



Policy: UGME POLICY ON THE MEDICAL STUDENT PERFORMANCE RECORD

Approved By: MDCM Program Committee

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Purpose: Outline the details of the UGME MSPR Policy

The Medical Student Performance Record (MSPR), sometimes referred to as the Dean's Letter, documents the student's performance in the MDCM Program. The MSPR is provided by the UGME Office on or after October 1 of the student's final year in the MDCM Program and is required for the student's residency program applications (i.e., CaRMS, NRMP). The MSPR is produced in the instructional language of the campus (i.e., at the Montreal campus it is produced in English and at Campus Outaouais it is produced in French).

As UGME receives final narrative comments in either French or English at both campuses, if comments are written in the language opposite that of the instructional language of the campus, the original comments from the supervisor will be included in the MSPR followed by a translated version of the comments.

The MSPR includes:

- A section on professionalism, in alignment with point 5.7 of the [Assessment and Promotion Policy](#);
- Final narrative comments from all third- and fourth-year courses in the MDCM Program where summative narrative comments are provided;
- Notation of any Leave of Absence that affects the student's graduation date;
 - The reason for the leave will be reported as either "Academic" or "Other"
- Notation of any significant modification of a course.
 - If the student has in-course accommodation (e.g. shorter duration of the clinical day, breaks during long periods of standing, exams with Student Accessibility and Achievement, etc.) but is able to attain the course objectives and participate in all required activities for the course, no notation is included on the student's MSPR;
- A description of the MDCM Program.



The MSPR does not include:

- Grades.
 - Grades are recorded as Pass or Fail on the transcript and do not appear in the MSPR, as per the [Assessment and Promotion Policy](#) point 3.1.

The MSPR includes a Disclosure of Information table as an appendix. The disclosure table indicates what information about student performance is included in the transcript, what is disclosed in the MSPR, and what is not reported. The Disclosure of Information table appears as follows:

Promotion Period I – Year 1 & Promotion Period II – Year 2 First 18 months of curriculum	Transcript	MSPR	Not Reported
Failure of the promotion period	X		
Failure of a course	X		
For any of the above failures, performance in the original course or year	X		
Failure of a course element that is successfully remediated			X
Interruptions in training that delay graduation	X	X	
Significant modification of a course (i.e. the student does not participate in all required activities for the course)		X	

Promotion Period III – Year 2 Months 18-24 of curriculum	Transcript	MSPR	Not Reported
Failure of the promotion period	X		
Failure of a course	X		
For any of the above failures, performance in the original course or year	X		
Failure of a course element that is successfully remediated			X
Interruptions in training that delay graduation	X	X	
Significant modification of a course (i.e. the student does not participate in all required activities for the course)		X	

Promotion Period IV – Year 3 & Promotion Period V – Year 4	Transcript	MSPR	Not Reported
Failure of the promotion period	X		
Failure of a course	X		
For any of the above failures, performance in the original course or year	X		
Failure of a course element that is successfully remediated			X
Interruptions in training that delay graduation	X	X	
Significant modification of a course (i.e. the student does not participate in all required activities for the course)		X	



The MSPR is in compliance with the AFMC National MSPR Template.

The Canadian Resident Matching Service (CaRMS) & the National Resident Matching Program (NRMP) will be informed of any significant changes in academic status after the MSPR has been submitted. This includes new results of formal appeals of student assessments, course failures, and major professionalism concerns. In the case of a student who has already matched to a residency program, his/her future residency program will be notified.

A sample Medical Student Performance Record (MSPR) is available for viewing [here](#).

