

MD Program

Internal Transfer Policy

Curricular Component: Policy #CC-21

Approved by MD Program Executive Committee: February 3, 2025

Approved by SOMAC: February 10, 2025

Effective Date: July 1, 2025

Background

The MD Program at both sites involves a four-year progressive-development curriculum. Therefore, learning builds upon prior experiences, knowledge, and instruction at each stage of the program in both pre-clinical and clinical years.

Internal Transfer

Under very exceptional circumstances, students from one campus may request a transfer to the other campus and these will be considered at the sole discretion of the Associate Dean, MD Program, in consultation with the Assistant Dean Queen's Lakeridge Health Campus, under the following conditions:

- a) The student is of good academic standing at their current site.
- b) The student has not been subject to any disciplinary or professionalism concern.
- c) There are significant compassionate reasons for the request.
- d) The MD Program has sufficient capacity at the requested campus to accommodate the student.
- e) The student complies with any registration requirements at Queen's, including any fees or tuition.
- f) The Associate Dean, MD Program, at their sole discretion, may terminate the opportunity at any time.

Students who transfer between campuses may be required to enter the post graduate residency match.

Requests for transfer in Years 1 and 2:

As the structure of the curriculum in the pre-clerkship years is different at both sites, students who are granted a transfer to the new campus in the pre-clerkship period will be required to complete all of years 1 and 2 at the new campus.



Requests for transfer in clerkship:

If a transfer is approved at the clerkship level, there may be little flexibility in rotation selection as determined by the MD Program

Application for Internal Transfer

Students must submit their request in writing to the Associate Dean MD Program as soon as possible, and no later than 3 months prior to the requested transfer date.

Students will be required to meet with the Associate Dean MD Program, or delegate, to review their application and reasons for requesting transfer. Students will receive written confirmation of the Associate Dean's decision within 10 business days of the meeting.

Appeal

Appeal of the decision of the Associate Dean may be submitted directly to the Dean of the Faculty of Health Sciences within 10 business days of receipt of decision. Review of the decision may only be based on failure to adhere to policy and/or the reasonableness of the decision. **The decision of the Dean is final.**