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| Policy Regarding the Acceptance of Transfer Students | |
| For all SMHS Students | |
| Section: | 4 |
| Policy number: | 4 . 2 3 |
| Responsible Office: | Student Affairs and Admissions |
| Issued: | 5.1.2021 |
| Latest Review: | 07.2023 |

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| POLICY STATEMENT |
| <p>The University of North Dakota (UND) School of Medicine and Health Sciences (SMHS) will consider applications for transfer from students from other Liaison Committee on Medical Education (LCME) accredited medical schools who demonstrate academic achievements, completion of relevant prior coursework, and other relevant characteristics comparable to those of UND medical students in the class that he or she would join. The SMHS accepts transfer medical students into the final year of its medical education program only in rare and extraordinary personal or educational circumstances. It is the responsibility of the Medical Program Admission Committee (MPAC) to ensure that accepting a transfer student does not negatively impact existing medical students.</p> |

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| REASON for POLICY |
| <p>The acceptance of transfer students provides UND SMHS the opportunity to enhance the diversity and quality of its student body and to further meet the School's state mandated purpose.</p> |

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| SCOPE of POLICY | |
| This policy applies to: | |
| <input checked="" type="checkbox"/> Deans, Directors, and Department Heads | <input checked="" type="checkbox"/> Faculty |
| <input type="checkbox"/> Managers and supervisors | <input type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Students | |
| Others: | |

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| WEB SITE REFERENCES | |
| Policy Office: | http://www.med.und.edu/policies/index.cfm |
| Vice President for Health Affairs and Dean: | http://www.med.und.edu/administration/deans-office/index.cfm |

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| DEFINITIONS | |
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| Transfer student | The application, admission, and matriculation into the UND SMHS medical degree program of a student from an LCME-accredited medical school with educational experience and achievement sufficient to begin their medical education at or some point following the start of Phase 2. |
| Student with advanced standing | A student NOT transferring from another medical school, but with either experiential or educational achievement sufficient to begin their medical education at or some point following the start of Phase 2. |
| SMHS | School of Medicine and Health Sciences |

| RELATED INFORMATION | |
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| CONTACTS | | | |
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| General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following: | | | |
| Subject | Contact | Telephone/FAX | Email contact |
| Policy clarification | Student Affairs and Admissions | 777.4221 | saa@UND.edu |
| Policy format | Dean's Office | 777.2514/777.3527 | judy.solberg@und.edu |

PROCEDURES

The UND SMHS Medical Student Admissions Committee (MSAC) does NOT consider "students with advanced standing" for acceptance into the UND SMHS medical degree program; only students transferring from an LCME-accredited medical school are considered for admission by MSAC.

Transfer Students

1. Any potential transfer student must contact the Associate Dean for Student Affairs and Admissions no later than 6 months prior to the requested transfer date.
2. The Associate Dean for Student Affairs and Admissions will contact the campus deans to inquire whether a campus has an available opening and resources to accommodate a transfer student.
3. If there are no positions available for phase 2 or 3 or there are insufficient resources, the request for transfer will be denied.
4. If there is a position available, the Associate Dean for Students Affairs and Admissions informs the potential transfer student of the need for submission of the following documents: official transcripts, USMLE result(s), AMCAS application, letter of good standing from the dean of admissions at the applicant's current medical school, three letters of recommendation, and a personal statement to include the

reason for requesting a transfer.

5. If the above documents are submitted and campus resources are available and sufficient, the application is forwarded to the chair of MSAC.
6. The MSAC chair will establish the process for an in-person interview with selected representative members of MSAC. The final decision for acceptance will be made by a quorum of the full MSAC membership.

| RESPONSIBILITIES | |
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| Medical Student Admissions Committee (MSAC) | Ensure that existing medical students are not negatively impacted by accepting a transfer student. Determines if a transfer student is accepted into medical degree program. |
| Associate Dean for Student Affairs and Admissions | Facilitates the transfer student application process. Performs first availability evaluation of sufficiency of campus resources for a transfer student. |

| FORMS | |
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