


Name of Policy: <u>College of Medicine and Life Sciences: Requests for Transfer to the College of Medicine and Life Sciences</u>		
Policy Number: 3364-81-04-010-00		Revision date: June 17, 2020
Approving Officer: Dean, College of Medicine & Life Sciences		Original effective date: 09/81
Responsible Agent: Associate Dean for Admissions		
Scope: College of Medicine & Life Sciences M.D. Program		
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

(A) Policy statement

Requests for transfer to the College of Medicine & Life Sciences from another LCME-accredited allopathic medical school will be considered on a case-by-case basis. Transfers with advanced standing will be limited to students who demonstrate compelling personal circumstances and good academic performance. Transfers will be considered contingent upon space availability in the medical school class.

(B) Purpose of policy

To establish guidelines for individuals currently enrolled in a medical school who wish to transfer to The University of Toledo College of Medicine & Life Sciences MD program.

(C) Scope

This policy applies to medical students requesting transfer with advanced standing to the M.D. program in the College of Medicine and Life Sciences.

(D) Procedure

Transfer with advanced standing will only be considered for applicants who are enrolled in an LCME-accredited allopathic medical school at the time of the transfer request. Prospective transfer applicants must have completed pre-clinical (foundational science) curriculum of an LCME-accredited allopathic medical school in a curriculum that is similar to the Toledo pre-clinical curriculum with status of “good academic standing.” Applicants must also have a record free of criminal offenses, negative professionalism reports, and other conduct violations. Only applicants who have posted a passing score on Step 1 of the United States Medical Licensing Examination (USMLE) and fulfilled all other associated requirements will be able to transfer.

Applications for transfer will not be considered for applicants who already hold an MD degree (or its non-US equivalent) or who are students or degree holders of other health professions (e.g.,

pharmacy, dentistry, physician assistant). In both cases, such individuals should apply as a regular MD program applicant.

Prospective applicants must first contact the MD Program Admissions Office via email to state reasons for the transfer request and verify that they meet the edibility requirements specified above. If approved by the Admissions Office to move forward with the transfer request, transfer applicants must submit the following:

- The University of Toledo Medical School Admission Secondary Application.
- Copy of the original American Medical College Application Service (AMCAS) application to current medical school.
- Three (3) letters of recommendation including an evaluation from the Dean/Associate Dean for Student Affairs of the applicant's current medical school.
- Criminal background check completed within 6 months prior to the transfer request.
- United States Medical Licensing Examination (USMLE) Step 1 score report (prior to matriculation).
- Official transcript from previous colleges/universities.
- Official transcript from current medical school.
- Additional information as needed in order to fully evaluate the transfer application.

Transfer applicants must meet all general requirements for regular admission, including minimal technical standards for admission and matriculation. Applications must be submitted between January 1 and May 1 of the requested year of admission to the Toledo MD program.

An interview will be extended to those applicants being considered for transfer. Acceptance as a transfer medical student with advanced standing will be contingent upon receipt of a passing Step 1 score prior to matriculation to the Toledo MD program.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D. EVP for Clinical Affairs and Dean, College of Medicine & Life Sciences</p> <p><u>June 17, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Associate Dean for Admissions, SLT</i></p>	<p>Policies Superseded by This Policy: None Previous policy number 04-010-00</p> <p>Initial effective date: 09/1981</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 9/81 • 8/04 • 7/06 • 04/07 • 09/01/10 • 09/25/12 • 01/03/13 • 02/14/2017 • 06/17/2020 <p>Next review date: 06/17/2023 (three years from most recent revision/review date)</p>
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