

Policy: Transfer Policy	Effective Date: June 15, 2024
Policy Number:	Policy Version: V1
Scope: Graduate Medical Education (GME) Programs	Next Review Date:

I. Purpose of the Policy

To define the procedures and interventions to be followed by the different Lebanese American University (LAU) Graduate Medical Education (GME) programs as well as by residents or fellows when a transfer between two different GME programs is requested.

II. Policy Scope

- This policy covers transfers of residents or fellows (hereinafter “trainee”) between GME programs at LAU, as well as transfers from another institution to an LAU GME Program, or from an LAU GME program to another institution.
- This policy does not apply to trainees who have successfully completed their residency program and are accepted into another residency or fellowship program.
- This policy does not apply to trainees who have successfully completed their preliminary tract year(s) and are entering into the categorical tract of the same program.

III. Definition

- “Transfer” is defined as switching to a different program before the current program is completed.
- Current Program: Program in which the trainee is currently enrolled and where they are currently undergoing training.
- Receiving Program: Program which the trainee wishes to transfer to.

IV. Policy Statement

- For trainees transferring from an LAU program to another LAU program, no discussion shall be held between the program director of the receiving program and the candidate requesting the transfer, before receiving a written release statement from the program director or authorized representative of the current training program, six months prior to the leave. The statement letter should state that

interruption of the current training program has been mutually agreed upon with the applicant and that the trainee is allowed to pursue transfer to another program. In the absence of the release statement, the transfer may not go forward. In this case, the trainee is expected to resume their training at their current program. Please refer to the LAU GME Leave Policy for procedures on interruption of GME training: [Leave Policy](#).

- For trainees transferring from an LAU program to an outside institution, the same release statement is required. If the trainee insists on transferring from an LAU program prematurely without a reason deemed valid by the program director or the clinical competency committee (CCC) of the current program, the trainee will have to submit their complete resignation from the program, which will lead to review by the GME committee, and release from the program without any diplomas or proof of training, nor a letter of good standing.
- For trainees transferring from an outside institution to an LAU program, in addition to the required release statement, it is up to the receiving program director to decide which documents are needed from the current program, such as verification of previous educational experiences, procedures logs, milestones, and competency-based performance evaluations. If a release statement from the current training program is not received, then the trainee is expected to present proof of rotations completion otherwise the trainee will be asked to repeat the residency or fellowship training partially or completely upon the discretion of the program director and the approval of the DIO. Transferring residents must enter at the PGY-1 or PGY-2 level and may be advanced to further levels by the CCC based on milestone assessments.
- For policies and procedures on resident transfer due to extraordinary conditions prohibiting the GME program from providing adequate training, please refer to the following policies: [Disaster and Extreme Situation Policy](#); [Policy on reduction in size or closure of a residency or fellowship, or closure of the institution](#).