

**UNDERGRADUATE MEDICAL EDUCATION**  
**SCHULICH SCHOOL OF MEDICINE & DENTISTRY**  
**TRANSFER REQUEST BY STUDENT FOR PROGRAM STUDIES IN**  
**UNDERGRADUATE MEDICAL EDUCATION**

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## **PURPOSE**

Undergraduate medical education programs in Canada are similar but not equivalent in content or pedagogy and must meet the accreditation standards of the Committee on Accreditation of Canadian Medical Schools (CACMS). This creates challenges when approached with a request by a student to transfer into the Schulich School of Medicine & Dentistry MD Program to complete the Doctor of Medicine degree.

The Doctor of Medicine Program (the MD Program) at the Schulich School of Medicine & Dentistry, Western University is one program delivered at two campuses (London and Windsor). Applicants undergo a rigorous process to select students who will excel in the Program. Students are assigned upon admission to a campus of study.

This statement will outline the criteria and decision-making to address a student request for:

- 1) Transfer into the MD Program or
- 2) a change of campus.

## **DEFINITIONS**

**PeopleSoft:** Western University's database for faculty, staff, and student information.

**Schulich Administrative System (SAS):** the database for faculty, staff, and student information.

## **POLICY**

The decision to grant admission by transfer to the MD Program from another Canadian medical school or a change of campus in the MD Program will be arbitrated on a case-by-case basis by the Vice Dean, Undergraduate Medical Education (VD UME), the Associate Dean of Admissions, the Assistant Dean (Undergraduate), Learner Experience Office (LEO), and if

warranted, the Associate Dean, Windsor Campus.

### **1. Transfer to the MD Program at Western University under exceptional circumstances**

- Schulich Medicine will only accept requests for transfer to complete studies in the Program from a CACMS accredited medical school.
- There will only be consideration for a student transfer request into MD Program studies from a 4-year program medical school with a Year 3 Clerkship. This will allow a transfer into Year three (3) of the MD Program only.
- Transfers are not permitted into Years 1, 2 or 4 of the medical school program.
- Requests for transfer of studies from another school must be initiated at the Office of Admissions. There will be no exceptions.
- Upon receipt of a request for transfer addressed to the Associate Dean, Admissions, the Admissions Office will confer with the Manager, Undergraduate Medical Education regarding space availability in the Year 3 class.
- Contingent upon space, a full review of documents and rationale will be screened by the office of Admissions. Following satisfaction by Admissions that the student meets the MD Program criteria for entry to the MD Program like other Schulich MD Program applicants at admission, and the reason for transfer is valid, the request will be adjudicated.
- Requests must consist of the following documents which must be submitted to the Admissions Office no later than June 1:
  - Cover Letter outlining reasons for transfer.
  - Signed release for discussion at a decanal level between medical school Undergraduate Medicine Deans.
  - If the request is supported by the present medical school office of Student Affairs, a letter of support by the decanal lead in student affairs or its equivalent.
  - Current Police Records Check and Vulnerable Sector Screen.
  - Letter of Good Standing from the student's present school UME Dean.
  - Transcript of pre-medical studies course marks.
  - Curriculum Vitae.
  - Letter of recommendation from present school faculty members (2).
  - A disclosure of the present school curriculum blueprint and course outlines.
- The Admissions Office will review the documentation to determine the student suitability.
- If the student does not fulfill criteria for admission or there is not an open position the Associate Dean Admissions will contact the student in writing.
- If there is reason to believe the request will be granted, the Admissions Office will request a meeting of the decanal leads and Managers of Admissions, UME, Learner Experience Office and Windsor Campus.
  - Prior to the meeting there will be:
    - Release of all documents necessary for decision making to all attending the meeting.
    - The VD UME will contact the UME Dean of the student's current program

- of study.
  - If appropriate, the student will meet with LEO (virtually or in person).
  - The Admissions Office will send notice to the student that the request is being arbitrated.
- Following the meeting and a decision, the student will be notified formally in writing jointly by the Associate Dean of Admissions, Vice Dean, UME, and Assistant Dean (Undergraduate), Learner Experience of:
  - the decision and campus of study if accepted,
  - that there is no appeal of the campus assignment,
  - if accepted, the next steps and timelines,
  - supports and curricular information from the Managers, UME and LEO
- The UME Manager will notify the Office of the Registrar; the UME staff for creation of student timetable and the class president.

## **2. Transfer of a Student between MD Program sites for the rare and exceptional change of circumstance.**

- Students on admission to studies in the MD Program are assigned to a campus of study during the Admissions process.
- Acceptance of the offer of Admission constitutes acceptance of the campus.
- There is no right of appeal to transfer between campuses at Admission or during the four years of curricular studies.