

MD Student Educational Record Policy

Office of Accountability:	Associate Dean, MD Program
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum & Program Committee
Scope:	Compliance with this policy extends to all members of the MD Program community, including students, faculty, and staff, irrespective of the geographically distributed site to which they are assigned.

OVERVIEW

The purpose of this policy is to outline how medical student educational records are collected, stored, disclosed and retrieved within the Faculty of Medicine & Dentistry and to provide a process for a medical student to review or challenge their academic records, including the Medical Student Performance Record (MSPR), if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.

These guidelines are subject to University of Alberta regulations that are governed by

- [GFC Policy Manual Student Records: Contents, Access, Use and Protection](#)
- University of Alberta [Calendar](#)
- [Access to Information and Protection of Privacy Procedure](#)

ACCREDITATION

This policy pertains to the CACMS Accreditation Elements 11.5, Confidentiality of Student Academic Records, and 11.6, Student Access to Academic Records:

Element 11.5 - Confidentiality of Student Academic Records: Medical student academic records, unless released by or with the consent of the student, are confidential and available only to the student and duly authorized persons or organizations. A medical school follows procedures based on relevant privacy legislation for the collection, storage, disclosure, disposal, and retrieval of student academic records, and makes these procedures known to medical students.

Element 11.6 - Student Access to Academic Records: A medical school has policies and procedures in place that permit medical students to review and to challenge their academic records, including the Medical Student Performance Record, if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.

POLICY

Student Educational Records – electronic

Student Educational Records are stored electronically. These records are accessible by the Associate Dean MD Program, Assistant Dean Assessment, Assistant Dean Academic Affairs, Course and Clerkship Coordinators and MD Program Administrators. A student shall have access to their records in accordance with [university policy](#).

These electronic records include:

- Formative assessments
- Summative assessments, i.e., Exam grades, OSCE grades, professionalism
- Peer evaluations
- Elective applications and assessments
- MSPR
- Student contact information (mailing address, email address and telephone number)
- Absences
- Immunization records
- Mask-fitting form
- Consent forms
- Emergency contact information

Access by students: The assessment records (including all clinical evaluations) are available online anytime, 24 hours/7 days a week (except during planned or unplanned system downtime). Students may request to see the rest of their records at any time by making a written request to the MD Program Office. Records will be made available within five business days.

Access by faculty/leadership: Student records can be accessed by leadership. For example, course/clerkship coordinators, leadership involved in student remediation, on request to the Associate Dean, MD Program for a particular reason (for example, for longitudinal review of a student's progress).

Access by MD Program Administrators: Student records can be accessed by administrative staff for Academics and Remediation as required.

MSPR Components and Composition

The composition of the MSPR is meant to reflect a student's time and academic performance in the MD Program. The components included in the MSPR can include the following items:

1. Academic History (Date of enrollment, date of expected graduation, leaves or extensions, concurrent registrations, remediation, academic misconduct)
2. Professional Performance
3. Description of Preclerkship and Clerkship Coursework
4. Longitudinal Integrated Clerkship (if applicable)
5. List of Clerkships
6. Completed Clerkship Narrative Comments
7. List of Completed Electives and Narrative Comments
8. Program Summary

The MSPR is a key document in CaRMS applications. It is the responsibility of the MD Program to create this document, verify the accuracy of its contents, and to submit the MSPR directly to CaRMs according to its deadlines and procedures. Document drafts made prior to the CaRMs submission deadline will include content available up until the MD Program selected cut-off date. Document requests after submission to CaRMs will reflect content up until the current day of request.

As this is an official University of Alberta document that the MD Program verifies, the MD Program will only include available comments from completed rotations and electives. Upcoming electives will not be included in the MSPR.

Student Leaves: Student leaves are included in the composition of the MSPR to account for any gaps in training. The MD Program classifies leaves as approved absences for all students.

Challenging Academic Records

Students may challenge their academic records, including the Medical Student Performance Record (MSPR), if the student considers the information contained therein to be inaccurate, misleading, or inappropriate.

- **Academic Records:** As noted in the [University of Alberta Calendar](#), "students should request correction to their own records if they believe that there are errors or omissions. The head of the Unit maintaining the record will respond by either making the correction or annotating in the record that the correction was requested but not made. When an error or omission is detected in a student record and that error or omission is subsequently corrected, a copy of the corrected record shall be provided to the student and to each individual or agency to which the university had directly issued an incorrect record."
- **Medical Student Performance Record (MSPR):** MSPRs are compiled at the beginning of the fourth year. Before the MSPRs are finalized for CaRMs submission, every student attends a meeting with a faculty advisor, which provides students with the opportunity to

review their MSPR draft, including available narrative comments, and address any concerns they have about the MSPR. Concerns about the content of the MSPR can be reported, and will be raised with the Assistant Dean, Academic Affairs and/or the Associate Dean, MD Program. Students will have the ability to request edits of their MSPR for grammatical errors, clarity, inaccuracies, but no content of the MSPR will be edited or removed without approval.

Disposal

After students graduate, or in the event of a withdrawal or dismissal, their academic files are maintained in a secure location in the FoMD for five years. These files are stored on an encrypted digital file repository.

Other requests

Any other requests for information relating to student educational records not expressly addressed in this policy must be made to the University FOIP Coordinator (Privacy and Security Office) or their designate as an access to information request.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Collect	“Collect” refers to the collection of a student’s personal information by or for the University, whether the information is collected directly from the individual or from another source (e.g. a person or organization internal or external to the University)
Student educational record	Means a record of information relating to a student’s academic performance in the MD program
Cally	A network of University of Alberta developed systems designed to facilitate the teaching and learning in our medical school. They each serve a unique purpose in student learning, preceptor feedback, and clinical experience.
MSPR	Medical Student Performance Record or the Dean’s letter is a letter of standing from the dean of the medical school. Typically this document reports on activities during medical school and/or comments on performance in clinical rotations and/or gives a recommendation for further medical training



	and/or reports on time spent in each specialty or department (from CaRMs)
CaRMS	The Canadian Residency Matching Service is a centralized organization that facilitates the residency application process that Canadian and other medical students formally apply to residency through

RELATED LINKS

No related links for this policy.

APPROVAL HISTORY

Approver	Status	Date
MD Curriculum & Program Committee	Approved	December 7, 2017
Dr. Tracey Hillier, Associate Dean	Updated formatting for consistency	10 June 2020
MD Curriculum & Program Committee	Approved	27 May 2021
MD Curriculum & Program Committee	Approved with minor formatting changes as part of the regular cycle of policy review. Replaced MedSIS with Cally in the definitions and updated the description.	18 April 2024
MD Curriculum & Program Committee	Approved Updated to reflect accreditation requirements and describe explicitly how students can challenge their academic records, in particular the MSPR. Removed the references to admissions files and documents from this policy; a separate policy about	17 July 2025



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	admissions records will be created.	
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