

Admissions Records Storage Policy

Office of Accountability:	Associate Dean, MD Program
Office of Administrative Responsibility:	MD Program
Approver:	MDCPC
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 MD Admissions files are collected, stored, disclosed and retrieved within the Faculty of Medicine & Dentistry (FoMD).

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 Admissions Application Files

Admissions applications files are maintained electronically.

Electronic files are password-protected and are only accessible by the Associate Dean, MD Program and the Assistant Dean, MD Admissions and their delegates, as well as the MD Program Admissions and Academic Records Coordinator and designated Admissions team members. These files include:

- Demographic information (e.g. name, age, residency)
- Official university transcripts submitted from any post-secondary institutions
- MCAT scores
- Personal Activities Submissions, verifications and scoring
- Letters of Reference
- Correspondence with the Registrar's Office (if applicable)
- Applicant correspondence regarding the application (if existing)
- Interview scores

If an individual applies to the MD Program more than once, the new application package may be compared to previous applications, to ensure that any changes are due to further relevant education/experiences, rather than any falsification of information.

Faculty/leadership access: Faculty members and MD Program leadership and staff, other than the individuals listed above, are not provided with access to admissions files. Identifiable Admissions data is not accessible to faculty and leadership beyond the individuals named above. Admissions data may be de-identified and extracted from Admissions files for university-approved purposes such as research, accreditation, and program evaluation.

Student/applicant access: As per the [University of Alberta Admissions Policy](#), Admission decisions are final. There is no formal appeal to any other body or person within a Faculty or the University. Given this, and in light of the importance of preserving the confidentiality of University of Alberta Admissions processes, MD Admissions files are not made available to applicants/students, with the exception of Letters of Reference (see below).

In accordance with University of Alberta policy, letters of reference used for admissions should be released to the subject of the letter upon request, and without the requirement for a formal request under the former Freedom of Information and Protection of Privacy Act (FOIP Act), and in

accordance with the Access to Information Act (ATIA). More information is available on the University of Alberta [website](#).

Disposition

In accordance with the Faculty of Medicine and Dentistry (FoMD) [Recommended Retention and Disposal Schedule](#) and the University of Alberta [Calendar Academic Regulations](#) regarding Letters of Reference, records related to the process of evaluation and admission or readmission or refusal of students will be disposed of in the following way:

Contents of all admissions application files, excepting letters of reference:

- For those students admitted to the MD Program - Records will be retained for a period of five years after the last year of registration and then permanently deleted.
- For those applicants denied entry to the MD Program - Records will be retained for a period of two years after the current year and then permanently deleted.

Letters of Reference: Retain for at least one year.

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 for from another source (e.g. a person or organization internal or external to the University)

RELATED POLICIES

Faculty of Medicine and Dentistry Recommended Retention and Disposal Schedule
MD Student Educational Record Policy
Admissions Policy
Information, Privacy and Records Management - Protection of Policy Act (POPA)
Access to Letters of Reference Information, Privacy + Records Management Office Academic Regulations - University of Alberta
Access to Letters of Reference Information, Privacy + Records Management Office

APPROVAL HISTORY

Approver	Status	Date
MD Curriculum & Program Committee	Approved	19 February 2026
Assistant Dean, Admissions (Dr. Laura Stovel)	Editorial Changes: added information about accessing reference letters to align with University of Alberta policy.	22 June 2026