

Max Rady College of Medicine Policy

Policy Name:	Student Records
Application/Scope:	Faculty, Staff and Year I to Year IV Undergraduate Medical Education Students
Approved (Date):	April, 2017
Review Date:	January, 2021
Revised (Date):	January, 2017
Approved By:	College Executive Council

1. **PURPOSE**

This policy and related procedures pertain to the creation, management and storage of all records for those who apply and/or admitted to the Undergraduate Medical Education program. This policy does not deal with information stored by offices such as the Office of Student Affairs, Medicine and Office of Disability Services, University of Manitoba. Faculty and staff notes and emails to and from applicants and students are not part of Student Records.

2. **DEFINITIONS**

- 2.1 Application File – that of a person currently applying or admitted to the Undergraduate Medical Education program. Appendix 1 contains Information on the types of documents included in such a record.
- 2.2 Active File – that of a student who is currently enrolled in the Undergraduate Medical Education program or on an approved leave of absence. Appendix 2 contains Information on the types of documents included in such a record.
- 2.3 Permanent File – that of a student who is no longer enrolled in the Undergraduate Medical Education program due to graduation, dismissal, withdrawal, or death. Appendix 1 contains Information on the types of documents included in such a record.

3. **POLICY STATEMENTS**

- 3.1 The Administrator, Enrolment is the custodian of all Student Records.
- 3.2 Student Records are created as follows:
 - Application File – when an applicant submits the first of the required application documents.
 - Active File - when a student is admitted to the Undergraduate Medical Education program.
 - Permanent File – when a student graduates, is dismissed, withdraws, or dies.
- 3.3 All Student Records are securely stored either within the Educational Programs Office or off-site. See Appendix 1.

- 3.4 The student can view information in his/her Active File upon request.
- 3.5 The student cannot view information in the Application File.
- 3.6 Faculty and staff can view information in the Application and Active Files on a need to know basis.
- 3.7 The student may request copies of evaluation documents within the Active File for academic purposes.
- 3.8 Faculty and staff can view information in the Permanent Files stored within the Office of the Dean, on a need to know basis.
- 3.9 Faculty and staff access to Permanent Files stored off-site requires the approval of the Administrator, Enrolment.
- 3.10 No documentation from Student Records can be removed from the Educational Programs Office, Max Rady College of Medicine.
- 3.11 All documentation from the Application and Active Files that is not required for the Permanent File is securely destroyed when the Permanent File is created.
- 3.12 A student can challenge the contents of the Active File by following the process outlined in the Undergraduate Medical Education Student Appeals Committee Policy and Procedures.
- 3.13 This policy will be reviewed on the first anniversary of its original passage and every three years thereafter.

4. **PROCEDURES**

- 4.1 Admissions personnel create the Application File for each person applying to the Undergraduate Medical Education program upon receipt of the first Application document. See Appendix 2 for Components of the Application File.
- 4.2 Enrolment Services personnel create the Active Record for each person who accepts an Offer of Admission to the Undergraduate Medical Education program. See Appendix 1 for Components of the Application File.
- 4.3 A student requesting to view the Active File contacts the Administrator, Enrolment to set an appointment. This request will ordinarily be accommodated within 2 working days.
- 4.4 Evaluation personnel place the following pieces of information in Active Files in accordance with the timelines stated:
 - All Pre-Clerkship evaluation information i.e. student results, letter of probationary/monitored status and Clerkship NBME information within 10 working days following the distribution of this information to students.
 - Letters related to examination deferral, supplementary examinations, etc. within 3 days of receipt of such information.
- 4.5 Any UGME support staff member who receives document(s) intended for the Active File must ensure such information is placed in the record within 3 working days of receipt of the document(s).
- 4.6 Enrolment Services personnel create the Permanent File upon a student's graduation, dismissal, withdrawal, or death. See Appendix 2 for Components of the Permanent File.

- 4.7 Enrolment Services personnel ensure the Permanent Files are maintained and moved in accordance with this policy. See Appendix 1.

5. **REFERENCES**

- 5.1 Guidelines for Maintaining Active and Permanent Individual Student Records, AAMC Group on Student Affairs Committee on Student Records (March 2005)
- 5.2 Undergraduate Medical Education Appeals Committee Policy and Procedures

6. **POLICY CONTACT**

Please contact Administrator, Enrolment with questions respecting this policy.

Information Related to Secure Storage of Student Records Appendix 1

Type of Student Record	Length of Time Record is Stored	Secure Location	
		Educational Programs Office	Off-Site
Application Files (Unsuccessful Applicants)	<ul style="list-style-type: none"> If no activity within the 2-year period following initial application, it is destroyed. If activity within the 2-year period following initial application it is maintained until, 2-year period without activity then destroyed. 	√	
Application Files (Unsuccessful Applicants Presenting with Professionalism Concerns)	Minimum of 20 years	√	
Application Files (Successful Applicants)	Until student graduates, withdraws, is dismissed, or dies. The required components are then moved to the Permanent File and remainder of the file is destroyed.	√	
Active Files	For the duration of a student's time as an undergraduate medical student. The required components are then moved to the Permanent File and remainder of the file is destroyed.	√	
Permanent Files for graduates	2 years	√	
Permanent Files for graduates	40 years		√



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Components of Student Records Appendix 2

Documentation Related to Student Records		Components of Student Records					
		Application File		Active File		Permanent File	
		Yes	No	Yes	No	Yes	No
1.	Max Rady College of Medicine Application including documentation for scoring rurality			√		√	
2.	Medical College Admission Test (MCAT) Scores			√		√	
3.	Letters of Reference	√					√
4.	Transcript from Undergraduate/Pre-Medical coursework which identifies GPA			√			√
5.	Documentation for applicants selected for interviewing including:						
	• MMI Statement of Confidentiality	√				√	
	• MMI Scoring	√				√	
	• Adult Child Abuse Registry Self-Declaration Form for Applicants to Admission			√		√	
6.	Self-Declaration of Academic Discipline			√		√	
7.	Self-Declaration re. Criminal Record			√			
8.	Letters of response to Application			√			√
9.	Letter of Admission to Undergraduate Medical Education Program			√		√	
10.	Confirmation that Child Abuse and Criminal Record are up to date			√			√
11.	Acknowledgement Form related to Technical Standards Document and Accommodation Policy			√			√
12.	Consent and Waiver Form			√			√
13.	Annual confirmation of CPR			√			√
14.	Student Record Update			√			√
15.	Pre-Clerkship Student Evaluation Summary for each Block (Including letters of Probationary/Monitored Status as required)			√			√
16.	Summary of OSCE-type results (Including letters of Probationary/Monitored Status as required)			√			√
17.	Summary of National Board of Medical Examiners (NBME) results for each required core Clerkship rotation(Including letters of Probationary/Monitored Status as required)			√			√
18.	Notices of awards, research abstracts, publications			√		√	
19.	Appeal/legal documentation			√		√	
20.	Documentation related to:						

	• Academic failure			√			√
	• Undergraduate Medical Education Policies i.e. Attendance, Immunization, etc.			√			√
	• Professionalism and conduct			√		√	
	• Accommodations in place for student			√			√
	• Leaves of absence			√		√	
	• Appreciation from patients, commendations from faculty			√			√
	• Examination deferrals, supplementary examinations			√			√
21.	Letters prepared in relation to verification of good standing or enrolment in the program			√			
22.	Copy of official transcripts			√		√	
23.	Completed Medical Student Performance Report			√		√	
24.	Documentation of dismissal or withdrawal			√		√	
25.	Obituary					√	√
26.	Verification of training to licensing authorities					√	√