



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 MD Program policy extends to all members of the Undergraduate Medical Education community

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 his or her educational record.

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](#)

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.

Student Admissions Application Files

Admissions files are maintained electronically. Electronic files are password-protected and are only accessible by the Associate Dean MD Program, Assistant Dean Admissions, and their delegates as well as designated Admissions office staff. These files include:

- Demographic information (name, age, residency, MCAT scores)
- Official university transcripts submitted from any post-secondary institutions
- Applicant correspondence regarding the application (if existing)
- Interview scores

If an individual re-applies, the new application package may be compared to the previous one, to ensure that any changes are due to further relevant education/experiences, rather than any falsification.

Accepted student and Applicant access: Students accepted into the program and applicants not accepted into the program can request to view their admissions file in writing to the [University of Alberta Information and Privacy Office](#). Reference letters from individuals who wished for their letter to remain anonymous will not be included in the information provided to the Information and Privacy Office. Files will be made available within five business days. All unaccepted applicant



files are stored for a period of five years and then destroyed in accordance with university policy.

Faculty/leadership access: Faculty and leadership other than the individuals listed above are not provided with access to admissions files.

Disposition

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 moved to secure archival facility.

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)



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