

Policy on Transfers Between Sites After Matriculation

Introduction

Site assignments are made prior to matriculation. Of the approximately 300 first-year students accepted each year, 175 are assigned to matriculate in Chicago and 125 are assigned to the Urbana-Peoria-Rockford (UPR) program. All 125 UPR track students are assigned to Urbana-Champaign for their first year. Upon completion of their first year at the College of Medicine in Urbana-Champaign, students continue with their second thru fourth years as assigned at acceptance to matriculate; fifty go to Peoria, fifty go to Rockford and twenty-five remain in Urbana-Champaign.

While every effort is made to accommodate students' preferences for site assignment prior to matriculation, not all requests can be fulfilled due to the need to ensure a balanced number of students at each site in the College of Medicine.

I. Postmatriculation

A. Transfers to Chicago

Since the Chicago M1-M2 curriculum and the UPR curriculum for M1-M2 differ significantly in how they are organized it is not possible for students to transfer between Chicago and UPR during M1 and M2 years. Additionally, Chicago rarely has core clerkship space for the M3 year to accommodate transfer students. Transfer between UPR and Chicago is extremely unlikely.

However, if there is available space in Chicago, the UPR site student affairs deans will be informed on the last Monday in April about any available space for the upcoming academic year. Interested students must communicate with their regional site Office of Student Affairs to discuss their request to transfer to Chicago. Only if there is space in Chicago will requests for transfer be considered. Given availability, a written request (250 words or fewer) with appropriate supporting documentation must be submitted to the requesting student's regional site Office of Student Affairs by the second Monday in May; the requests will then be reviewed and decisions made by a committee of student affairs officers, chaired by the Senior Associate Dean of Students. Decisions will be made by the end of May.

B. Transfers from Chicago to UPR sites

Students seeking transfer from Chicago to one of the UPR sites should communicate their interest with the Chicago Office of Student Affairs. Due to curricular differences, transfer cannot occur until after successful completion of M2 course requirements. All Offices of Student Affairs will communicate to determine if space is available at the regional sites on the last Monday in April. Given availability, a written request (250 words or fewer) with appropriate supporting documentation must be submitted to the Chicago Office of Student Affairs by the second Monday in May. A committee of

student affairs officers will review requests and make decisions. Decisions will be made by the end of May.

C. Transfers between UPR sites

Students seeking to transfer between the UPR sites beginning the M2 year must submit a written request (250 words or fewer) with appropriate supporting documentation to the Office of Student Affairs in Urbana no later than the Friday following Spring Break of the M1 year. Please note that requests from students to trade or switch assignments will not be considered. A committee of student affairs officers from the UPR sites will review any petitions within two weeks of the deadline and grant as many requests as possible, while maintaining an approximate balance of 50 students each assigned to Peoria and Rockford, and 25 students to Urbana.

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