advanced Standing/Transfer Student Acceptance Report Form. They will also notify the AAMC if any accepted applicant withdraws as a candidate for admission.

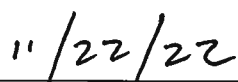
Note: Students accepted for transfer in advanced standing will not be allowed to begin clerkships at JABSOM until they receive a passing score on the USMLE Step 1 exam.

Approved by JABSOM Executive Committee on November 18, 2022

Accepted by:



Jerris Hedges, MD, MS, MMM
Dean



Date