

STATEMENT 1.3.2 – Transfer of Student for Program Studies in Undergraduate Medical Education
Undergraduate Medical Education

Approved by:	Curriculum Committee
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PURPOSE

Undergraduate medical education in Canada are university programs aligned in meeting the accreditation standards of the Committee on Accreditation of Canadian Medical Schools (CACMS) and are similar but not equivalent in content or pedagogy. This creates a difficult decision when medical schools are approached with a student or program request for transfer in studies to complete the Doctor of Medicine degree.

The Doctor of Medicine Program (the Program) or Undergraduate Medical Education (UME) at the Schulich School of Medicine & Dentistry in Western University is delivered in a distributed fashion as one program in two campuses (London and Windsor). Applicants undergo a rigorous evidence based process to select students who will excel in the Program. Students are assigned at admission to a campus of study – by choice or selection.

In addressing a request for a student change of Program campuses or university of study, this policy will guide the criteria and decision making process.

I. DEFINITIONS

PeopleSoft:	Western University's database for faculty, staff, and student information
SAS	Schulich Administrative System – the School's database for faculty, staff, and student information.

II. POLICY

The decision to grant admission by transfer to the Program from another Canadian medical school or a change in campus of studies in the Program will be arbitrated on a case by case basis through a collaborative decision of the Associate Dean Undergraduate Medical Education (AD UME), the Associate Dean Admissions, the Assistant Dean (Undergraduate) Learner Equity & Wellness (LEW) and if warranted the Associate Dean Windsor Campus.

- a. This policy will be divided into two sections.
 - i. **Transfer to Program studies at Western University**
 1. Schulich Medicine will only accept requests for transfer to complete studies in the Program from a CACMS accredited medical school.
 2. Given the variations in curriculum for undergraduate medical education in Canada, there will only be consideration for a student transfer request in Program studies from a medical school with a Year 3 Clerkship. This will allow a transfer into Year three (3) of program studies only. Transfers are not permitted into Year 1, 2 or 4.
 3. Requests for transfer of studies from another school must be initiated at the Office of Admissions. There will be no exceptions.
 4. Upon receipt of a request for transfer the Admissions Office will confer with the Undergraduate Medical Education Office program regarding space availability in

the class.

5. Contingent upon space, a full review of documents and rationale will be screened by the Office of Admissions (Admissions). Following satisfaction by Admissions the student meets the Program criteria for entry to studies that match that of other Program applicants at admission, and the reason for transfer is valid, the request will be adjudicated.

Process:

Contingent on space in the class:

- a. All applications for transfer of studies will be addressed to the Associate Dean Admissions. There will be no exceptions to this process.
- b. The Admissions office will ensure full documentation and eligibility is satisfied to arbitrate the request.
- c. Requests must consist of the following documents which must be submitted to the Admissions Office no later than June 1
 - i. Cover Letter outlining reasons for transfer
 - ii. Release for discussion at a decanal level between medical school Undergraduate Medicine Deans
 - iii. 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.
 - iv. Current Police Records Check and Vulnerable Sector Screen
 - v. Letter of Good Standing from the student's present school UME Dean.
 - vi. Transcript of pre-medical studies course marks.
 - vii. Curriculum Vitae
 - viii. Letter of recommendation from present school faculty members (2)
 - ix. A disclosure of the present school curriculum blueprint and course outlines.
- d. Following request of application, the Admissions Office will review the documentation to review the student suitability:
 - i. The request will be reviewed on a case by case basis.
 - ii. The Admissions Office will contact the UME manager to clarify there is a Program vacancy.
 - iii. The Admissions Office will consult the LEW office to review the application and request information for the process.
 - iv. 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.
 - v. 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, LEW and if appropriate the Windsor Campus.
- e. Prior to the meeting there will be:
 - i. Release of all documents necessary for decision making to all attending the meeting.
 - ii. Contact with the UME Dean of the student present program of study by the Program AD UME.
 - iii. A student meeting with LEW if appropriate.
 - iv. Letter of notice to the student the request is being arbitrated.

- f. Following the meeting, the student will be notified:
 - i. Formally in writing jointly by the Associate Dean of Admissions, Associate Dean Undergraduate Medical Education, and Assistant Dean (Undergraduate) Learner Equity & Wellness of the decision and campus of study if accepted.
 - ii. If accepted, next steps and timelines.
 - iii. The supports and curricular information from the Manager UME and LEW.
- g. The acceptance will result in:
 - i. Notification of the Registrar
 - ii. UME staff notification for creation of student timetable
 - iii. Notification of the Course chair if relevant – i.e. Clerkship
 - iv. Notification of the Class President

ii. Within Program and between sites

1. Students on admission to studies in the Program are assigned to a campus of study that is driven in Admissions by student selection or lottery.
2. The Program discourages transfer of students within campuses during the four years of curricular studies. There may arise a reason a student may request permission to formally transfer registration to the other campus.
3. Criteria for transfer include:
 - a. Personal health issue
 - b. Family issue
 - c. Extracurricular performance at an elite level at that campus
 - d. Financial
4. Transfers will not be granted for convenience.
5. In this process the decision to proceed will be that of the Associate Dean UME. All requests for transfer must be directed to him/her.
6. In requesting a transfer between campuses a student will:
 - a. Write a formal letter of request to the AD UME
 - b. Meet with LEW to discuss the transfer. Documentation to support this request will be filed by LEW to the AD UME.

Process:

1. The UME Manager will advise if there is capacity in the requested Program campus to accommodate the student request.
2. There will be a meeting arranged between the Managers and Associate Deans UME and Windsor Campus and the Assistant Dean (Undergraduate) Learner Equity & Wellness
3. A decision will be made on a case by case basis.
4. The student will be informed in writing by the AD UME of the final result and next steps.
5. A copy of the student request material and AD UME decision letter will be placed in the student academic file.