



## Policy: UGME POLICY ON THE MEDICAL STUDENT PERFORMANCE RECORD

**Approved By:** MDCM Program Committee

**Approved On:** May 16, 2016

**Updated By:** Governance Officer, Medical Education

**Updated On:** December 3, 2019

**Pertinent to:** Students belonging to the Class of 2020 and prior

**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 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:

<b>Promotion Period I – Year 1 &amp; Promotion Period II – Year 2 First 18 months of curriculum</b>	<b>Transcript</b>	<b>MSPR</b>	<b>Not Reported</b>
Failure of the promotion period	X		
Failure of a course	X	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	

  

<b>Promotion Period III – Year 2 Months 18-24 of curriculum</b>	<b>Transcript</b>	<b>MSPR</b>	<b>Not Reported</b>
Failure of the promotion period	X		
Failure of a course	X	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	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	

Grades are recorded as Pass or Fail on the transcript and do not appear on the MSPR, as per [MDCM Program Promotion Regulations](#) points 6, 7, 15 & 16.

The MSPR includes:

- A section on professionalism, in alignment with points 24 and 25 of the [MDCM Program Promotion Regulations](#);
- Failure of a course, in alignment with points 16 and 17 of the [MDCM Program Promotion Regulations](#);
- 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”
- For students graduating with the Class of 2020 and prior, notation of any Leave of Absence of greater than 4-weeks duration without comment as to the reason for the leave;
- 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 the Office for Students with Disabilities, 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 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 posted on the [Undergraduate Medicine Career Planning](#) website.

**History**

Approved on May 16, 2016

**Amendments**

August 14, 2017

May 13, 2019

August 26, 2019

December 3, 2019

