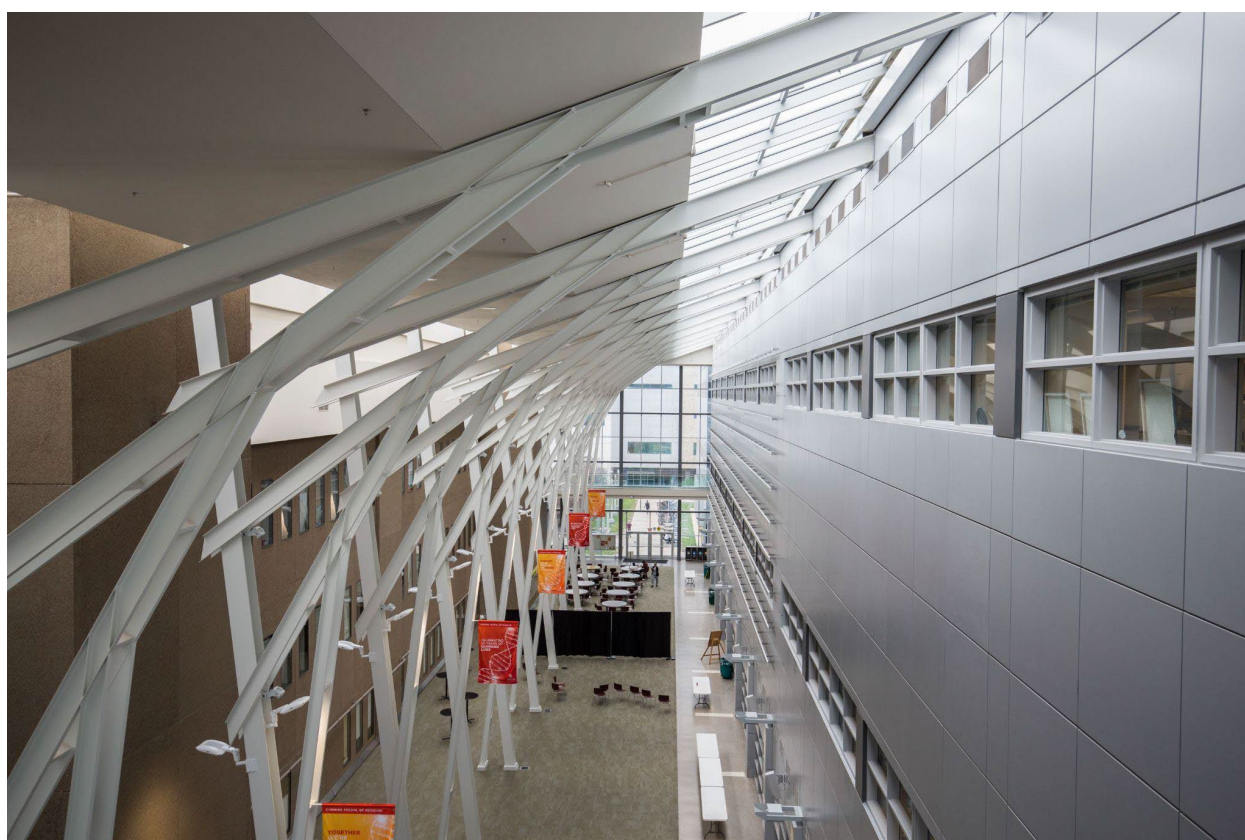




Cumming School of Medicine (CSM) Doctor of Medicine (MD)



2023-2024 Applicant Manual

The information contained in this Applicant Manual is valid for the 2023-2024 application cycle. Requirements and deadlines are subject to change from year-to-year.



Welcome Message

Welcome to the 2023-24 Undergraduate MD Admissions cycle at the University of Calgary Cumming School of Medicine (CSM). We hope this manual proves helpful, whether you are still deciding if medicine is the right career path for you or whether you are actively preparing your application. Please review the information in this manual carefully as it includes important updates and processes for the upcoming cycle.

We are committed to a fair, transparent, and socially just admissions process. We strongly value equity and diversity in our selection procedures. Our successful applicants demonstrate strong academic abilities while also being well-rounded individuals and committed members of their community. During the file review, academic and non-academic components of the application are equally weighted.

The applicant pool at the University of Calgary is highly competitive. Please see our statistics page for further details: <https://cumming.ucalgary.ca/mdprogram/future-students/admissions/reference-statistics>.

We encourage our applicants to explore all career paths as we recognize there are many highly qualified applicants who may not receive an interview or offer of admission.

For more information on our program please visit the MD Program webpage: <https://cumming.ucalgary.ca/mdprogram>

Updates and additional information can also be found on the MD Admissions Blog: <https://wpsites.ucalgary.ca/mdadmissions/>

There is no secret formula to a successful application! Our process is balanced and includes multiple reviewers from diverse backgrounds. We encourage applicants to strive for a competitive GPA and CARS score and demonstrate that they can balance their academic workload with other activities whether that be family, employment, extra-curricular commitments, or community engagements.

Best of luck!

The Admissions Team



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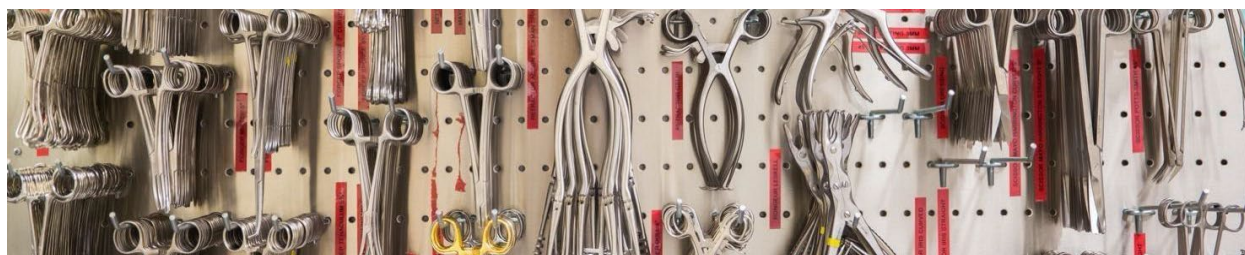
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Section 1: Application Timelines

Dates	Deadlines
July 5, 2023	Application cycle opens. Applicants may commence releasing MCAT scores
July 31, 2023	Deadline to submit a part-time petition, including all supporting documents
September 2, 2023	Last eligible MCAT sitting date Please note: The MCAT Fee Assistance Program is only open from September-April.
September 22, 2023	Last day for a guaranteed reply to application-related correspondence before the application deadline
October 3, 2023, 4:00 p.m. MDT	1. Deadline to submit the on-line application. 2. All requirements including transcripts, WES assessments, reference letters, proof of Indigenous ancestry, and the application fee must be received. 3. 2023-2024 cycle: Deadline to release your MCAT scores to the University of Calgary is <u>October 3, 2023 – 4:00pm MST</u> . This must be done on-line through the AAMC. It WILL NOT occur automatically. No extensions will be granted FOR ANY REASON.
October 2023 – January 2024	Assessment of submitted fully eligible applications.
Late January to early February 2024	Interview (MMI) invitations sent out via email. UCAN on-line scheduler opens.
March 2-3, 2024 March 9-10, 2024	Tentative MMI Interview Dates.
First two weeks of May 2024	Admission decisions sent to all applicants via email. Assistant Dean must be contacted within 5 days regarding deferrals.
Mid-Late May 2024	Deadline for responding to initial offers of admission. First waitlist offers sent out.
June 19, 2024	Final transcripts must be received.
July 1, 2024	Deadline to provide proof of completion of Coursera's Indigenous Canada course for new incoming students.
First Week of July 2024	Mandatory orientation for all incoming medical students. First day of class for the Class of 2027. Application will be available for the 2024-2025 application cycle.



Section 2: General Information

2.1 Why the Cumming School of Medicine?

The Cumming School of Medicine is a fully accredited Canadian Medical School. Full accreditation was last received in 2016 and will be reviewed in 2024. The program is one of only two three-year programs in the country.

In 2023, the Cumming School of Medicine's Undergraduate Medical Education Program launched Reimagining Medical Education (RIME), which is an innovative longitudinal pre-clerkship curriculum that focuses on case-based learning. The new pre-clerkship curriculum has been designed in response to the evolving needs of students, patients, and society. The curriculum is focused on the spiral delivery of patient-centered clinical presentations rooted in generalism, while providing opportunities for creativity, self-regulated learning, and professional identity development through active learning.

There are four foundational principles that are a focus within the curriculum:

1. The curriculum is delivered in a spiral format. Key concepts will be presented repeatedly with increasing layers of complexity.
2. Teaching content is rooted in the principles of generalism and focus on undifferentiated and complex clinical problems.
3. Teaching is oriented around patients to reflect and highlight unique experiences of health and illness.
4. Clinical content includes social context; integrating content and concepts traditionally underemphasized and compartmentalized into the clinical presentation. Underlying the design principles is a commitment to structural competence (Metzl & Hansen, 2014) of both students and faculty.

The curriculum is proud to include a longitudinal component that includes opportunities for students to dive into clinical and scholarly areas of importance to them as future physicians, within the frame of service to the communities they intend to serve.

We are moving away from the unidirectional lecture being the basic unit of our training program. There is a focus on self-regulated learning. Students in our program have protected time to individually *acquire* knowledge before coming together in formal sessions to *apply* knowledge. Our students are accountable to themselves, their peers, their patients, and our society.



The curriculum is ideal for students who feel comfortable in a fast-paced and self-driven learning environment. A commitment to social justice, advocacy, and health equity is also critical for students to be successful given the underpinning principles of humanity, humanism, and humility in the new curriculum.

2.2 Admissions Manual Disclaimer

The content of this Applicant Manual reflects the sum of admissions policies as approved by the Cumming School of Medicine Admissions Committee. While every effort is made to ensure the accuracy of the Applicant Manual, the University of Calgary Academic Calendar remains the definitive source of admissions policies and practices for the current admissions cycle.

Admissions policies are reviewed annually and therefore may change from year-to-year so the admissions requirements from the previous year may not apply. **Due to the critical nature of the admissions procedures, deadlines are strictly enforced. All relevant documentation must be provided by the specified deadlines. Please start the application process early. Applicants are expected to read the manual carefully and follow the instructions precisely.**

Applicants who applied in past cycles will not have the ability to port their applications. **Supporting documents are used only for the specified year, so you must secure new references through the system, request transcripts to be sent to the Office of MD Admissions and release your MCAT scores to the Office of MD Admissions every cycle that you apply.**

The Cumming School of Medicine continuously reviews its MD application processes and policies. Changes to the application process will be announced (depending on the significance of the change) in advance of the change taking effect. **Individuals considering applying in subsequent years are cautioned against assuming that the policies and practices outlined in this manual will be in effect for future application cycles.**

General Inquiries and Technical Support: ucmedapp@ucalgary.ca

Mailing Address:

Office of MD Admissions
Cumming School of Medicine
University of Calgary
G212 - 3330 Hospital Drive NW
Calgary, AB, T2N 4N1

General information regarding the MD program, including curricular design, mandatory and optional learning experiences, and national outcome measures can be found on-line at:

<http://www.ucalgary.ca/mdprogram>

2.3 Current or Past Employees

Current or past employees of the Undergraduate Medical Education program at the University of Calgary Faculty of Medicine / Cumming School of Medicine who apply to the MD program are required to identify themselves as such to the Assistant Dean of Admissions, Cumming School of Medicine. Such individuals may, at the Assistant Dean's discretion, be subject to the conflict of interest policy and/or required to submit a letter from their immediate supervisor outlining their employment responsibilities and degree of exposure to the MD curriculum and assessment tools.

Such applicants will be required to collaborate with the Assistant Dean to determine eligibility and develop a plan to mitigate any further exposure to the assessment materials if applicable. Failure to do so will be viewed as unprofessional conduct and may result in the revocation of any subsequent offers of admission.

2.4 Number of Applications

In the 2022-2023 application cycle, the admissions office received nearly 2000 applications, with approximately 1800 being deemed as complete and brought forward for initial file review. Approximately 1535 of these came from Alberta residents. 536 applicants were offered interviews (438 Albertans and 98 non-Albertans). The Class of 2026 (i.e. the class starting July 2023) consists of 160 students.

2.5 Application Fees

All application fees and payments are non-refundable. A fee of \$150 is charged whereby \$100 of the fee goes to the University and \$50 remains in the Office of Admissions for upkeep of the online application system. Payment is accepted by credit card ONLY. "Cumming School of Medicine - U of C" will appear on your statement.

Application fees can be paid by **MasterCard and VISA only**. Please ensure that you have chosen the credit card payment option and review your credit card number and expiry date before submitting payment. If your card is declined or invalid, your application cannot be processed, nor will it be considered grounds for an extension to the application deadline. If you have financial concerns or limitations relating to this fee, please reach out to the Office of MD Admissions.

2.6 How to Apply

Our application process is completely electronic and referred to as UCAN. Click on the link provided on our website or go to: <https://ucan.ucalgary.ca>

UCAN functions and is viewed best when using the browser *Google Chrome*.

If you have previously applied using the UCAN system, you already have a UCAN account and should use the same account this year. If this is the case, you should select the **“Re Apply Applicant” tab**. If you are re-applying, please note that ***you must re-enter all information and re-send all documentation, as this information is not kept on file***. If you have not previously applied using UCAN, you will be required to set up a login ID and Password. Once you have done so, you will receive an email requiring you to validate the ID and password. At this point, you have a file set up and can begin to input your information.

Do not share your UCAN ID and password with anyone. Anyone with access to this information would be able to log in, not only to modify your application, but also accept or reject an offer of admission on your behalf. UCAN is also used for scheduling interviews, accepting offers of admission, and corresponding with the Office of MD Admissions.

2.7 UCAN Functionality

UCAN offers significant advantages to both applicants and admissions staff. Like any on-line system, however, it is subject to technical limitations. If you are having technical problems using UCAN, please contact the Office of MD Admissions. If there are problems with UCAN, it is the responsibility of the applicant to notify the Office well in advance of the application deadline to ensure sufficient time for our staff to troubleshoot with the applicant. ***Technical problems with UCAN will not be considered grounds for extending the application deadline. For the best functionality of UCAN, use Google Chrome.***

Applicants can check the status of their application using the “Status” tab found on the left-hand side of the home page. This status tab displays a green checkmark to any section which is complete, saved, and submitted, but for some sections, the checkmark will turn green once you have begun entering information. One such section is the academic record section. UCAN has no way of knowing whether you have entered all of your records yet or not, so defaults to “complete”, once you have entered something. ***Do not take this to mean that this section is truly complete and that you do not need to continue to enter the rest of your grades. Such applications will be deemed incomplete and rejected on that basis.***

UCAN will indicate whether or not references have been received. ***It is the applicant’s responsibility to follow up with their referee if the status indicates that the reference has not been received.*** We strongly encourage you to follow up with referees ahead of the deadline. ***Please ask your references to use Google Chrome when filling out your reference letter.*** Give yourself and the Admissions Office sufficient time to troubleshoot issues with the reference form. UCAN will display in real time when a reference has been submitted. See section 4.8 for more information on letters of reference.

The status tab will indicate when the MCATs have been verified and when your transcripts have been received. ***Applicants should refrain from contacting the Admissions Office asking for confirmation that their transcripts have arrived. See section 4.5 for further information.***

Note: if you make a change to your transcripts page after receipt of the transcript has been confirmed, the system defaults to “not received”. The status tab will also allow you to see whether or not you have received an invitation for interviews.



2.8 New Requirement for 2024

Recognizing the importance of building knowledge and skills for future physicians to work with Indigenous people in safe ways has led to new requirements. Baseline knowledge as students enter medical school is critically important and as such, this year we will require that all applicants complete the online University of Alberta Faculty of Native Studies Indigenous Canada Course. An attestation is required and matriculants offered admission will be required to provide proof of course completion by the time of their matriculation July 1st, 2024. Proof of course completion can be provided by way of a screenshot of one's Coursera home screen of completed courses or by providing a course certificate.

This course is a 12 lesson Massive Open Online Course available free of charge via Coursera. The course takes approximately 24 hours to complete at a self-directed pace. Further information and registration can be found in the link below or by going to [coursera.org](https://www.coursera.org) and searching for the course entitled Indigenous Canada.



<https://www.coursera.org/learn/indigenous-canada>

Section 3: Application Eligibility

3.1 Alberta Residency

Applicants will be considered Albertans if they meet one of the following criteria:

1. Have been physically present in Alberta¹ on a day-to-day basis for 24 consecutive months at some point between their 15th birthday and the first day of classes (of the year for which they are applying).
2. Have been on active duty for the 24 months prior to classes starting (i.e. July 1, 2022 - July 1, 2024) with the Canadian Armed Forces² or the RCMP. A letter from your commanding officer supporting your active-duty dates must be received by **October 3rd, 2023**.

In recognition of the importance of recruiting and training physicians from rural backgrounds, as well as an evolving inter-institutional collaboration, the Alberta-resident GPA and MCAT eligibility criteria will be applied to any graduate of or current student of the Selkirk College Rural Pre-Medicine Program located in Castlegar, British Columbia regardless of the applicants actual Albertan or non-Albertan status.

The following caveat applies: “The residency requirement shall not be considered broken when the Committee is satisfied that the applicant has been temporarily out of the province for vacation, educational exchange or employment.”

A few notes about residency status:

- Applicants may be required to provide proof that they were physically present in the province during any time in question. This may consist of a wide variety of documentation, but no single piece of documentation is guaranteed to act as sufficient proof of residence.
- The term “temporarily out of the province” is intentionally vague and is intended to provide the Committee the opportunity to consider the entire context of an applicant’s residency history when determining whether they qualify as an Albertan.
- If you are unsure if you qualify as an Albertan, you should contact the Office of MD Admissions early to ask for a determination as to whether you qualify.
- Applicants who are 18 years or older are considered independent adults and residency should be established based on where they live, not where their parents or guardians live.
- Applicants should be considered “Albertans” by virtue of **living within the province on a day-to-day** basis, not based on simply having a postal address in Alberta.
- Please note that the definition of Alberta resident used by the MD program for the purposes of application is different from the definition used by the Government of Alberta for determining Alberta Student Loans eligibility, and that therefore admission to the MD program as an Albertan does not necessarily imply eligibility for Alberta Student Loans.

¹ or NWT, Yukon or Nunavut

² This does NOT include members of the reserves.

3.2 Residency Examples:

Albertan	Non-Albertan
Completes 2 full years of HS in Alberta after 15 th birthday.	Completes senior year of HS in Alberta, then attends University outside Alberta.
Has been on active duty for the 24 months prior to classes starting (i.e. July 1 st , 2022-July 1 st , 2024) with the Canadian Armed Forces or the RCMP.	Two or more years as a reservist, contract employee of the CAF or RCMP
From another province but attends university in Alberta, while remaining for study or employment during the summers.	From another province but attends university in Alberta, then returns to another province during the summer for study or employment.
Moves with family to Alberta and resides here for two years after 15 th birthday.	Parents move to Alberta after applicant finishes HS, while applicant continues to attend university elsewhere. Comes home to parents' house during vacations / summers.
Resides in Alberta while working for an Alberta employer who requires applicant to travel outside Alberta for work.	Keeps a home in Alberta while employed for substantial periods of time in another province or country, requiring relocation to that province / country.
Lives in Alberta and attends university full time for two years, except for a one semester student exchange.	Does not otherwise qualify as an Albertan, but spends summers in Alberta, while attending University elsewhere.

Please note that apparent attempts by applicants to misrepresent their residency status will be treated as an “Area of Concern” during the current and all subsequent application cycles.

The MD Admissions office recognizes that the pandemic may have affected some applicants with regards to their ability to claim Alberta residency status. If you believe your residency status has been impacted by the pandemic, please email the office so that we can review your circumstances.

3.3 Citizenship

You must be a Canadian citizen, convention refugee, or permanent resident (previously referred to as “landed immigrant”) in order to apply. *We do not accept applications from individual international applicants.* If you are accepted, you must provide proof that you had this status by the October 3rd, 2023 deadline.

3.4 MCAT

You must have written the Medical College Admission Test (MCAT) by the fall of the year of application. For this year, the last eligible MCAT sitting will be on September 2nd, 2023. Therefore, we require that you have released your scores to the University of Calgary through the AAMC website **on or prior to**

October 3rd, 2023, 4:00pm MST. You should schedule your MCAT sitting through the Association of American Medical Colleges (AAMC) website. <https://students-residents.aamc.org/>

You must write the new 2015 exam as we will **not** consider scores for exams written before April 17, 2015. Due to limited seating, this will require planning ahead. See section 5.1.2 for more details.

3.5 MCAT Verification

MCAT verification will be completed after the October 3rd, 2023 scores have been released by the AAMC.

3.6 Minimum MCAT CARS

The MD program has instituted a minimum MCAT score for non-Albertan applicants as follows: Non-Albertan applicants must have a minimum **CARS score of 128** in order to be eligible to apply. All non-Albertan applicants with a GPA of 3.8 and a CARS score of 128 or greater will undergo file review. Non-Albertans with a CARS score of less than 128 or a GPA of <3.8 will not be considered under any circumstances.

Albertan applicants are not subject to the CARS minimum.

3.7 Entering Your MCAT Scores

There is no need for you to enter your MCAT scores into UCAN yourself. MCAT scores are automatically downloaded from the AAMC by our office, as long as you have released your MCAT scores specifically to the University of Calgary and specifically during the current application cycle. ***Do not release your scores to the University of Calgary prior to July 5th, 2023.***

Your best CARS score will be selected automatically for use in the application MCAT weighting.

It is imperative that you contact AAMC to arrange for the release of your MCAT scores to us. This is not an automatic process and failure to release scores results in the termination of several applications each year. You can do this through the MCAT Testing History (THx) System at:

<https://students-residents.aamc.org/applying-medical-school/taking-mcat-exam/>

3.8 Minimum Full-Time Academic Years

In order to be eligible, you must have completed, by the time of application, at least two full-time years of undergraduate university education at an MD-PhD-granting institution or have completed two years of full-time post-secondary undergraduate studies that are **fully transferable** to an MD-PhD granting institution.

In order for an academic year to be considered full-time, at least 24 credits must be completed **from September through April** and **grades must have been recorded for at least 18 credits**³(i.e. courses were not taken on a P/F basis). The two full-time years can be completed at a non-MD-PhD school if there are

³ Due to the COVID-19 pandemic, a minimum of 9 graded fall credits will be accepted as long as the applicant is enrolled in full-time studies between September and April for the 2019-2020 academic year only

24 credits which are transferable courses per year. If requested, the applicant must be able to identify the MD-PhD institution at which their course work would be granted credit⁴.

This does not include continuing education, extension certificates, etc. In truly exceptional circumstances, the Office of Admissions may accept full-time study over a consecutive period of 8 months, outside of the September-April period. This usually is the result of serious medical illness which required an interruption of studies, or the applicant having enrolled in a program which is only offered with a January start date.

For students formally enrolled in a recognized co-op program, a co-op year will be considered full-time when one semester involves coursework (at least 12 graded credits) and the other semester is a co-op placement (Fall or Winter). Please note that there is a difference between being involved in a formal co-op program and simply doing clinical placements as part of your course of study. If there is any doubt about whether your program qualifies as a co-op program, please contact the Office of MD Admissions directly.

Notwithstanding the above, the committee reserves the right to critically evaluate the academic acceptability of any applicant's course of study and may decline or place conditions on admission if there are sufficient grounds to believe that the applicant may not possess the necessary academic skills or background to succeed within our MD program.

3.9 Minimum GPA

Alberta applicants with a minimum **GPA of 3.20** and who have written the MCAT 2015 are eligible to apply. **We do not round up the GPA**, for example, a GPA of 3.19 does not meet criteria.

Non-Alberta residents require a minimum **GPA of 3.80**. **We do not round up the GPA**, for example, a GPA of 3.79 does not meet criteria. All non-Albertan applicants who meet the minimum GPA and CARS cut-off of **at least 128** will undergo file review.

For the 2023-2024 application cycle, in order for the GPA to be calculated, the applicant needs to have a cumulative minimum of 39 units/credits associated with a numerical or letter grade. GPA is calculated using **ALL** full-time undergraduate years (minimum 24 credits/units) completed at or transferable to an MD-PhD- granting institution of which **18 units or more must have received a numerical or letter grade completed between September and April**⁵. Each such academic year is considered equivalent for the purposes of this calculation, regardless of how many units were completed within it.

⁴ If you have concerns regarding the transferability of your undergraduate course work, please contact the Registrar's Office at your undergraduate institution or refer to provincial transfer websites. It is important to emphasize that we remain committed to the idea that MD applicants should be able to undertake their pre-medical education at a variety of institutions, including smaller universities and community colleges

⁵ Due to the COVID-19 pandemic, a minimum of 9 graded fall credits will be accepted as long as the applicant is enrolled in full-time studies between September and April of the 2019-20 academic year

Part-time years and spring/summer courses are excluded.

Courses completed during the Winter 2020 term will be counted towards a student's full-time status as outlined above.

The GPA for the academic year must reflect:

1. The grades from the fall 2019 term, as long as a **minimum of 9 units/credits are associated with a numerical or letter grade;**
- OR
2. Fall 2019 & Winter 2020, as long as 18 units/credits are associated with a numerical letter grade **AND all eligible units/credits in the Winter 2020 term are reported as numerical or letter grades.** If eligible means a letter or numerical grade was an option, then it could not have been taken as a pass/fail or credit/non-credit.

3.9a Calculation of GPA for Applicants with Undergraduate Years

Applicants who have completed or will have completed their undergraduate degree prior to matriculation into the MD program will have their lowest GPA year removed from the above calculation.

The lowest GPA year must have a minimum of 18 graded units (credits) included in the GPA calculation.

3.9b Calculation of GPA for Applicants with Graduate Studies

Applicants who have completed or will have completed a graduate degree prior to June 30th, 2024 into the MD program will have their cumulative GPA for that graduate degree included in the calculation in one of two manners:

- i. For those taking course-based graduate studies where **each year has a minimum of 18 credits** associated with a numerical or letter grade, the cumulative graduate GPA will be treated as equivalent to a single full-time undergraduate year if the graduate program is completed.
- ii. For those taking graduate studies who do not meet the above criteria (i.e: less than 18 credits per year), **up to 18 total credits** (6 half-courses/3 full courses) may be substituted **for courses in the lowest full-time undergraduate year.** The graduate course weight must be equal to or greater than the undergraduate course weight being replaced, however will be weighted at the original undergraduate course weight.

PLEASE NOTE – if exercising this option, you need to indicate this within UCAN and your application will be audited to ensure accuracy.

Example: An applicant's lowest full-time undergraduate academic year has a GPA of 3.0. Within that undergraduate year, the applicant had 10 courses of 3 units each with GPA scores of: 4.0, 3.9, 3.8, 3.7, 3.3, 3.3, 2.7, 2.3, 2.0, 1.0.

During their Master's degree, they took six 3-unit courses with GPAs of 4.0, 4.0, 3.9, 3.8, 3.7, 3.7. The applicant may substitute the six lowest scores, in this case 3.3, 3.3, 2.7, 2.3, 2.0, and 1.0 with the graduate grades 4.0, 4.0, 3.9, 3.8, 3.7, and 3.7.

-> The new GPA calculation would be 4.0, 3.9, 3.8, and 3.7 (undergrad), plus 4.0, 4.0, 3.7, 3.8, 3.7, and 3.7 (graduate) for a new GPA of 3.85. This will then be seen as an undergraduate year and used in the GPA calculation.

In order for the Admissions Committee to consider graduate school marks in the overall GPA, the degree in question must be completed and conferred by June 30th, 2024. Failure to complete your degree by June 30, 2024 will result in recalculation of the GPA which may affect the final rank order. Applicants with postgraduate diplomas are not able to exercise this option, it must be a postgraduate degree program. If the degree is still in progress, but in its final year, the grades will be used in the calculated GPA as described above. In such cases, the applicant must check the appropriate box in UCAN stating that they have received or will receive a graduate degree at a convocation ceremony by June 30th, 2024.

Applicants should note that this practice is new since 2016 and represents a change to our policy vis-a-vis current graduate students in that we now require the graduate degree to be conferred prior to the start of MD classes in order for grades to count in the GPA calculation, not prior to the application deadline. As with undergraduate degrees, if the GPA is calculated in anticipation of degree completion but if the degree is not actually conferred by June 30th, 2024, the Office of MD Admissions reserves the right to recalculate the GPA and adjust the offer of admission accordingly. **Applicants with two or more graduate degrees must contact the Admissions Office to request a GPA override as UCAN will not recognize separate graduate degrees if exercising 3.9b,i for all graduate programs. This request must be made by September 15th, 2023 – no exceptions.**

Notwithstanding the above, the calculated GPA of all applicants must include ***a minimum of two full-time years of actual undergraduate studies***. In practical terms, this impacts applicants who fall into the following two categories:

1. Applicants with only one full-time year of undergraduate studies, and a completed graduate degree are not eligible to apply.
2. Applicants with only two full-time years of undergraduate studies, a completed undergraduate degree and a completed graduate degree cannot remove one of the undergraduate years from the GPA calculation.

Part-time studies as well as spring / summer courses are not used in this calculation. Further details and examples can be found in Appendix 2.

Please note that professional programs (e.g. Medicine, Law, Veterinary Medicine, Dentistry, etc.) are treated as undergraduate studies for the purposes of GPA calculations.

3.10 Potential Applicants Without Full-Time Undergraduate Studies

The Admissions Committee of the Cumming School of Medicine recognizes that a small number of potential future physicians are, for financial, social or health reasons, unable to complete their undergraduate studies on a full-time basis. While we believe that performance in full-time undergraduate studies remains a strong predictor of academic success within the MD program, we also believe that financial, social or health challenges should not present an unreasonable barrier to pursuing a medical career. Accordingly, the Admissions Committee will allow potential applicants who have been unable to attend undergraduate studies on a full-time basis but **have completed a minimum of 60 credits of eligible post-secondary studies**, to petition the Committee for permission to apply. In evaluating such requests, the Committee will consider three questions:

1. What was the reason that the potential applicant was unable to undertake full-time studies?
2. Is the potential applicant now able or capable to undertake full-time studies at the MD level?
3. What other evidence is there that the potential applicant has very strong academic ability?

If the request is granted, the Admissions Committee will determine, on a case-by-case basis, the GPA to be used by the applicant for that admissions cycle, and the means used to calculate it. All decisions made by the Admissions Committee regarding eligibility to apply are final and not subject to appeal.

Potential applicants who wish to petition the Admissions Committee for permission to apply should submit their **petition along with all supporting documentation to the Assistant Dean of MD Admissions no later than July 31st, 2023**. Requests to petition the committee made after that date **will not be considered for the current application cycle**.

Applicants should note that this applies **ONLY to individuals who have NEVER completed two full-time years at any time in their post-secondary studies**. It specifically does not apply to people who have completed both full-time and part-time studies and who would like to have part-time studies included in their GPA calculation.

3.11 Ten Year Exclusion Rule

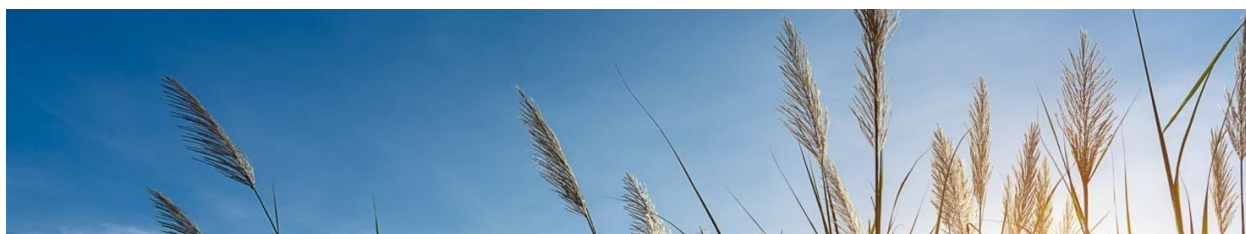
The Admissions Committee recognizes that in some cases, early academic performance in university is not indicative of current performance or potential. Accordingly, applicants with long academic records have the option in UCAN to exclude from the GPA calculations all academic work which is greater than 10 years old (i.e. grades earned in the 2012-2013 academic year and earlier). This functions in an **“all or none” fashion, so applicants cannot elect to eliminate some courses but not others**. If the 10-year exclusion rule is invoked, applicants must then qualify for admission based on work done within the last 10 years, meaning that they **must still have two years of full-time undergraduate studies during that time in the last 10 years**.

Applicants who invoke the 10-year exclusion rule will only have a “worst year” dropped from their GPA calculations **if an entire 4-year undergraduate degree has been completed within the past 10 years**.

Applicants whose undergraduate grades were earned greater than 10 years ago but have since done one or more graduate degrees would likely not be able to invoke the 10-year exclusion since they will not have two full-time undergraduate years of study in the last 10 years.

It is important to note that even if invoking the 10-year exclusion, all university level courses, including those completed more than 10 years earlier, must be entered into UCAN.

It is also important to note that the Ten Year Exclusion cannot be combined with the process for potential applicants without full-time studies described in 3.10 above. In other words, **if you have completed two years of full-time study, but they were completed more than 10 years ago, you cannot invoke the 10-year exclusion and then petition the committee for permission to apply based purely on part-time studies completed within the past 10 years.**



Section 4: Submitting an Application

The information contained within an application reflects the applicant. It is our expectation that applicants alone are completing their applications. Applications and the text they contain will be reviewed using anti-AI software. Further, any evidence of entry of false data or misrepresentation on the application will be considered an area of significant concern and will affect the review of the file for the current year and possibly subsequent years.

The deadline is firm at 4:00 pm MST October 3rd, 2023. The site will automatically close at this time. Please do not wait until the last minute to submit your application. We will not accept incomplete or un-submitted applications after this time for any reason.

4.1 Conflict of Interest Policy

When applying, applicants are asked to acknowledge and respond to the following Conflict of Interest statements:

1. I have never been employed by Undergraduate Medical Education or participated in the MMIs as an assessor/volunteer, as a file reviewer or committee member as part of the Admissions Office processes.
2. No close personal friends, relatives, or partners have participated within the **2 preceding application cycles** as an MMI assessor/volunteer, file reviewer or committee member as part of the Admissions Office processes.

If an applicant disagrees with either of these statements, the conflict of interest must be reported to Admissions staff immediately.

4.2 Demographics

Please complete all sections as The University of Calgary is obligated to report such data to the Government of Alberta and the Association of Faculties of Medicine of Canada. This data is not visible to those assessing your application.

4.3 Parental Occupation and Education Information

The Cumming School of Medicine recognizes the growing body of literature showing that MD students in Canada and the United States are disproportionately drawn from higher socio-economic background families. In order to better understand the relationship between our application process and the socio-economic status of our applicants, as well as the broader demographic make-up of our applicant pool, we are asking applicants to voluntarily provide us with information regarding markers of their and their family's socio-economic status. This information is being collected solely for the purpose of programmatic evaluation and **IS NOT USED IN THE SELECTION PROCESS**. Specifically, it will be available only to program administrators, and be hidden from file reviewers, interviewers and admissions committee members. Provision of this information is strictly voluntary.

4.4 Transcripts

Official transcripts (1 copy only) are required from **every post-secondary institution** (college, CEGEP, technical school, university, junior college, or graduate school) you have attended, including transcripts from foreign institutions, **even if only one course was taken and even if that course and grade appears on another one of your transcripts**. IB/AP is not considered post-secondary so please do not send transcripts. For transcripts to be considered official they must be sent **directly from the Registrar's Office to our Admissions Office**, be imprinted with the school's seal and/or bear the appropriate signature. We will not use opened transcripts sent by the candidates. Failure to submit even one transcript will result in the termination of your application.

We strongly urge applicants to send in their transcripts at the start of the cycle in July. Every year, applicants wait until September to order their transcripts. This is the busiest time of the year for Registrar's Offices and waiting until the last few weeks of the cycle often leads to files being closed due to missing documents.

4.5 Requesting Transcripts for the 2023-24 Cycle

It is the responsibility of the applicant to ensure their transcripts arrive in the Office of MD Admissions on time. We recommend that transcripts be requested by September 1st, 2023. If your transcript is not marked as received on UCAN within 2 weeks of your request, enquire with your institution and consider re-ordering. The Admissions office encourages mail tracking (if sending hard copies) as transcripts received by the office later than October 4th, 2023 will not be accepted.

NEW FOR 2024 - Transcript ordering process:

1. Request official electronic transcripts from your institution(s) to be sent directly to the email address: mdtranscripts@ucalgary.ca Transcripts sent to other email addresses and redirected to our office are not official.
2. If your institution does not send electronic transcripts, send your official transcripts to the Office of MD Admissions – complete mailing address below. Ensure you are giving enough time for the transcripts to reach our office prior to the deadline, tracking is recommended.

Note: **We will not be responsible for transcripts that are sent to another University of Calgary email address or mailing address. Transcripts *must* be sent to the aforementioned email address or the physical address below in order to be processed.**

University of Calgary students must also arrange to have U of C transcripts sent to the Office of MD Admissions.

If the university/college you attended or are attending does not issue transcripts, you must arrange with the Registrar's Office to provide us with an official statement of attendance and/or degree granted.

Applicants holding applied degrees, or two or three-year diplomas MAY be able to use some of that coursework towards the full-time year requirement assuming the following conditions are met:

For each academic year, a minimum of 24 credits are earned which are *individually* transferable to an MD-PhD school. We do not accept a block of transfer credits.

The applicant is able to identify, if requested to do so, the specific MD-PhD school at which transfer credit is available. Note that all 24 credits must be transferable within a single year, i.e. if there are 21 transferable credits, and 3 non-transferable credits, this does not satisfy the full-time studies requirement.

If these criteria are not met, do not enter your courses and grades into UCAN, but DO enter the institution into UCAN and arrange for the submission of transcripts.

Please send your transcripts before you *submit* your application. If electronic transcripts are not available, official hard copies must be sent to the Office of MD Admissions at the address below, NOT to the Registrar at U of C.

The Office of MD Admissions

Cumming School of Medicine

G212—3330 Hospital Drive NW

Calgary, AB T2N 4N1

It is the applicant's responsibility to ensure that all transcripts are received by the deadline of October 3rd, 2023. **Please note that UCAN may not indicate immediately the receipt of transcripts. This delay results from the volume of documents received in a compressed time frame.** To help expedite this process, ensure that you have entered your institution on your application in UCAN, and order your transcripts in early July. **Please do not contact the office to inquire if your transcript has been received.**

Current year grades (including the Spring/Summer 2023 semesters) are not included in the application assessment; therefore, there is no need to submit fall transcripts with updated course grades. If you are still being considered for admission after May 15th, 2024, please arrange to have final transcripts for any courses for which you were enrolled in 2023-2024 submitted to our office. These must be received prior to June 19th, 2024.

4.6 Foreign Transcripts

Applicants who have attended a post-secondary institution outside of Canada or the United States for more than one semester must have their foreign transcripts evaluated by World Education Services www.wes.org/ca. Applicants should initiate this process early as the grades provided by WES must be entered into UCAN. Once a WES evaluation has been released to the University of Calgary, the Office of Admissions can access the assessment (including the official transcript) online so there is no need to have an official transcript from the foreign institution sent to us if WES is used. Please note that while in past application cycles the Office of Admissions has accepted a comprehensive report prepared by International Credential Evaluation Services (ICES), these evaluations are no longer accepted.

Applicants who studied abroad for only one semester have the option of using WES or <http://www.foreigncredits.com/Resources/Grade-Conversion/> and entering the grades obtained from that site into UCAN. If foreigncredits.com is used, applicants must ensure that official transcripts from the institution abroad are received by the Office of MD Admissions by October 3rd, 2023.

4.7 Grade Entry

A grade must be entered into UCAN for all University level courses taken. This achieves several goals. Most importantly, it allows UCAN to accurately calculate your GPA for the purposes of the application. It also allows the academic file reviewer to review on a single screen the sum of your academic results. Even though we do not use summer courses and part-time years in the calculation of GPA, we still need them to be entered into UCAN. Failure to do so will result in the termination of the application. **Course grades must be entered in the same order as they appear on the front of the official transcripts, not on the student copy.**

When determining which specific grades to enter into UCAN, please use the following guidelines:

1. All courses taken at an MD-PhD-granting school should be entered **including all courses taken as credit/non-credit or pass/fail.**
2. All courses taken at non-MD-PhD schools but for which you are claiming transferable credit should be entered.
3. All graduate degree courses should be entered. Applicants must also use the checkbox in UCAN to indicate if **conferral of the degree** is anticipated prior to June 30th, 2024. Applicants must be aware that if this box is checked but the degree is not conferred, recalculation of the GPA will occur and the offer of admission may be rescinded. *The conferral date of the degree will be printed on the official transcript.
4. *Courses taken at a non-MD-PhD school which are not transferable for credit should NOT be entered in UCAN.*
5. AP or IB credits done in high school are not considered by our committee and therefore should NOT be entered.
6. "W" or Withdrawal grades do not need to be entered. "F" or "Failed" grades must be entered.
7. Certificate courses, Continuing Education and extension certificates should not be entered.
8. Courses and grades from the WES Course-by-Course Analysis are to be entered into UCAN.

9. If you have a course with credits above 6, please use the equation $X/6$ to determine the weight of your course where X equals the credits received for the course.

Applicants using courses completed at Athabasca University or other distance education providers must provide proof that the courses in question were completed within the September 1st - April 30th time frame. UCAN will display for the applicant their calculated GPA based on the information that is entered by the applicant. It is imperative that applicants confirm that this GPA is correct and in keeping with their calculations.

If there is a discrepancy, applicants must first attempt to determine what the calculation error is and must contact the Office of MD Admissions to report the discrepancy. It is important that applicants allow office staff sufficient time to assist them in rectifying the discrepancy prior to the application deadline, since the discovery of an entry error on the part of the applicant will NOT be grounds for reopening the application after October 3rd, 2023.

Refer to Appendix 2 for further examples of GPA calculations.

The GPA calculated by and displayed in UCAN on October 3rd, 2023 will be the GPA used for all calculations related to the application process.

Example GPA Calculation:

Gabriel is in his final year of his BSc. His annual GPA has been 3.12, 3.4, and 3.3. Since he is graduating this year, his first year is eliminated, so his GPA for applying is calculated as 3.35.

4.8 Letters of Reference

Applicants are required to submit the names and contact information of three referees in support of their applications. As part of this process, applicants will direct UCAN to send the referee a link to the reference letter form. **The admissions committee highly recommends that referees use professional email addresses whenever possible. Letters of reference from referees without a professional email address and with a generic email address such as gmail, hotmail, yahoo, icloud, rogers, shaw etc.) will undergo an additional layer of verification during the application process to ensure validity.**

Although many of the questions asked of referees are common to all three forms, each of the three forms is unique, and attempts specifically to obtain information helpful to the assessment of one particular attribute of the applicant (See section 5.1.4). Therefore, applicants should choose referees carefully, keeping in mind the ability of the referee to comment specifically on the attribute in question.

The three different forms focus on the following attributes, and are identified as such on UCAN:

- Organizational, Management and Leadership Skills
- Commitment to Communities and Advocacy
- Interpersonal Behaviours and Collaboration

The exact content of each form is attached to this Applicant Manual as Appendix 6.

UCAN will display in real time once a reference has been submitted. **It remains the applicant's responsibility to ensure that the references are received by the October 3rd, 2023 deadline, as no extensions are granted.** It is wise to ask that referees submit the form well in advance as technical issues are not grounds for extending the deadline. If a referee believes that they have completed a reference but it does not show as received in the applicant's UCAN status page, the referee should be advised to contact the Office of MD Admissions directly. **If a referee finds that the reference form appears "jumbled", they should login to the site using Google Chrome.** In the event that an applicant wishes to change their references, this can be done by deactivating the reference in UCAN and selecting a new recipient. It is not possible to have more than one active reference of each type, however, and once made inactive, a reference cannot be re-activated.

Applicants are advised to choose referees carefully. Referees should have **substantial knowledge** of the applicant and be able to provide an unbiased assessment. A referee should be able to speak to pertinent areas of an applicant's file. Family members, family friends and peers are NOT appropriate referees, regardless of their position or knowledge of the applicant. Once an application is submitted the Office of MD Admissions reserves the right to contact the referee at any point in the admissions cycle as a reference. Referees cannot be changed once the application is submitted.

Applicants should also be aware that some volunteer organizations with large numbers of pre-medical volunteers have in the past submitted standardized form letters. Given the specific nature of our letter of reference forms, applicants should confirm the referee's willingness to write a personal letter of reference.

4.9 Employment History

Applicants are required to provide a complete list of all their paid employment experiences to date. The opinion of the Admissions Committee is that all experiences are potentially valuable, and therefore applicants should resist the temptation to consider early or short-term jobs as trivial. For each job, applicants are asked to provide a descriptive title (e.g. Short Order Cook, Tree-Planter, Lifeguard, Farm



Hand), duration and approximate number of hours per week.

Applicants are not expected to provide a detailed job description.

If the hours worked were variable, please provide a range of hours (ex. 5-10hours/per week), do NOT simply write "variable". If the job in question was significantly important in your life, you will have the opportunity to describe it in further detail in your "Top 10" (see below). Note, even if a job is included in your "Top 10", it must still be included in your Employment History section. For each job, the applicant must provide the name and professional contact information of a verifier who can attest to the duration and extent of the employment. This should be an employer or direct supervisor. A co-worker is not considered an appropriate verifier.

4.10 Publications

This section constitutes one of the larger areas where misrepresentation may occur. Please read this section carefully.

Applicants are encouraged to list their publications and presentations in the following order:

1. Peer-reviewed academic publications;
2. Published abstracts resulting from oral and/or poster presentations at national or international meetings;
3. Non-peer-reviewed academic or non-academic publication; and
4. Presentations at scientifically sanctioned regional, national or international meetings.

Applicants need not submit copies of their publications but should be prepared to produce a copy of the publication upon request.

The Admissions Committee considers all scholarly work important, not just publications limited to scientific fields; applicants are encouraged to include published prose or poetry for example.

Applicants may enter a list of all their peer-reviewed academic publications in an accepted scholarly format.

1. **Peer-reviewed academic publications.** List each publication in proper format (e.g., Finley C, Zhang C, Fewell JE: Sex steroid levels near the term of pregnancy do not alter lipopolysaccharide-induced fever in oophorectomized rats. *Exp. Physiol.* 100:323-330, 2015) and detail in 150 words or less the principle finding as well as your role in the work/publication.
2. **Published abstracts resulting from oral or poster presentations at national or international meetings.** List each abstract in proper format (Lun R, Zhang C, Fewell JE: Adenosine receptor blockade impairs the ability of rat pups to autoresuscitate from primary apnea during repeated exposure to hypoxia. *FASEB J* 28:LB790, 2014) and detail in 150 words or less the principle finding as well as your role in the work/publication.
3. **Non-peer-reviewed academic or non-academic publications.** List each publication in proper format (same as #1) and detail in 150 words or less the content as well as your role in the work/publication.
4. **Presentations.** Applicants are encouraged to list their presentations (oral and/or poster) at regional, national or international meetings. Please use the following format: Finley C: Sex steroid levels near the term of pregnancy do not alter lipopolysaccharide-induced fever in oophorectomized rats. Poster Presentation at the Federation of Societies for Experimental Biology, San Diego, 2015.

Examples of entries not to be included:

Articles written for student newspapers, newsletters or brochures of any discipline are not to be included. **Local or regional presentations at lab or departmental meetings, academic half days, or unsanctioned conferences will also not be considered and SHOULD NOT BE ENTERED.** Examples of

events that **should not** be included are: research days at your university, inter or intra-departmental presentations, inter or intra-institutional presentations.

4.11 Awards

Applicants are required to enter a list of all their awards which they consider significant. They should be listed by name and the applicant should be prepared to provide proof of the award upon request.

4.12 Top 10 Experiences

Applicants are given the opportunity to identify up to 10 activities or experiences that they feel are sufficiently important as to define them as individuals. These may be employment or volunteer experiences, life experiences, awards, educational or research experiences. For each experience or activity, the applicant must identify a title (e.g. “Graduate School Research”, “Working at McDonald’s”, “Competitive Hockey”, etc.) as well as a more detailed description of the activity and a statement regarding the impact that the experience has had upon them.

For each of the Top 10 experiences relating to employment, education or volunteering, applicants must identify a verifier who is able to attest to the nature of the experience as well as the duration. **This verifier must have an email address at the organization/institution; personal emails (Hotmail, gmail, etc.) are not acceptable.** If no such person is available, applicants should check the box indicating this. Office staff will contact the applicant directly if more detail is required. Where relevant, applicants are required to accurately provide the number of hours spent engaged in the activity described for each Top 10 item. In some cases, such as descriptions of life events or personal challenges, this will not be meaningful, and applicants are asked to leave this section blank or enter “Not Applicable.”

It is from these Top 10 experiences that general file reviewers develop a sense for who the applicant is as a person and what they will bring to the practice of medicine. These figure prominently in the assignment of attribute scores by the file reviewers (see below). This is also the area of the application that is most under the control of the applicants themselves. Applicants are encouraged to reflect carefully about what they choose to highlight in this section and what it says about them.

Please note that a Top 10 Experience may be something which has already been entered under Publications, Awards or Employment. If so, it will appear in the application twice, and this is expected. Conversely, if a job, award or publication is entered in the Top 10 Experiences section, they must still also be entered in their appropriate “other” part of the application. The Office of MD Admissions reserves the right to communicate with verifiers at any time during the application process once an application has been submitted.

4.13 Applicants Currently Enrolled in a Graduate Degree Program

If offered admission, it is the **expectation of the Admissions Committee that applicants will honour any commitments made to graduate supervisors prior to entering the MD program.** The practice of committing to complete a graduate degree and then leaving prior to completion in order to attend medical school is, in our opinion, unacceptable and a breach of professional ethics. Accordingly, all applicants currently enrolled in a graduate degree program, regardless of anticipated completion date, are required to complete a form signed (digitally) by themselves and their supervisor indicating whether

or not they anticipate completion of the degree prior to July 2024, and if not, whether they intend to complete the degree under the auspices of the Leaders in Medicine Program. This form is located in your application under the “supplemental grad form” tab.

Any offers of admission will then be conditional upon the applicant honouring the commitments made in the completion of this form. Therefore, the applicant is highly encouraged to speak to their supervisor(s) and graduate advisory committee to adopt a timeline that is realistic and allows for completion of the graduate degree by June 30th, 2024.

After submitting a supplemental grad form, if your status changes from what you outlined, it is important to notify the Office as soon as possible to review your status.

Graduate students at institutions other than the University of Calgary **should only consider applying to the MD program if they are either in the final year of their program** or are prepared to be open with their supervisors about their intent to withdraw if the application to the MD program is successful. As the number of seats each year is tightly controlled to allow for appropriate resource allocation at each stage of physician education, deferrals will not be granted for the purpose of graduate degree completion.

4.14 Combined Degree Program/Leaders in Medicine

Applicants must apply separately to the CSM MD program and to the selected Graduate Program in the Faculty of Graduate Studies and be recommended for admission by each program. Prospective applicants must also complete a supplemental application for the combined MD/Graduate program.

Joint program applications may be obtained from the Graduate Sciences Education office. Students enrolled in Leaders in Medicine (combined degree, MD MSc or MD-PhD) are considered to be in a dual degree, meaning that they must complete both the MD and the Graduate studies degree to be promoted to the MD convocation.

You are encouraged to contact the LiM Office (mdgrad@ucalgary.ca) early to review your eligibility and requirements. For more information on the Leaders in Medicine program, please see:

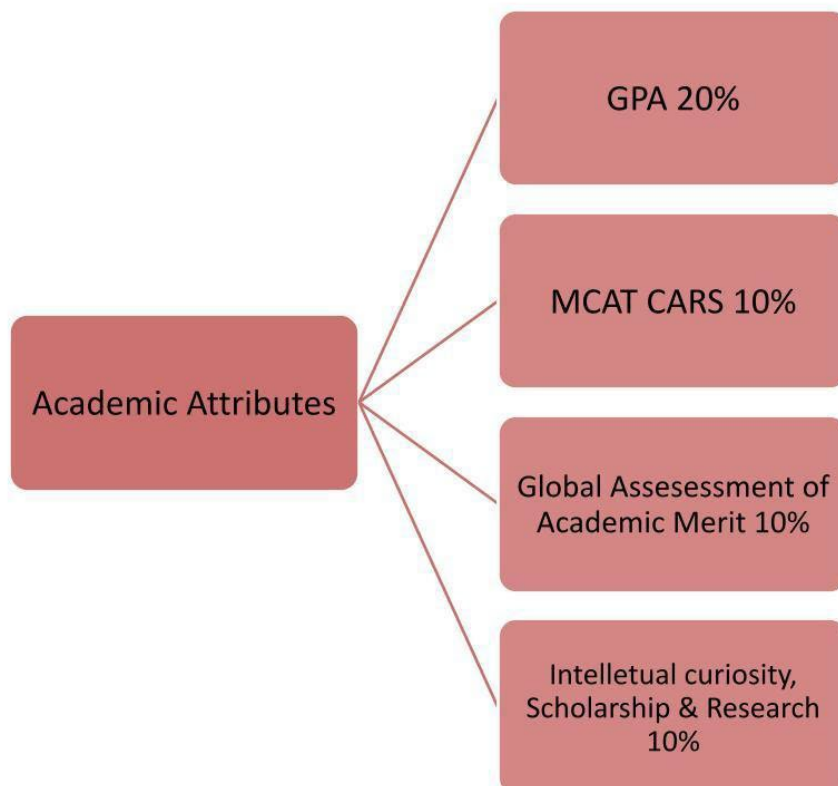
<http://www.ucalgary.ca/jointMDPhD/>



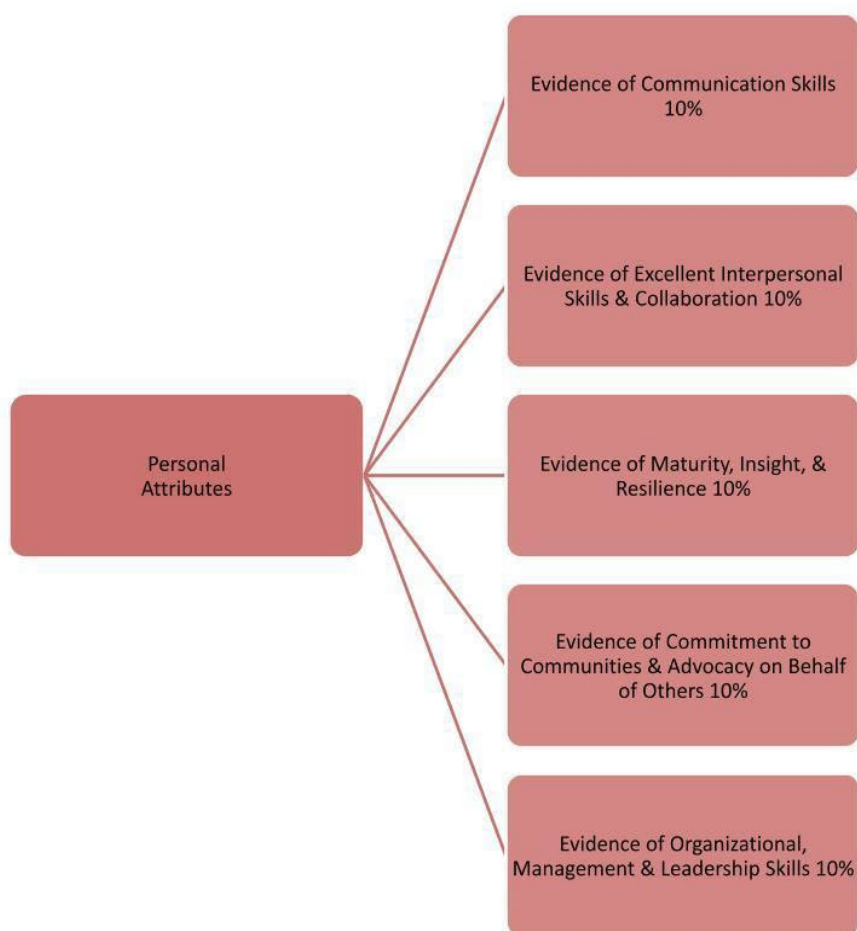
Section 5: File Scoring

5.1 Scoring System

Files that are considered complete by the published application deadline date will be put forward for review. The file review process includes both objective and subjective assessment of academic and non-academic attributes. Scores are assigned in the following way:



The GPA (20%) and MCAT-CARS (10%) scores will be scored automatically by UCAN.



File scoring will be undertaken by two sets of reviewers: an Academic Review Committee and a General Review Committee.

Academic File Review Committee will review the entire file and will assign scores for:

- Global assessment of academic merit (10%)
- Intellectual curiosity, scholarly activity, and research (10%).

General File Review Committee will be blinded to the GPA and MCAT scores and will assign scores for the five non-academic attributes listed above. The general file review committee will be composed of members from the following four groups: faculty, trainees (students or residents), community members, and members of the allied health professions.

The file is reviewed in a holistic manner, with scores assigned for evidence of attributes that the MD program has previously identified as consistent with the terminal objectives of the program. Each of these subjective assessments is completed by the assessors looking at the totality of the application file outside of GPA, transcripts and MCAT, including extra-curricular activities, employment, letters of reference, and any other information contained in the file.

5.1.1 GPA (20%)

The unit of measurement for GPA calculations is full time undergraduate years as outlined in Section 3.8, 3.9, and 3.10.

Part-time studies as well as spring/summer courses are not used in this calculation.

5.1.2 MCAT Critical Analysis and Reasoning Skills (10%)

Although academic file reviewers will see all sections for the MCAT, only the CARS section will be used in the objective calculation of application scores. If the MCAT has been written more than once, UCAN will automatically choose the highest CARS score for the purposes of score calculation. Please note that while more weight is given to the CARS section, other sections of the MCAT are factored into the global assessment of academic merit. (See section 5.1.3).

5.1.3 Global Assessment of Academic Merit (10%)

The academic review committee assigns a score corresponding to his or her global assessment of the academic strength of the entire academic record. This includes, but is not limited to, such things as the types and numbers of courses taken, trends in grades over time, extenuating circumstances, commitments outside of school, MCAT performance. The overarching question that the reviewer is asked to answer is, “To what extent does this applicant demonstrate evidence of the academic skill necessary to master the material within the MD curriculum?”

5.1.4 Evidence of Specified Non-Cognitive Attributes (10% each)

The question posed to assessors is, “To what degree does this applicant demonstrate evidence of [attribute X]?”

- Evidence of communication skills
- Evidence of excellent interpersonal skills and collaboration
- Evidence of maturity, insight, and resilience
- Evidence of commitment to communities and advocacy on behalf of others
- Evidence of organizational, management, and leadership skills

In order to answer that question, file reviewers draw information from the application itself. File reviewers will consider the life history, activities and experiences of an applicant insofar as they demonstrate either openness towards or proficiency in the skills and attributes in question. It is important for applicants to note that one of the reasons for adopting an attributes-based assessment tool was the recognition that the same attributes can be manifest in many different ways, some of which appear superficially more impressive, but may not actually provide evidence of greater likelihood of success within medical school. Using “Ability to work in teams” as an example, this might manifest just as much by having worked as a part-time short order cook as by having been on a sports team while in university. Applicants are therefore encouraged to think carefully and critically about their own experiences and to highlight those things which demonstrate those abilities essential to the practice of medicine, rather than to simply compile a list of their greatest accomplishments.

5.2 Standardized Scoring

All scoring of application components will be done using standardized scoring. This means that the raw scores assigned by the assessors (or calculated in UCAN for GPA and MCAT CARS) are converted to standardized scores based on the distribution of scores obtained by all applicants within a given year's applicant pool. Under this system, the mean score for a given application component will be designated as a score of 100, with a standard deviation of 15. If an applicant's score is one standard deviation above the mean score in a particular area, his or her score will therefore be 115. If it is one standard deviation below, it will be 85. For example, if the mean CARS score for all applicants is 123, with a standard deviation of 2, then an applicant with a CARS score of 125 will have a standardized score of 115. An applicant with a CARS score of 119 would have a score of 70. It is important to keep in mind that standardized scores are based upon a mean score and are not, therefore, "out of" any particular number.

5.3 Application Areas of Concern

Applicants should be aware that although offers of admission are generally made based on the composite scores achieved in each of the different areas of the assessment (file review, MMI, etc.), the Admissions Committee reserves the right to refuse admission based on the identification of an "area of concern".

Areas of concern (AOC) may arise at any point in the application process. Concerns may be brought forward by members of the Admissions Office staff based on interactions with applicants, file reviewers, MMI assessors, references, or external sources. These reflect behaviours or actions possibly demonstrating evidence of characteristics inconsistent with the practice of medicine at CSM. The Office of MD Admissions staff may review data in public domains or contact third parties in order to explore the area of concern that has been brought forward.⁶ Once sufficient information has been gathered, the application will be reviewed by the Assistant Dean of Admissions and brought forward to the Admissions Committee, where the concern will be reviewed and considered.

Notwithstanding any scores achieved by that application, the Admissions Committee reserves the right to terminate any application pursuant to this "area of concern" process. Common reasons for review by the Admissions Committee include misrepresentation or falsification on the application, academic misconduct, prior criminal behaviour and unprofessional behaviour exhibited during the application process (i.e. Inappropriate interaction with the Admissions Office, or unprofessional or inappropriate behavior at the time of the MMI or elsewhere.)

The Office of MD Admissions stands against racism and discrimination in all forms. Racism and discrimination are not compatible with admission to the Cumming School of Medicine. No forms

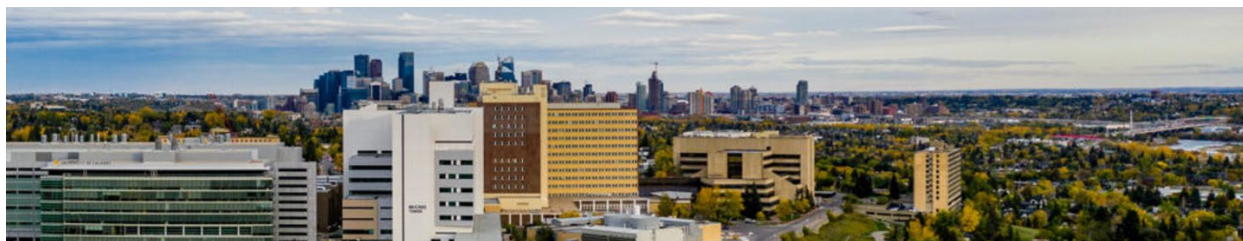
⁶ In submitting an application to the MD program, applicants accept that in the event of an identified "Area of Concern", the Admissions Committee, through the Admissions Office staff, will actively seek further relevant information about the applicant, including, but not limited to, contacting individuals with knowledge of the applicant who may or may not have been listed as referees or verifiers. In submitting an application, applicants consent to the collection of this supplemental information.

of any such behavior, actions, or attitudes will be tolerated. The Office of MD Admissions is committed to providing a safe and inclusive space for all students, staff, faculty, and applicants.

5.4 Previous Students

The Cumming School of Medicine will not accept applications from students who have withdrawn, who have been required to withdraw, or who have been expelled from any school or college of medicine, as per the academic calendar

<https://www.ucalgary.ca/pubs/calendar/current/md-5-3.html>



Section 6: Commitment to Equity, Diversity and Inclusion

The Cumming School of Medicine is dedicated to creating a community that is representative of all Albertans and their experiences. We are committed to processes that advance equity and inclusion for all applicants and encourage applicants to celebrate what makes them unique and individual. The enrollment of a diverse group of medical students improves not only health care delivery in the province of Alberta but also the educational experience of all MD students at the University of Calgary.

6.1 Diversity and Adversity

The Cumming School of Medicine MD Admissions Committee is committed to broadening participation in medicine from individuals from traditionally under-represented groups. Accordingly, applicants from less traditional pre-medical backgrounds and under-represented groups are strongly encouraged both to apply and to highlight their background and experiences in their applications. Similarly, applicants who have had to overcome significant adversity or personal struggles in pursuit of a career in medicine are welcome to share and reflect on those struggles in their applications if they feel safe and comfortable to do so. This may be done in the top ten experiences or designated personal essays.

NEW FOR 2024: This year all applicants will have the opportunity to reflect on such experiences in either a general applicant essay, Rural & Remote Pathway essay, Indigenous Applicant Pathway Essay or Black Applicant Pathway Essay. Each applicant is to complete one essay only using the pathway they wish to apply through or the general applicant essay.

6.2 Indigenous Applicant Process



The Cumming School of Medicine (CSM) encourages and supports applications from candidates who identify as First Nations, Inuit, and/or Métis. If you wish to declare that you identify as Indigenous within the meaning of the Constitution Act of 1982, you must provide documentation to the Office of MD Admissions of your Indigenous identity by *October 3rd, 2023*. The CSM, in consultation with the Office of Indigenous Engagement at the University of Calgary, reserves the right to evaluate whether the documentation provided constitutes sufficient evidence of Indigenous identity,

and to request further documentation as needed.

Please see the University of Calgary's Indigenous Admissions Process website for further details of required documentation (section Indigenous Admissions Process Documents):

https://www.ucalgary.ca/future-students/undergraduate/indigenous/admissions_process

Please note, the other section of the Indigenous Admissions Process webpage, while helpful, does not outline the steps of submitting documentation for the MD Program. Please follow the below instructions for submission to ensure your documents are received successfully by the Office of MD Admissions.

1. Documents to verify your Indigenous identity can be uploaded through the UCAN application. You are encouraged to include your status or registration number on your application; however, you must also upload a copy of documentation verifying your Indigenous identity (per the Indigenous Admission Process webpage indicated above) via the upload button.
2. If you would like to send a back-up copy of the documentation, please email a copy of these documents to ucmedapp@ucalgary.ca and cc the Indigenous Health Program (ihprogram@ucalgary.ca) by October 3rd, 2023, 4:00 PM MDT.
3. If you would like to verify that your documents meet the guidelines outlined by the Indigenous Admissions Process Documents section of the Indigenous Admissions Process webpage, or if you do not have the listed documentation, please contact CSM's Indigenous Health Program Coordinator at ihprogram@ucalgary.ca prior to the application deadline (October 3rd, 2023).

Please note, the process to receive approval to submit alternative documentation outside of the listed approved documentation can be a lengthy one – and not guaranteed. As such, please contact the Indigenous Health Program **at least one month prior to the application deadline** to ensure time to discuss and receive support through necessary discussions with University of Calgary personnel.

There are no reserved positions for Indigenous applicants in the MD Program at the University of Calgary. In recognition of the tremendous need for Indigenous physicians in Canada, the following modifications to the applicant process are made for all self-declared Indigenous applicants with verified supporting documentation:

1. All Indigenous applicants will be considered residents of Alberta for the purposes of meeting application criteria. Select “yes” to the Alberta Resident question on your application.
2. All indigenous applicants who meet the application criteria will be invited to interview.
3. The scores assigned to various components of the application process (academics, MMI, MCAT, etc.), will be standardized to ensure a similar distribution to non-Indigenous applicants in areas where historical data shows Indigenous applicants have been consistently disadvantaged. Indigenous applicants must meet the cut-off scores for Alberta residents (minimum GPA of 3.20 as calculated by UCAN) in order to apply.
4. Indigenous applicants will be invited to include in their application either a personal essay regarding their connection to the Indigenous community or a general applicant essay. This will not be scored but will be used by the file reviewers in understanding the applicant within their social context.
5. Indigenous applicants will have at least one member of the Indigenous community assigned to their application during the file review process.
6. Indigenous applicants applying through the Indigenous Applicant Pathway consent to being connected with the Indigenous Health Program should their application be successful.

In addition to contacting the Office of MD Admissions to respond to questions regarding application to the MD Program, Indigenous applicants are also encouraged to reach out to the Indigenous, Local, and Global Health Office for additional resources. The Indigenous Health Program offers Indigenous applicants pre-admissions workshop opportunities, including MMI practice and prep, and an overview of the Indigenous admission process. Additional resources such as the Traditional Knowledge Keepers in Residence Program and sharing circles are also available to applicants to engage with their peers and Elders. Indigenous applicants can request mentorship and the opportunity to connect with current Indigenous MD students through the Indigenous Health Program.

This process was developed in consultation and collaboration with the Indigenous, Local, and Global Health Office (as a liaison to the Office of Indigenous Engagement) at the University of Calgary.

6.3 Black Applicant Admissions Process

The Black Applicant Admissions Process (BAAP) is an optional opportunity for Black applicants who self-identify as Black African, Black Caribbean, Black North American, or as multi-racial students identifying with their Black ancestry.

BAAP was introduced in 2020 in collaboration with the University of Calgary Black Medical Students Association and their Calls to Action to support Black medical student representation. BAAP aims to limit

any disadvantages Black applicants face during the application process attributed to their race or ethnicity. Although Black applicants have the opportunity to voluntarily self-identify on their application, there are no reserved positions for Black applicants in the MD program at the University of Calgary and eligible applicants must fulfill the same application requirements.

The following modifications are made for all self-declared Black applicants applying through this process:

1. Those that self-identify will have members of the BIPOC (Black, Indigenous, People of Color) community engage in their file review.
2. Applicants to the BAAP may also include a personal essay highlighting why they have chosen to apply through this application stream or a general applicant essay. This will not be scored but will be used by the file reviewers in understanding the applicant within their social context.
3. Applicants that receive an interview will have members of the BIPOC (Black, Indigenous, People of Color) community engage in their interview process.

The University of Calgary recognizes the systemic barriers that exist for our Black applicants and by establishing diversity in the admissions structure, this process strives to overcome the role of explicit and implicit racial biases.

6.4 Rural and Remote Applicant Process

The Rural and Remote Applicant process is new to this year, and it is our intent to expand this process further over the next few years. The Cumming School of Medicine recognizes the importance of serving our rural and remote communities and supporting applicants in these communities.

This year applicants that identify strongly with their rural and remote connections will have the opportunity to write their personal essay focused in this space. Similar to other processes, this essay will not be scored but will be used by the file reviewers in understanding the applicant within their social context.

As noted previously, the Alberta-resident GPA and MCAT eligibility criteria will be applied to any graduate of or current student of the Selkirk College Rural Pre-Medicine Program located in Castlegar, British Columbia regardless of the applicant's actual Albertan or non-Albertan status.

In addition, as part of our commitment to rural and remote medicine, CSM provides teaching opportunities at several regional centres. All students should be prepared to spend 5-10 weeks of their clinical experience in locations outside of Calgary. The Longitudinal Integrated Clerkship (UCLIC) provides a further opportunity for extended rural training experiences with a focus on generalism for 3rd year medical students interested in learning medicine in a generalist environment. Students in UCLIC are based in a family practice in a rural or regional community and learn generalist specialties in an integrated fashion.

6.5 Applicants with Disabilities

The Cumming School of Medicine is committed to supporting applicants to ensure an accessible and equitable learning environment. Applicants with any form of disabilities are encouraged to contact Student Accessibility Services to explore appropriate accommodations.

Student Accessibility Services can be reached online for any questions regarding accommodations in the MD program: <http://www.ucalgary.ca/access/>

Request for accommodations may take place at three separate timepoints:

- 1) Applicants who believe they require accommodation considerations at the file review stage **must contact the Assistant Dean of MD Admissions as soon as they have made a decision to apply, but in no case later than July 31st of the year of application**, as the process for reviewing such requests and incorporate them into the file review process can take in excess of several months to complete. July 31st is a firm deadline for requesting accommodation vis-a-vis application to the MD program. **We are not able to review any requests received after that date.**

All applications for accommodation will be processed and adjudicated through the University of Calgary's Student Accessibility Services in keeping with University of Calgary policies and procedures.

Policy: <https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy>

Procedures: <https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure>

Once informed of the desire for an accommodation, the Assistant Dean will forward the request to Student Accessibility Services (SAS), but is otherwise uninvolved in the accommodation process, and the outcome of the application for accommodation will be communicated to the Assistant Dean and the applicant by the Student Accessibility Services office.

- 2) Any applicants who feel they will require accommodation in order to complete the MMI should make those needs known to the Admissions office staff **within 48 hours of receiving interview invitation**. Requests for such accommodation, due to the short response time required, are handled internally within the Office of Admissions, and in consultation with Student Accessibility Services.

All applicants offered interviews will be asked to attest to their ability to meet the technical standards of the MD program at that time. If an applicant will require accommodation in order to meet those technical standards, they are asked to do so prior to interviews. Any applicant who indicates a need for accommodation will be referred to Student Accessibility Services. They will review the applicant's specific needs and abilities and will determine whether appropriate accommodation can be offered. This information will not form part of the application file and no individuals involved in the application process will be made aware of the applicant's request for accommodation.

- 3) **Applicants with a learning disability which is expected to impact their educational course of study are encouraged to identify themselves to the Assistant Dean of MD Admissions as soon as they feel comfortable doing so, such that appropriate arrangements may be made to accommodate their disability while in the MD program.**

The declaration of a need for accommodation on the part of applicants is voluntary but as a significant period of time is generally required to process accommodation requests, early declaration is strongly advised. In the event that an applicant does not indicate the need for accommodation until such time as an offer of admission is made, the CSM reserves the right to defer matriculation for one year pending review of the request by Student Accessibility Services.

Please see Appendix 3 of this document.

6.6 Financial Aid

The Cumming School of Medicine is committed to financial accessibility, as such significant financial aid is available to students. No applicant should be dissuaded from applying to the MD program based on cost, as the program will work closely with all students to ensure that finances do not become a barrier to successful completion of the MD program. (See section 8.4 for further details.)

At the application requirements level, there is MCAT financial assistance available for Canadian examinees through the Association of Faculties of Medicine of Canada (AFMC). The fee assistance program includes registration reductions, access to free materials and scholarships for eligible applicants. More information can be found on the AFMC website:

<https://students-residents.aamc.org/fee-assistance-program/fee-assistance-program-canadian-examinees>

Free online MCAT test preparation is also available through multiple online resources including organizations such as the Khan Academy:

<https://www.khanacademy.org/test-prep/mcat>

At the interview level, if interviews occur in-person a limited number of MMI bursaries through the Admissions Office are available to applicants for whom the costs of attending the MMI represents a significant hardship. Bursaries vary in amount but consist of a maximum of return economy airfare and one night stay at Hotel Alma (on the U of C campus).

An applicant wishing to apply for an MMI bursary is required to address a letter to the Assistant Dean of MD Admissions outlining their financial circumstances in as much detail as possible. **Deadline for application is February 5th, 2024.** Supporting documentation, such as tax returns, may be requested to support the application. Funding for these bursaries is reassessed annually, so is not guaranteed as of the time of publication of this manual. Applicants invited to interview will be informed about the availability of the bursaries at the time of their interview invitation.

6.7 CSM Supports: STEP

The Cumming School of Medicine is pleased to offer the Support to Entry Program, STEP. The CSM recognizes the academy's historic exclusion and discrimination against people who identify as Indigenous, Black, racialized minorities, 2SLGBTQ+, persons with diverse abilities and those facing financial barriers. STEP is designed to address barriers that equity-deserving groups encounter when preparing to enter medicine and health science studies and was developed in collaboration with CSM current students. Prospective applicants to STEP have the option of applying for any or all of the initiatives including Mentorship, MCAT Resources, MCAT Preparation Course, Medical School Application Support, and Medical School Application Support.

If you are a prospective applicant interested in applying to this program, please see the Office of Professionalism, Equity and Diversity webpage for further updates and application:

<https://cumming.ucalgary.ca/CollaborativeSupports>

6.8 Alternative Admissions Process

The Cumming School of Medicine recognizes that our primary obligation is to serve the needs of the population we serve. Part of the way we do that is by producing physicians who will go on to make significant contributions to society and meet specific health care needs within the province of Alberta. During the file review stage, file reviewers will have the ability to flag a limited number of applicants who, in their opinion, demonstrate an exceptional ability to assist the Cumming School of Medicine in meeting its mission to serve communities.

The Admissions Committee will review these applicants using a holistic assessment process. If the application scores in other areas are deemed acceptable, the committee reserves the right to offer admission regardless of the individual component application scores or the final application score. It is anticipated that the number of applicants admitted through this alternative process will be small, and that most applicants will be admitted strictly based on their final application score. **Please note applicants do not 'apply' for Alternative Admissions Process and can only be put forward by file reviewers assessing their application.**

6.9 Pathways to Medicine

The Pathways to Medicine Scholarship program is designed for graduating high school students with an explicit interest in pursuing a career in medicine. The scholarship is modeled on similar programs in the United States and is rooted in the results of a faculty-wide survey in 2014 in which 'supporting access to under-represented populations (of low socioeconomic status, Indigenous ancestry, and/or from a rural community)' was ranked as a high priority for education.

The program provides financial support to assist with tuition and fees (four years, undergraduate program), a relocation allowance and a paid summer internship typically after the third year, an enrichment program, along with support and mentorship from faculty and medical students. Students must secure admission into any undergraduate program at the University of Calgary and will be expected to participate regularly in an MD preparatory program within the Cumming School of Medicine. Upon completion of their undergraduate degree, participants will be granted guaranteed

admission to the University of Calgary MD program, subject to the fulfillment of predefined MD admission criteria (GPA, MCAT and interview requirements).



The Pathways to Medicine Scholarship program is external to the Admissions Office. For more information see the Pathways to Medicine website: <https://cumming.ucalgary.ca/pathways-medicine-scholarship>



Section 7: Post-File Review

7.1 Interviews

Successful applicants for the interview will be notified via email. Interviews will likely be conducted March 2-3, and March 9-10, 2024. A decision regarding the interview format has not yet been made.

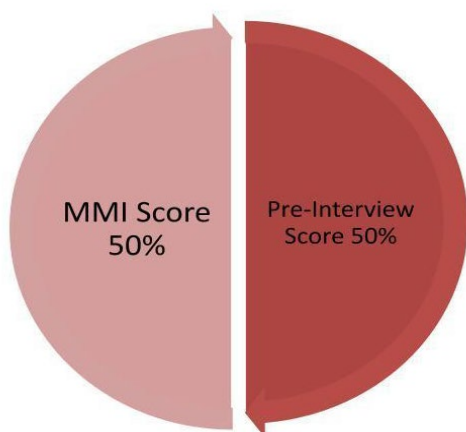
Whether live or virtual, interviews include a variety of formats including the Multiple Mini-Interview (MMI.) The number and type of stations varies from year to year. For more information, please visit the MD Admissions blog and website closer to the date of the interviews at:

<https://cumming.ucalgary.ca/mdprogram/future-students/admissions/mmi-information>

Applicants invited to interview will be able to schedule their interviews on-line using UCAN. The scheduler will open at the same time for all applicants invited; they will be notified of the date and time in advance.

7.2 Final Ranking

The final application score for interviewed applicants will be calculated as follows:



When the aggregate scores are ranked in order, offers of admission are made accordingly.



Section 8: Getting an Offer

8.1 Offers and Waitlist

Offers of admission are typically sent the first two weeks of May via email. The status tab on UCAN will also allow you to see whether or not you have received an offer. A limited number of applicants who are not initially offered admission will be placed on a waitlist. The first round of waitlist offers will be made on or before June 1st, 2024; subsequent positions will be offered to the applicants at the top of the waitlist until all positions have been filled. Due to last-minute changes in the plans of applicants, it has been our experience that we continue to offer a very small number of positions into late June. Wait-listed applicants will be notified when the class has been filled.

Unsuccessful applicants should note that we will not give specific feedback or advice on the unsuccessful application, although we are happy to answer general questions regarding the application process. We will also publish, on our website, reference statistics describing the average application scores of successful applicants upon the completion of the application cycle.

8.2 Conditions of Acceptance

All offers of acceptance are conditional upon the following terms:

1. Transcripts for courses taken during the year of application must be submitted. Applicants who do not have a degree (at the time of application) are required to maintain a GPA of 3.2 or greater during the year of application (cumulative for that year). Failure to do so will result in revocation of any offer which may have been made. This does not apply to applicants who already have a university degree at the time of application.
2. Applicants who indicated that they anticipate completion of their degrees in the current year, and who had their lowest GPA year eliminated as a result must provide proof of completion of the degree prior to June 19th, 2024. Failure to do so will result in the re-calculation of the GPA; the revised GPA may result in voiding of the interview and/or revocation of the offer of admission.
3. The applicant's file will be considered open until the first day of class. The Admissions Office reserves the right to continually review the file and public domains, and contact referees, third parties, and/or verifiers during this time. Any evidence of misrepresentation, misleading information, or other irregularities or concerns will be brought forward to the Admissions Committee and may result in revocation of any offer that has been made.

4. In addition, the applicant's file may be randomly selected for review during their time in the undergraduate medical program at the Cumming School of Medicine. Any evidence of misrepresentation, misleading information, or other irregularities or concerns will be brought forward to the Associate Dean of UME and may result in a formal review in front of the Student Academic Review Committee and appropriate recommendations made which may include withdrawal from the MD Program.
5. A non-refundable \$1000 deposit that will be credited towards tuition.
6. All successful applicants must complete a Police Information Check, including a Vulnerable Sector Search. Any positive checks will be forwarded to the College of Physicians and Surgeons of Alberta to review.
7. All applicants must complete the vaccination series prescribed by UME, Cumming School of Medicine. The details and forms are available in the "Offers" tab on UCAN.
8. All successful applicants will be required to complete a BCLS (Basic Cardiac Life Support – i.e.: basic CPR) course prior to beginning medical school.
9. All applicants must have completed the Indigenous Canada Course (see section 2.8 for details). Proof of course completion is required.

8.3 Deferrals

Students wishing to apply for deferral **should make this request in a letter to the Assistant Dean of Admissions within 5 days of the date their offer was sent.** Deferrals will be considered for rare and exceptional academic and/or non-academic reasons only and will be vetted by the Assistant Dean of Admissions. Deferrals will not be granted for circumstances or opportunities which could be reasonably foreseen at the time of application. This includes deferrals for the purpose of completing a Bachelor's or Graduate degree, other courses of study currently underway or other research or career opportunities. In other words, **individuals should not apply if they are not prepared to begin the MD program by the first week of July 2024.** The number of deferrals granted in any one year is extremely limited as each stage of physician training is limited in resources and positions. Deferral decisions are at the sole discretion of the Assistant Dean of Admissions to grant or deny.

8.4 Cost Estimates at Time of Publication

Below is an estimate of anticipated costs at time of publication. The University of Calgary has several bursary and financial aid options available to our students. Our finance staff is pleased to offer a financial literacy program and meet with students one-on-one as needed to address financial concerns. Cost should not deter applicants from applying to our program. (Applicants also see the Financial Aid section for further details.)

For more details see our website:

<https://cumming.ucalgary.ca/mdprogram/future-students/financial-aid>

ITEM	COST
Tuition	\$21,567
General Fees (Year One, includes health & dental)	\$1407
Books & Supplies	\$5,522
Membership to Alberta Medical Association	\$30
Membership to Canadian Federation of Medical Students	\$75
Calgary Medical Students' Association	\$375
Registration with College of Physicians & Surgeons of Alberta	\$200

Appendices

Appendix 1 – Course-by-Course GPA Conversion Tables

Percentage GPA Conversion

<i>90 - 100</i>	=	<i>4.00</i>
<i>85 - 89</i>	=	<i>3.90</i>
<i>80 - 84</i>	=	<i>3.70</i>
<i>77 - 79</i>	=	<i>3.30</i>
<i>73 - 76</i>	=	<i>3.00</i>
<i>70 - 72</i>	=	<i>2.70</i>
<i>67 - 69</i>	=	<i>2.30</i>
<i>63 - 66</i>	=	<i>2.00</i>
<i>60 - 62</i>	=	<i>1.70</i>
<i>57 - 59</i>	=	<i>1.30</i>
<i>53 - 56</i>	=	<i>1.00</i>
<i>50 - 52</i>	=	<i>0.70</i>
<i>≤ 49</i>	=	<i>0.00</i>

Letter Grade GPA Conversion

<i>A+</i>	=	<i>4.00</i>
<i>A</i>	=	<i>4.00</i>
<i>A-</i>	=	<i>3.70</i>
<i>B+</i>	=	<i>3.30</i>
<i>B</i>	=	<i>3.00</i>
<i>B-</i>	=	<i>2.70</i>
<i>C+</i>	=	<i>2.30</i>
<i>C</i>	=	<i>2.00</i>
<i>C-</i>	=	<i>1.70</i>
<i>D+</i>	=	<i>1.30</i>
<i>D</i>	=	<i>1.00</i>
<i>D-</i>	=	<i>0.70</i>
<i>F</i>	=	<i>0.00</i>

Nine Point GPA Conversion

Do not use if letter or % grade available

<i>9.00</i>	=	<i>4.00</i>
<i>8.00</i>	=	<i>3.70</i>
<i>7.00</i>	=	<i>3.30</i>
<i>6.00</i>	=	<i>2.70</i>
<i>5.00</i>	=	<i>2.30</i>
<i>4.00</i>	=	<i>1.70</i>
<i>3.00</i>	=	<i>0.00</i>
<i>2.00</i>	=	<i>0.00</i>
<i>1.00</i>	=	<i>0.00</i>

Course Weights

<i>6 credits</i>	=	<i>1.00</i>
<i>5 credits</i>	=	<i>0.84</i>
<i>4 credits</i>	=	<i>0.67</i>
<i>3 credits</i>	<i>1 semester</i>	<i>0.50</i>
<i>2 credits</i>	=	<i>0.34</i>
<i>1 credit</i>	=	<i>0.17</i>
<i>US Quarter</i>	=	<i>0.70</i>

Appendix 2 – Examples of GPA Calculation

Juan is in the last year of his M.Ed. He has a BSc. His annual GPAs have been 3.8, 3.9, 4.0, and 3.7. His GPA in his Masters is 3.8. Because his M.Ed. is not complete, it is not included in his GPA calculations. His 3.7 year is removed, so his GPA is calculated as $(3.8+3.9+4.0)/3=3.9$.

Isabella is in her third year of undergraduate studies. Her GPA was 3.2, 3.8, and 3.4. Her GPA during her 3.4 year included multiple courses that she selected to have credited as pass/fail only. She has less than 18 graded credits. This year will be eliminated, so her calculated GPA is $(3.2+3.8)/2=3.5$.

Sonia has been out of school for two years. She has a BA and an MA. Her annual GPAs for her BA were 3.7, 3.2, 3.6, and 3.1. Her GPA in her course-based MA was 3.8. Her 3.1 is eliminated, so her calculated GPA is $(3.7+3.2+3.6+3.8)/4=3.58$.

Ramesh completed his BSc. in 2012 with a GPA of 3.25. His annual GPAs have been 3.0, 3.1, 3.4, and 3.5. He has just completed two years of full-time open studies at an online University with a 4.0 and his courses are fully transferable to the University of Calgary. He has decided to invoke the 10 Year Exclusion Rule with his first Degree which will allow him to apply with the final year of his degree combined with his two years of full-time studies. Using the GPA of 3.5 from his last 2011-2012 academic year, along with his two years of open studies, his calculated GPA is $(3.5+4.0+4.0)/3=3.83$. Since he is not using his full BSc., he is not eligible to drop his lowest GPA year.

Ye has a BA with a 3.8 GPA and two graduate degrees, both of which she received a 4.0 GPA for. Her annual undergraduate GPAs were 3.6, 3.7, 4.0, and 4.0. One was a two-year course-based Masters program, and the other was a thesis-based Masters. Her course-based program consisted of 6 3-credit courses per year, giving her 18 graded credits for each year enrolled. Her thesis-based Masters had full research terms and she was awarded only 3 to 6 graded credits for each year enrolled. Only her course-based Masters is eligible to be averaged in as one year in her GPA calculation. In dropping her lowest undergraduate GPA year and averaging in her Masters, her calculated GPA is $(3.7+4.0+4.0+4.0)/4=3.93$.

Appendix 3 - Technical Standards

Technical Standards for Students in the MD program

The following standards were based on the recommendations of the AAMC Special Advisory Panel on Technical Standards for Medical School Admission, which was approved by the AAMC Executive Council on January 18, 1979, and on the Ontario Medical School Learning Policy. They are reviewed by the Undergraduate Medical Education Committee at regular intervals of not less than 5 years to ensure that they remain relevant to current curricular design.

These technical standards are essential to the completion of the educational program of the MD program at the University of Calgary. A candidate for the MD degree must demonstrate the following abilities:

Observation

A student must be able to participate in learning situations that require skills in observation. Specifically, a student must be able to accurately observe a patient and acquire visual, auditory and tactile information.

Communication

A student must have a good (proficient, expressive and receptive) use of the English language. Examples of areas in which skillful English communication are required in the first 2 years include, but are not limited to, answering oral and written exam questions, presenting information in oral and written form, and participating in small group discussions/interactions. A student must be able to speak, hear, and observe patients in order to effectively and efficiently elicit information, describe mood, activity, and posture and perceive non-verbal communication. A student must be able to communicate effectively and sensitively with patients, families and any member of the health care team. A student must also be able to coherently summarize a patient's condition and management plan verbally and in writing.

Motor / Tactile

A student must demonstrate sufficient motor function and tactile ability to safely perform a physical examination on a patient, including palpation, auscultation and percussion. The examination must be done independently and in a timely fashion. A student must be able to use common diagnostic aids or instruments either directly or in an adaptive form. (e.g. sphygmomanometer, stethoscope, otoscope and ophthalmoscope). A student must be able to execute motor movements that are required to provide general and emergency medical care to patients.

Intellectual-Conceptual, Integrative and Quantitative Abilities

A student must demonstrate the cognitive skills and memory necessary to measure, calculate, and reason to analyze, integrate, organize and synthesize information. In addition, the student must be able to comprehend dimensional and spatial relationships. A student must be able to demonstrate these

abilities in a manner consistent with the timely provision of general and emergency medical care to patients.

Behavioural and Social Attributes

A student must consistently demonstrate the emotional health required for full utilization of his or her intellectual abilities. The application of good judgment and the prompt completion of all responsibilities related to the diagnosis and care of patients are necessary. The development of mature, sensitive, and effective relationships with patients, families and other members of the health care team are also required. The student must be able to tolerate the physical, emotional, and mental demands of the program and function effectively under stress in order to maintain both physical and mental health. Adaptability to changing environments and the ability to function in the face of uncertainties that are inherent in the care of patients are both necessary. Finally, taking responsibility for themselves and their actions is expected.

Approved by UMEC:

Jan 25th, 2013

Reviewed and Updated by Admissions Committee:

January 21st, 2020

Appendix 4 – Reference Statistics

	Class of 2019	Class of 2020	Class of 2021	Class of 2022	Class of 2023	Class of 2024	Class of 2025
Males %	55	58	57	36	59	31	34
Females %	45	42	43	64	41	69	66
Average Age	25.8	25.1	24.25	24.35	25.00	25.20	26
Average Overall Undergrad GPA	3.82	3.78	3.83	3.85	3.82	3.82	3.87
% without an undergraduate degree	5.7	7.6	8.4	7.8	Not available	Not available	7.4
% with a graduate degree	22	22	22	23.9	Not available	Not available	17.6

Appendix 5 - Recommended Undergraduate Courses

The Admissions Committee of the Cumming School of Medicine's MD program recommends that applicants undertake a rigorous undergraduate education in a field that is of interest to them. When attempting to choose specific pre-medical courses, you may wish to consider the following advice:

1. Choose courses that will assist your transition to medical school by familiarizing you with basic concepts within the foundational medical sciences:
 - Physiology - highly encouraged
 - Anatomy - highly encouraged
 - Introductory Biology
 - Inorganic Chemistry
 - Organic Chemistry
 - Introductory Physics
 - Biochemistry
 - Genetics
 - Molecular Biology
 - Pharmacology
2. Choose courses in the social and behavioral sciences and the humanities that will assist you in understanding the lived experiences of patients and help you develop as a broadly educated, humanistic physician.
 - Sociology
 - Psychology
 - Anthropology
 - Indigenous Studies
 - Philosophy and Ethics
 - Women's and Gender Studies
3. Choose courses that will assist you in developing specific skills required of practicing physicians.
 - Statistics
 - Public Health and Population Health Studies
 - Scientific Writing and Foundations of Scientific Inquiry
4. Choose courses that will assist you in preparing for the MCAT exam.

These courses are not presented as a comprehensive or exhaustive list. Applicants should choose courses that they feel will provide them personally with the greatest benefit or which will address gaps in their educational background. We also recommend that students pay close attention to specific course requirements if they are applying to other programs and at any other medical schools they may be applying to in order to maximize their chances of success in obtaining admission to at least one medical school.

Appendix 6 - Letters of Reference Example

Collaborator Letter

This is an example of one of the letter formats. The other two letters differ only in terms of Part 3 of the letter, and these “Part 3” sections have been appended.

Part 1

Recommendation Form

Thank you for agreeing to act as a referee for [REDACTED]

You have been specifically chosen by [REDACTED] to comment on COLLABORATION SKILLS.

This letter of reference form is designed specifically to help our admissions committee assess the non-academic qualities of our applicants. It is based upon the CanMEDS framework, which outlines 7 key competencies expected of practicing physicians: medical expert, professional, communicator, collaborator, health advocate, manager and scholar. The Admissions Committee is looking for medical school applicants who have the potential to excel in these areas. Although we present you with checkboxes for convenience, we find written comments and examples to be particularly helpful in making informed decisions. We recognize that this represents a significant time commitment on your part, and on behalf of the applicant, we thank you.

For your information, the applicant was able to access a blank version of this form before choosing you as their referee. Please be aware that all reference forms can be accessed by the applicant under FOIP legislation. As such, if you would like to address any of your concerns about the applicant in confidence, please contact the Director of Admissions directly at [REDACTED]

[REDACTED]

Email: [REDACTED]
Home:
Cell:

Status:
AMCAS ID:

+ View More
Auto-Save Failed At 2:49:59 PM

[Why did you chose this referee?](#)

Test

[Part 1](#)

How well do you know the applicant? In what capacity do you know the applicant? (150 Word Limit)

Part 2

Part 2

Please grade the applicant according to the following attributes. We encourage you to make any comments as appropriate for each of the graded attributes.

Attribute	Exceptional (Top 5%)	Well Above Average	Above Average	Average	Below Average (Bottom 50%)	Unable to Assess	Comments
1 Demonstrates the ability to perform tasks effectively and in a timely fashion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="text"/>
2 Demonstrates the ability to recognize vulnerable or marginalized populations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3 Demonstrates the ability to delegate roles when appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4 Demonstrates the ability to critically evaluate information and apply this appropriately to decision making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
5 Demonstrates the ability to share decision making among other group members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
6 Demonstrates the ability to set priorities and balance commitments in academic, extracurricular, and personal life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
7 Demonstrates the potential to act as a mentor for peers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
8 Demonstrates the ability to resolve, manage, and prevent conflicts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
9 Demonstrates respect for diversity among people of different cultures, genders, and ages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
10 Demonstrates the ability to effectively lead a team and implement change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
11 Demonstrates the ability to contribute to the wellbeing of others within their community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
12 Demonstrates the ability to recognize personal areas of weakness and to develop strategies for self improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Part 3

Advocate

Part 3

Advocate – As Advocates, physicians responsibly use their expertise and influence to advance the health and wellbeing of individual patients, communities, and populations.

Please provide a specific example of when the applicant demonstrated their ability to contribute to the well-being of others. What experience does the applicant have in identifying a need and acting on it?

What personal characteristics does the applicant possess that might adversely affect their ability to improve the wellbeing of others?

Manager

Part 3

Manager - As Managers, physicians are integral participants in healthcare organizations, organizing sustainable practices, making decisions about allocating resources, and contributing to the effectiveness of the healthcare system.

Please provide a specific example of when the applicant acted in a managerial role. What time management and leadership skills does the applicant possess that allow them to be an effective manager?

What personal characteristics does the applicant have that may adversely affect their ability to be an effective manager?

Continuation of part 3

Collaborator

Part 3

Collaborator - As Collaborators, physicians effectively work within a healthcare team to achieve optimal patient care.

Please provide a specific example of when the applicant worked in a collaborative role to achieve a goal. What skills does the applicant possess that allowed them to achieve this goal?

What personal characteristics does the applicant possess that might adversely affect their ability to be a collaborator?

Appendix 7 - Frequently Asked Questions

1. What is the deadline for submission of the application and supporting documents?

October 3rd, 2023, 4:00 pm MST. The application must be submitted electronically and received by this date and time. We require one (1) hard copy of all official transcripts, letters of reference, and indigenous status (if applicable). Official MCAT scores must be released to the University of Calgary by October 3rd, 2023 by 4:00pm during the application cycle through the AAMC website. **MCAT scores released after the October 3 - 4:00pm MST will not be accepted and will result in the file closing.**

2. Can my transcripts arrive before my application is completed?

In fact, it is preferred; they will be kept on file.

3. How many applicants do you currently accept?

There were 165 seats available in 2023. We are unable to make specific future class size commitments at this time. A minimum of 85% of seats are reserved for Alberta residents.

4. What is the policy if the MCAT is written more than once?

Academic file reviewers will see all MCAT scores, including every sitting of both the new and old tests that you have done. Your best CARS score will be selected automatically for use in the file review scoring.

5. What is your cut-off for the MCAT?

We do not have a minimum cut-off for Alberta residents. Non-Alberta residents are required to have a CARS score of 128 or greater.

6. What are your required courses?

While there are no prerequisite courses for the MD Program, Appendix 5 includes a list of recommended undergraduate courses. The Indigenous Canada online course is an application requirement starting in the 2023-2024 cycle.

7. Is any particular undergraduate degree preferred?

No. Applicants are urged to have an alternate career in mind and their program should reflect that.

8. Do you have an MD-PhD stream?

Yes, but MD-PhD applicants are reviewed by the committee in the same way as other applicants. Seats are not reserved specifically for students with graduate degrees. You must apply to the MD Program and to graduate studies separately.

9. Why do I have to enter my academic record if the medical school has my transcripts?

All grades for every applicant must be entered into our database and we do not have the resources to do this for over 2000 applicants.

10. Is it possible to transfer into the U of C MD program?

The University of Calgary, Cumming School of Medicine does not consider transfer requests.

11. How do I prove my Alberta Residency?

If your residency status is in doubt, you must be prepared to provide proof that you were physically residing in the province of Alberta during the time in question. Items that may support such claims include pay stubs, tax returns, utility bills, driver's license, car registration, cell phone records, credit card statements, or any other similar documentation. These documents should be saved in case the Office of Admissions requests them. Simply holding a lease on a property in Alberta or having an Alberta driver's license may not be considered sufficient evidence of residency.

12. Do you accept international students?

No. Only Canadian citizens, convention refugees, and permanent residents in Canada are eligible to apply.

13. Are there any age restrictions for applying?

No. We do not have any age limit for applying.

14. Can I apply more than once?

Yes. At this time, there are no restrictions on how many times an applicant can apply.

15. Do you consider the grades or credits from AP or IB courses? Do I need to send my AP or IB transcripts?

No. We do not consider AP or IB courses so do not require transcripts for AP or IB courses.

16. Can I meet with an advisor to discuss my application?

We are happy to meet with applicants/prospective applicants to clarify our processes and answer questions about them, but we are not able to discuss previous applications or advise applicants on how to improve their applications.

17. If I am a U of C student, are my transcripts automatically sent to you?

No. If you are a U of C student, you need to request that transcripts be sent directly to our office. See section 2.1 of our Applicant Manual.

18. If I applied last year, do I need to resend my transcripts to you?

Yes. Official transcripts must be sent every year that you apply.

19. What if my transcripts arrive after the deadline, even if it is not my fault?

Your file will be closed. The deadline is firm.

20. Can I still apply as an out-of-province applicant if I don't meet the GPA or MCAT cut-off? Will my file be reviewed?

No. We do not consider or review applications which do not meet minimum criteria. Such files are closed.

21. How long is the MCAT good for?

We do not currently have a limit on how old scores are but we only accept the 2015 MCAT.

22. How are failed courses looked at?

Failed courses are part of the GPA if they are part of a full-time year. Repeated courses count in the year they were taken but do not replace the failed course.

23. Do spring/summer courses count towards the GPA?

No. Only full-time years (as described in Section 3.7 of the Applicant Manual) are part of the GPA.

24. Can I use MyApply to submit my transcripts?

No. We require one (1) copy of all official transcripts to be sent directly to the MD Admissions Office electronically or hard copy. We recommend that if you send a hard copy that it is sent via registered mail.

25. I was graded on a 4.3 GPA scale – how do I convert my GPA to a 4.0 grading scale?

You can use the GPA conversion tables in Appendix 1. Please use your letter or percentage grades (whichever you have been assigned) and convert your grades to the corresponding GPAs. You are treating your cumulative 4.3 scale GPA like a 4.0 scale GPA and no complex conversion is necessary.

26. I was assigned both letter and percentage grades on my transcripts – which ones can I use?

In this case, you can choose one or the other. Occasionally, there may be a slight GPA variance between the two grading systems, so you can choose whichever offers you a greater benefit. You just need to ensure that you are consistent with using one grading system only to determine your GPA, and not a mix of letter and percentage grades.