



UNIVERSITY OF SASKATCHEWAN

College of Medicine

MEDICINE.USASK.CA

APPLICANT INFORMATION

Entry Fall 2020 Admission Requirements

Application Deadline

October 1, 2019

4:00 PM Saskatchewan Time

Admissions Office
College of Medicine
University of Saskatchewan
Box 17
Health Sciences Building
107 Wiggins Road
Saskatoon, SK S7N 5E5

Email: med.admissions@usask.ca

Website: www.medicine.usask.ca/admissions

College of Medicine Undergraduate Admissions

Thank you for your interest in the College of Medicine at the University of Saskatchewan. We appreciate you taking the time to review this important document. The Applicant Information document reflects the current and definitive admissions procedures for the 2019-2020 admission cycle, as recommended by the College of Medicine Admissions Committee and approved by the College of Medicine Faculty Council. Individuals considering applying for entry into the MD program in subsequent years must not assume that the procedures as outlined in this manual will be in effect for future application cycles.

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I. APPLICATION PROCEDURES AND DEADLINE

A. Application forms must be submitted online and will be available at www.medicine.usask.ca/admissions in early August. Once you have submitted your application, it is not possible to login to update information or check the status of your application. Updates to the information in the application, if they are of critical importance to the application, must be emailed to the Admissions Office (med.admissions@usask.ca).

B. The non-refundable application fee is \$150.00 and must be paid by credit card or by sending a cheque. For applicants invited to the Multiple Mini Interview (MMI), there is an additional non-refundable fee of \$150.00 which must be paid at the time of accepting the MMI invitation.

C. The deadline to submit both the application and the initial application fee is October 1, 2019 at 4:00 PM (Saskatchewan time). **Late submission of either the application or the fee, for any reason, will result in your application not being accepted.**

D. Transcripts and any other documents required for application (e.g., proof of residency) must be postmarked by October 15, 2019 at 4:00 PM (Saskatchewan time).

E. During the application cycle, missing a deadline or responding to an incorrect email address in the submission of required admission-related materials or responses *may* result in your application being coded *inactive*.

F. If you have been (including during the application cycle, up to entering the College), subject to a professionalism review, academic or non-academic disciplinary review in a current or previous academic program, you must immediately report details to the Admissions Office. Failure to report such reviews *will* result in an application being coded inactive.

G. For any individual, a maximum of five applications are allowed (i.e., after five applications for entry, no further applications will be considered from that individual). A submitted application with an accompanying application fee is counted as an application. Withdrawing an application, or an unsuccessful application result, does not alter the application count.

H. The Admissions Office is available to assist interested individuals who seek information regarding the admission requirements for the College of Medicine. It is policy, however, to not instruct individuals as to a specific course of action to follow, but rather to provide the information needed for them to make their own choices with respect to the requirements for application to Medicine. The following points require special attention:

- No official of the College can guarantee the admission of any applicant. Admission is determined solely by the Admissions Committee based on an annual competition.
- All admissions inquiries must be via email to med.admissions@usask.ca, so that an official response can be made. It is only these written responses which will be considered as evidence of information provided; **phone calls will not be accepted.**
- Any inquiry pertaining to the review and evaluation of a foreign transcript (not including USA institutions) **must be** accompanied by a valid Medical College Admissions Test (MCAT) result (i.e., a test written no earlier than January 2016). Foreign transcripts related to study-abroad coursework are not included in this requirement.
- Potential applicants should be aware that second and third hand information about admissions policies may be incorrect and must not be relied upon. The information provided in this document comprises the official admission requirements.

II. GENERAL INFORMATION TO BE READ BY ALL APPLICANTS

Deadline For Application: OCTOBER 1, 2019 – 4:00 PM (Saskatchewan time)

Please visit our website (www.medicine.usask.ca/admissions) to learn more about admission to our medical school and any upcoming changes to future admission cycles.

Correspondence from the Admissions Office will only be sent by email to the email address provided on the online application; no paper or hard copy will be sent by post. You must ensure the email account provided in the online application is active and routinely checked, including junk/spam folders. Please contact the Admissions Office if you have not received an email containing a receipt for your application fee payment by October 15, 2019. Any changes to the provided email address and/or contact information must be reported to med.admissions@usask.ca to ensure your information is up-to-date. We do not update the online application with the status of the application, and once the application has been submitted you will not be able to login again. Once submitted, any changes in the information provided through the online application must be done through the Admissions Office at med.admissions@usask.ca.

As the only medical school in Saskatchewan, the University of Saskatchewan College of Medicine exists to serve the residents of the province. As such, of the 100 seats available each year, 95 are reserved for Saskatchewan residents. To increase the number of Indigenous physicians, 10 of the 95 Saskatchewan seats are available for qualified, self-identified First Nations, Métis, and Inuit students through our Indigenous Admissions Program (a maximum of five of these seats are open to non-Saskatchewan resident Indigenous applicants). As well, to enhance diversity in our incoming medical class and to provide the opportunity of a medical career to Saskatchewan residents who have experienced a challenging socio-economic background, 6 of the 95 Saskatchewan seats are allocated to the College's Diversity and Social Accountability Admissions Program. Five of the 100 seats available are reserved for Out-of-Province residents (non-Indigenous).

The mandate of the Admissions Committee is to select students who have the cognitive (academic) ability and possess the non-cognitive (personal) attributes that will ensure success in our undergraduate medical program. The following is a list of personal attributes that we are looking for in our incoming students.

Students coming into the College of Medicine to train to be doctors should:

- *communicate well in giving and receiving information;*
- *exhibit resiliency, maturity, and be self-directed;*
- *have insight and be teachable;*
- *be congenial and have excellent people skills;*
- *show compassion, empathy, and respect for all;*
- *demonstrate ability to lead and advocate; and*
- *possess integrity and professionalism.*

The language of instruction at the University of Saskatchewan is English. Applicants whose primary language is not English may be required to present proof of proficiency in English. Information regarding the English

language proficiency requirement at the University of Saskatchewan can be found at <https://grad.usask.ca/admissions/admission-requirements.php#Englishlanguageproficiencyrequirements>.

Details of the admissions requirements for Saskatchewan resident, Indigenous Admissions Program, Diversity and Social Accountability Admissions Program and Out-of-Province applicants are provided below: ***please read carefully for information pertinent to you.***

While the Admissions Office is responsible for applying all approved admissions criteria, a final decision on an application resides solely with the Admissions Committee.

Application Review Process:

- A.** Medical College Admissions Test (MCAT) results are assessed to ensure that (i) the most recent score has been submitted, (ii) the most recent test was written within the required timeline, (iii) the minimum requirements (if applicable) have been met, and finally, (iv) scores are not too low overall to be considered for that particular applicant pool. Also assessed is performance consistency within the components of the MCAT and consistency between the MCAT results and the university academic average (UAA).
- B.** Proof of residency (Canadian Citizenship, Permanent Resident, Saskatchewan Resident), Indigenous ancestry, four-year degree requirement with required minimum UAA, and academic consistency will be assessed.
- C.** As a result of the assessments in steps A and B, you can be notified at any time that your application has been coded *inactive* and will not proceed further.
- D.** In early February, invitations are sent to selected applicants within each applicant pool to attend our Multiple Mini Interview (MMI) weekend held in March.
- E.** By mid-May, interviewed applicants are processed according to the criteria applicable to the applicant pool they are in. Interviewed individuals are then informed that they: (i) are being offered a seat, (ii) have been wait-listed, or (iii) will not be offered a seat in the current admissions cycle.
- F.** Beyond being informed of one of the three outcomes listed in step E, no further information will be provided to interviewed applicants either in writing or through a personal meeting with any member of the Admissions Office, the Admissions Committee, or the College of Medicine Dean's Office.
- G.** Applicants must note that confidential information in an applicant's file will not be disclosed to an applicant or anyone acting on the applicant's behalf. Relevant Saskatchewan legislation is excerpted as follows.

The Local Authority Freedom of Information and Protection of Privacy Act
(1990-91, c.L-27.1, section.30, subsection 3.):

The (university) may refuse to disclose to an individual personal information that is evaluative or opinion material compiled solely for the purpose of:

(a) Determining the individual's suitability for:

(ii) admission to an academic program;

where the information is provided explicitly or implicitly in confidence.

III. RESIDENCY AND CITIZENSHIP

You must have lived in Canada for at least three years prior to August 1 of the year in which admission is being sought and you must be a Canadian citizen or have Permanent Resident status by the application deadline of October 1. If your Permanent Resident card expires between the application deadline and September 1 of the year of admission, admission to the College will be conditional upon receipt of an updated valid Permanent Resident card.

A. Saskatchewan Residents

1. A Saskatchewan resident is defined as someone who has **physically** resided in Saskatchewan for the three years **immediately preceding** August 1 of the year they are seeking admission (i.e., August 2020) or have previously lived in Saskatchewan for an accumulated period of 15 years. If you have previously lived in Saskatchewan for an accumulated period of less than 15 years, and do not qualify under the three-year condition, you will receive credit of one year toward the three-year requirement for every five years residency in the province (e.g., if you have lived in Saskatchewan for the past two years, and also have lived in the province for five to nine years at some point prior to the recent two years, that would fulfill the three-year residency requirement).
2. An exception to the three-year ruling may be made for members of the Armed Forces of Canada or RCMP, or for an applicant whose spouse, parent, or guardian is a member of the Armed Forces of Canada or RCMP, who has moved to Saskatchewan due to being reassigned. In these cases, the applicant **must have physically resided in Saskatchewan** for at least 12 consecutive months immediately preceding October 1 of the year of application (not year of entry should they be successful) and obtained written approval from the Admissions Office prior to the application deadline to waive the three-year requirement (contact the Admissions Office at med.admissions@usask.ca).
3. For the purposes of establishing Saskatchewan residency, you can submit an application if you are currently doing at least your 3rd year of full-time study at the University of Regina or the University of Saskatchewan **immediately preceding** the date of entry being sought. The Admissions Office will verify this claim at the time of the University of Saskatchewan or University of Regina transcript review. If you establish your Saskatchewan residency through this provision, but do not gain entrance to medical school in the final year of your baccalaureate degree at either University, you must **physically remain** in the province and provide proof of residency to maintain your claim of Saskatchewan residency for any subsequent application (see items 1 and 5).
4. Individuals who meet the same criteria based on residency in Yukon, Northwest Territories, or Nunavut can apply as a Saskatchewan resident.
5. **To support the claim under item 1 or 2 above of being a Saskatchewan resident, you must provide all of the following: (i) a valid Saskatchewan Government Health card; (ii) an official letter from Saskatchewan Health Services showing the years of coverage; and (iii) proof of employment in the province. For proof of employment any or all of the following may be required: pay stubs, letter from employer, record of employment, the assessment page from Revenue Canada showing that you have filed Saskatchewan tax returns. A residency claim under item 3 will be documented by an official transcript from the University of Regina or the University of Saskatchewan. If you claim residency under item 4, parallel Territorial documentation will be used. Documentation will be required to cover the entire period of time in question.**

NOTE: A Saskatchewan or Territorial driver's licence is no longer accepted as proof of Saskatchewan residency. As well, at the discretion of the Admissions Office, applicants may be required to provide additional supporting documentation for their claim of Saskatchewan or Territorial residency. Applicants are encouraged to contact med.admissions@usask.ca prior to application if they have questions concerning meeting the requirements for Saskatchewan or Territorial residency. Any applicant who misrepresents their residency status will be subject to a file review for areas of concern during the current and all subsequent application cycles.

B. Indigenous Admissions Program (IAP)

Ten of the first-year seats are reserved for persons of Canadian Indigenous descent (with a preference for applicants meeting the Saskatchewan residency requirement and a maximum of five seats open to Out-of-Province applicants of Indigenous descent accepted through the Indigenous Admissions Program). All applicants of Indigenous ancestry (including from outside of Saskatchewan) are first considered through the regular Saskatchewan resident admission rank number (ARN) process (see page 15), and if unsuccessful in achieving a regular offered seat, then within the IAP. Indigenous applicants must identify themselves on the application for admission and submit proof of Indigenous ancestry. Acceptable proof of ancestry are: Status or Treaty card, Métis Membership card, Nunavut Trust Service Card, or Inuit roll number. The College of Medicine, University of Saskatchewan, will recognize ONLY Métis cards from the provincial counterparts of the Metis National Council; please see: <http://www.metisnation.ca/index.php/who-are-the-metis/citizenship>. You are strongly encouraged to apply for proof of ancestry as soon as possible so that your application can be processed in a timely manner. If you have not yet received, or are experiencing difficulty in obtaining an acceptable recognized proof of ancestry, you are encouraged to contact the Admissions Office. Genealogies may be requested and the decisions of the Admissions Committee are final. Acceptable proof of ancestry documentation must be received in the Admissions Office by May 1, 2020 for your application to be considered through the IAP. If you are found to be misrepresenting as an Indigenous person, your application *will* be coded inactive.

C. Diversity and Social Accountability Admissions Program (DSAAP) for Saskatchewan Residents

(1) The DSAAP has 6 seats available. Saskatchewan residents will first be considered through the regular Saskatchewan resident admission rank number (ARN) process (see page 15). If unsuccessful in achieving a regular offered seat, Saskatchewan residents who qualify through the answers they provide to a DSAAP supplemental questionnaire (see below) will then be considered for a DSAAP seat. Self-declared Indigenous applicants are not eligible for the DSAAP, since they are similarly first considered through the Saskatchewan resident ARN process and then subsequently through the IAP.

(2) Following the closing of applications on October 1, all Saskatchewan resident applicants (not including those that self-identified as being eligible to apply through the IAP) will be sent the DSAAP supplemental questionnaire (see below). The DSAAP is a voluntary program; if a Saskatchewan resident applicant voluntarily participates, they then will be considered for one of the 6 DSAAP seats. **The deadline to submit the DSAAP supplemental questionnaire and required supporting documentation is November 1, 2019.**

(3) Part A of the DSAAP supplemental questionnaire has a single question dealing with average gross *family* income over the past 5 years. To qualify, and thus be considered for a DSAAP seat, a Saskatchewan resident **will have to document** that their five-year average gross family income was below the threshold of \$80,000 (note: family is defined on the next page).

(4) Saskatchewan resident applicants answering *yes* to the single question in Part A then will proceed in Part B to answer questions dealing with different aspects of socio-economic status pertinent to Saskatchewan residents. For each Part B question answered *yes* accepted by the Standing DSAAP Review Committee of the Admissions Committee, the applicant's ARN would be augmented by +0.1 when the applicant is considered for a DSAAP seat.

(5) Qualified DSAAP applicants will be ranked by their modified ARNs and the top 6 offered one of the 6 DSAAP seats in the initial offering of seats done in mid-May. A DSAAP wait-list may or may not be established. The 6 DSAAP seats will be split 4:2 for medicine training years 2-4 being in Saskatoon and Regina, respectively. If one of the 6 top DSAAP applicants comes up on the regular Saskatchewan resident wait-list for an offer of a seat (i.e., achieve a seat through the usual Saskatchewan resident admissions process), then that offer would go instead to the next ranked applicant on the established DSAAP wait-list.

(6) DSAAP applicants are required to provide appropriate tax assessment information for all family members (see below - **Part A** of the DSAAP questionnaire) and must provide documentation to validate any of their answers to questions (3) through (13) in **Part B** of the DSAAP supplemental questionnaire.

(7) DSAAP applicants also must provide the names and contact information for two references. References will be contacted by phone (usually in January) to answer a questionnaire constructed to solicit information independently speaking to an applicant's answers in Part A and B of the DSAAP supplemental questionnaire. DSAAP applicants are responsible for receiving prior approval from references that they are willing to participate in a telephone interview. Lastly, only arms-length individuals (i.e., non-household members, non-relatives) may be used as references to validate the DSAAP questionnaire.

DSAAP Supplemental Questionnaire: Answers, details, and documentation in support of *yes* answers, will only be used for the DSAAP. The confidentiality policies and processes used for all College of Medicine admissions information will apply to all information provided in support of an application to the DSAAP. The Standing DSAAP Review Committee of the Admissions Committee will confidentially review all materials provided by an applicant and decide if each submitted *yes* answer in the DSAAP supplemental questionnaire will be accepted. **Details and documentation provided by an applicant in support of each of their *yes* answers thus must be sufficient for the *yes* answer to be accepted** (in submitting details and documentation, individuals may redact confidential identifiers such as social insurance numbers). Included in this review process will be the feedback provided by the two references. **DSAAP applicants will not be provided with any feedback regarding acceptance or not of any *yes* answer and ultimately will be told only whether they (i) have been successful in being awarded a seat, (ii) have been wait-listed, or (iii) will not be offered a seat in the current admissions cycle.**

Part A

Was your average gross family* income over the past 5 years <\$80,000 per year? **If *yes*, proceed to *Part B*.**

You must submit copies of the annual tax assessments for individuals, including yourself, making up your family for each of the past 5 years. The annual tax assessments you submit in support of a *yes* answer here will also support your answers to ***Part B*** questions (1) and (2).

**Family* is defined as follows (biological parents and/or guardians and/or siblings can be involved): a married couple (with or without children of either and/or both spouses), a common-law couple (with or without children of either and/or both partners), a lone parent of any marital status (with at least one child), or an adult independently living on their own. In this definition, an applicant can be a child of a married or common-law couple, or a single

parent/guardian; or a spouse or a partner (with or without children); or a single adult. During the five-year period in question, an applicant's definition of their *family* may well change with time. The term common-law applies to partners who have lived together for 6 or more months even if common-law has not been declared for taxation purposes, and married or common-law couples includes same sex individuals.

Each applicant wishing to be considered under the DSAAP must define all of the members comprising his or her family for each of the 5 years used to compute the average gross family income. Note that the applicant must include themselves when defining the members of their family; therefore, the applicant's employment income, as well as any scholarship or bursary support received, must be provided for each of the 5 years in question. As well, for the 5 years post-high school, the applicant **MUST include all family members' income for the appropriate year(s) regardless of whether or not the applicant considers himself to be independent for part or all of the 5 years.**

Part B

(1) Is the average gross income for your family over the past 5 years <\$65,000 per year?

(2) Is the average gross income for your family over the past 5 years <\$50,000 per year?

For questions 3 - 13, if you answer *yes* in any case, note that you are required to provide supporting details.

(3) Was high school graduation (or less) the highest education level of each of your parents (guardians)? If *yes*, provide level of education received and where obtained.

(4) Did your family ever receive social assistance in the pre-university years of your life? If *yes*, provide dates involved and type of assistance received.

(5) For the past 10 years, did both of your parents' (guardians') jobs solely involve clerical, service, or unskilled labour? If *yes*, please list all jobs for the 10-year period for both of your parents or guardians.

(6) Were you raised by a teen parent, single parent, or family other than your biological or legally recognized parents for ≥ 10 of your pre-university years? If *yes*, provide dates and information on who was involved in raising you.

(7) Do you come from a family of 3 or more children? If *yes*, provide names, date of birth, and gender for each sibling.

(8) Were you ever in foster care? If *yes*, provide dates and location of the jurisdiction involved.

(9) Are you a single parent taking care of one or more children? If *yes*, provide the dates when you became/were a single parent, and the names and dates of birth and genders of the child or children involved.

(10) Were you or your immediate family admitted to Canada with refugee status? If *yes*, provide details and supporting documentation.

(11) During your four-year baccalaureate degree, did you qualify for and receive an academic accommodation through a University Equity Office? If *yes*, provide the registration date of the accommodation and with which university; details of the registered accommodation are not required as confirmation of registration is the only aspect that the Admissions Office will check.

(12) Did you complete all of your high school education in, and graduate from, a high school in Saskatchewan? If yes, provide dates, name(s) of the high school(s) and location of the education jurisdiction involved.

(13) Did you complete all of your high school education in, and graduate from, a high school in a rural area of Saskatchewan? (A rural area is defined as an area with a population of $\leq 4,000$ people as per the 2016 Saskatchewan Population census data). **For this question, you can not answer yes if you graduated high school in the following 20 Saskatchewan cities and towns: Battleford, Estevan, Flin Flon, Humboldt, Kindersley, Lloydminster, Martensville, Meadow Lake, Melfort, Melville, Moose Jaw, Nipawin, North Battleford, Prince Albert, Regina, Saskatoon, Swift Current, Warman, Weyburn, and Yorkton.** If you can answer yes, provide dates, name(s) of the high school(s) and location of the education jurisdiction involved.

NOTES

(i) With only a yes answer to Part A, an individual would be eligible to be considered for a DSAAP seat, but with no upwards adjustment of their ARN. Each yes answer to Part B questions will give the DSAAP applicant a +0.1 adjustment in their ARN. Consequently, with 13 questions for Part B, the maximum ARN adjustment possible would be +1.3.

(ii) It is important to realize that this ARN adjustment is specific for the *relative* positioning of only those applicants who qualify to be considered for one of the 6 DSAAP seats (i.e., their answer to the **Part A question is yes**).

(iii) All applicants who are Saskatchewan residents (except self-identified Indigenous applicants) will receive the supplemental questionnaire. When the questionnaire is sent out, the covering message will be that **a response is not obligatory**, but if the individual voluntarily participates, they then will be considered within the DSAAP framework for one of the 6 DSAAP seats.

D. Out-Of-Province Residents

Up to five seats may be held by Out-of-Province applicants.

IV. ACADEMIC REQUIREMENTS

Requirements for Saskatchewan resident and Indigenous applicants are in **Section A**, and for Out-of-Province residents are in **Section B**. Calculation of the **university academic average (UAA)** is done in percentages (%). Where transcripts have results in other than %, conversion to % will be done.

SECTION A

Saskatchewan Residents and Indigenous Admissions Program: both requirements 1 and 2 must be met to apply for admission

1. Medical College Admission Test (MCAT)

NOTE: The MCAT must have been written prior to the application deadline of October 1, 2019. You must request that all of your MCAT results be released electronically **specifically** to the University of Saskatchewan, College of Medicine, via the Association of American Medical Colleges (AAMC) MCAT Test Site and **specifically between October 15, 2019 and October 25, 2019**. Even if you have released your scores to the University of Saskatchewan, College of Medicine prior to October 15, 2019, you **must re-release** them during the previously stated time period. **Only scores released during this time period will be considered.**

For application fall of 2019 for entry fall of 2020, no minimum MCAT section or total score percentile will be required. MCAT scores must be obtained in one sitting prior to the application deadline. The earliest accepted scores for application 2019 for entry fall of 2020 are from January 2016. **Only the most recent MCAT writing will be considered.** Confidence bands are not considered and any further AAMC adjustments to percentile scores after our MCAT score release deadline of October 25, 2019, will not be considered. **We will not confirm receipt of MCAT scores.**

For each application cycle, the Admissions Committee will review all of the MCAT scores and set the minimum overall MCAT score, and MCAT section scores, for the current cycle. In the last admissions cycle for entrance in 2019, the Committee removed applicants from further consideration if their total MCAT score was less than the 24th percentile in their most recent MCAT written April 2015 onwards.

The Admissions Committee, in assessing an individual's application, will review the MCAT section scores for consistency and for concordance of the MCAT total score percentile with the individual's university academic average (UAA). Inconsistency within the MCAT section results, or discordance between the MCAT total score percentile and the UAA (e.g., MCAT result unexpectedly low based on the UAA), can serve as grounds for the Admissions Committee to remove an individual's application from further consideration. This past year, in addition to the total score percentile cutoff of ≥ 24 , the Admissions Committee set the minimum section percentile score cutoffs of BBFL ≥ 29 ; CARS ≥ 23 ; CPBS ≥ 12 ; PSBB ≥ 19 .

While no prerequisite courses are required for admission, to prepare for the MCAT, applicants are strongly encouraged to complete equivalent/similar courses in the following: introductory level Biochemistry, Chemistry, Biology, Physics, Statistics, Sociology and Psychology.

Registration for the MCAT is online at www.aamc.org/mcat.

For information regarding acceptable MCAT test dates for future applications, please consult the Admissions website <http://medicine.usask.ca/admission-to-the-md-program/how-to-apply.php#MCAT>.

2. Four-Year Baccalaureate Degree Awarded Prior to Entry into Medicine

To establish an academic average for consideration by the Admissions Committee, students must have completed a four-year baccalaureate degree (can be in any subject area) prior to entry into Medicine. Saskatchewan residents must have attained a UAA of $\geq 75\%$ as described below. The UAA calculation will be based on the evaluation of grades reported on official transcripts from **all accredited degree-granting post-secondary institutions attended** (with the exception of Articulation Agreements - see item D), regardless of whether or not transfer credits were awarded, and regardless of the time of year a course was taken. You are not required to carry a full courseload as long as you meet the stated time requirements. Also, it should be noted that **the UAA calculation uses course credit unit weighting** and an initial class and a repeated class will both be counted if they fall within the courses used to calculate the UAA.

Items A through K will be considered when determining an applicant's UAA. If the current year is being used in calculation of the UAA, courses taken in term 2 (after December 31) must average $\geq 75\%$. If your UAA can be calculated more than one way (items A to E below), the best UAA calculated will be used. Additional undergraduate level courses taken following the awarding of a degree will only be considered if they will result in a subsequent four-year degree completed by the end of April and that will be awarded prior to entering medical training.

(A) FIRST FOUR-YEAR BACCALAUREATE DEGREE. A Saskatchewan resident can **apply in the final year of a four-year baccalaureate degree program**, provided ≥ 102 credit units (CU) are completed by the end of December of the application year. If you are offered a seat in Medicine, all coursework taken up to the awarding of the four-year degree must be completed by the end of April prior to entry to Medicine and in ≤ 5 years since starting university (the only exception to the four-year degree requirement is described in (C)). All university courses completed as of the end of December following application will be used in calculating your UAA for admission purposes. Although courses completed in the calendar year following application will not be used in calculating your UAA, these final courses must average $\geq 75\%$. **If you have been awarded a four-year degree prior to application**, your UAA will be calculated on the most recent 120 CU completed up to award of the degree. In this case, the courses being counted must have been completed within a period of ≤ 5 years.

(B) ADDITIONAL FOUR-YEAR BACCALAUREATE DEGREES OR RESTARTING UNIVERSITY. If you start a new four-year degree program after completing your first four-year degree, or restart university after being away from post-secondary studies for at least 8 consecutive months before restarting your studies, you must be within 30 CU of completing the new four-year degree program at the time of application for the new or restart degree to be considered for UAA calculation purposes. All coursework for the awarding of the four-year degree must be completed by the end of April prior to entry to Medicine. For purposes of UAA calculation, the most recent 120 CU completed as of the end of December of the year of application will be used and the 120 CU must have been completed within ≤ 5 years (for restart applicants, the time away from university will be removed when assessing the five-year period). Although courses completed in the calendar year following application will not be used in calculating the UAA for admission purposes, academic performance in these classes must average $\geq 75\%$. If you are not within 30 CU of completing the second degree at the time of application, only your first four-year degree will be considered as per (A). Only 1 restart is allowed within the 120 CU being considered. Any additional restarts (i.e., two or more) within the 120 CU being considered will be allowed, however, the time away from university will NOT be removed. **NOTE:** Additional undergraduate level courses taken following the awarding of a degree will only be considered if they will result in a subsequent four-year degree completed by the end of April and that will be awarded prior to entering medical training.

(C) PROFESSIONAL PROGRAMS. Individuals currently in a non-direct entry college (foreign medical schools or foreign professional programs are not considered) can apply if prior to application ≥ 90 CU have been completed, and ≥ 102 CU are completed by the end of December of the application year. At least 120 CU must be completed by the end of June prior to entry to Medicine. Coursework taken in the 6 months after December of the year of application must be required for the professional program the individual is enrolled in. The professional degree does not have to be awarded prior to entry into Medicine. If an undergraduate degree is completed prior to the application deadline, the UAA of that degree will also be considered as in (A). To calculate the UAA, the most recent ≤ 120 CU up to the end of December of the year of application will be used to calculate the UAA, provided the 120 CU have been completed within ≤ 5 years. As in (A), although any coursework taken in the calendar year following application will not be used in calculating the UAA for admission purposes, the average in the classes started as of January must be $\geq 75\%$. If you are currently in a professional college, a final admissions decision will not be made until all current academic year coursework and examinations are completed. Grades for the current year must be available by July 15, 2020.

(D) ARTICULATION AGREEMENTS. In the case of a degree resulting from an articulation/partnership agreement between institutions to facilitate transfer of credits and awarding of a four-year degree (i.e., technical school and university), if a block transfer of credit units is noted on the transcript of the receiving institution, then the average of the entire transcript from the technical school will be applied as the average of the block transfer. For example, if an applicant completed a diploma or certificate program from a technical school and then was awarded a block transfer of 60 credit units to be applied towards the completion of a four-year degree, then the average of the entire transcript from the technical school will be used as the average of the block transfer credit. The UAA calculation will then be completed.

(E) UAA CALCULATION BASED ON LAST 120 CU. When the most recent 120 CU are used for calculation of the UAA, the earliest courses required to make the 120 CU total frequently fall time-wise within a larger number of classes taken concurrently (i.e., within the same academic term). In this case, the average of all classes taken concurrently will be used as the mark for each of the remaining courses needed to reach the 120 CU total (e.g., if the last 3 CU class needed to get to 120 CU falls within an academic term where five 3 CU classes were taken concurrently, the average of the five classes is used as the mark for the last required 3 CU).

(F) PASS/FAIL COURSES. Up to 24 CU of pass/fail grading are allowed within the courses used for the calculation of the undergraduate degree UAA. Any additional pass/fail courses **must be pre-approved by the Admissions Office.**

(G) DISTANCE EDUCATION. Up to 24 CU of distance education are allowed within the courses used for the calculation of the UAA. Any additional distance education courses **must be pre-approved by the Admissions Office.** Degrees obtained by taking entirely distance education classes **will not be accepted.**

(H) WRITTEN SUBMISSIONS. Most potential applicants will fit into one of items A–D for UAA calculation purposes. For the rare individual who does not, the situation must be detailed in writing and submitted to the Admissions Office for consideration. To be dealt with in a timely manner, such submissions must be received by the Admissions Office well in advance of the annual application deadline. **Note that no case will be considered with fewer than 102 CU completed prior to the end of December of the year of application or 120 CU completed by the end of April prior to possible entry into Medicine.** Some honours, double majors, and/or work-experience or co-op programs will run beyond the five-year period allowed for a four-year degree. Such situations will be handled on a case-by-case basis by the Admissions Office upon receipt of the details in writing.

(I) INTRODUCTORY LEVEL COURSES. Any introductory level courses completed beyond the numerical maximum allowed by the degree granting institution for the four-year degree will not be considered in the calculation of the UAA. Students delaying the completion of a degree and taking additional credit units in order to meet application requirements must be enrolled in upper level courses.

(J) AP/IB TRANSFER CREDITS. Advanced Placement (AP) and International Baccalaureate (IB) credits can be used towards completion of a four-year degree, but will not be counted towards calculation of an individual's UAA for admission purposes. The start and completion date for AP/IB courses will be as if they were taken during the first year of university.

(K) GRADUATE STUDENTS. Applicants **currently enrolled** in a post-graduate degree program at the end of the application year will have their UAA calculated with all graduate-level classes completed to the end of December considered if to the applicant's advantage. For applicants who have completed a Master's degree or PhD by the end of December the year of application, 9 or 15 CU worth of lowest marks, respectively, will be removed from their undergraduate degree and the UAA will be recalculated using the most recent 111 CU or 105 CU, respectively. Classes completed after the year-end will not be considered.

(L) ACADEMIC CONSISTENCY. In all cases, the Admissions Committee has the right to code an application inactive based on (i) an irregular academic record (e.g., grades declining over time or grades fluctuating over a wide range) or (ii) incongruence between the academic record and MCAT results (e.g., MCAT result unexpectedly low based on the UAA).

SECTION B

Out-of-Province Residents: both requirements 1 and 2 must be met to apply for admission

1. Medical College Admission Test (MCAT)

NOTE: The MCAT must have been written prior to the application deadline of October 1, 2019. You must request that all of your MCAT results be released electronically **specifically** to the University of Saskatchewan, College of Medicine, via the AAMC MCAT Test Site and **specifically between October 15, 2019 and October 25, 2019**. Even if you have released your scores to the University of Saskatchewan, College of Medicine prior to October 15, 2019, you **must re-release** them during the previously stated time period. **Only scores released during the above stated time period will be considered.**

For application fall of 2019 for entry fall of 2020, MCAT scores must be obtained in one sitting prior to the application deadline. The earliest accepted scores for application 2019 for entry fall of 2020 are from January 2016. **Only the most recent MCAT will be considered.** Confidence band scores are not considered and any further adjustments to percentile scores by the AAMC after our MCAT score release deadline of October 25, 2019, will not be considered. **We will not be confirming receipt of MCAT scores.**

A minimum of the 80th percentile for the test sum score and for each of the four section scores is required. Only the **most recent** test will be considered.

As we have limited interview spaces, last year the Out-of-Province resident minimum MCAT cutoff for an interview invitation was at the 97th percentile with a minimum CARS score at the 95th percentile.

The Admissions Committee, in assessing an individual's application, will review the MCAT section scores for consistency and for concordance of the MCAT total score percentile with the individual's university academic

average (UAA). Inconsistency within the MCAT section results, or discordance between the MCAT total score percentile and the UAA (e.g., MCAT result unexpectedly low based on the UAA), can serve as grounds for the Admissions Committee to remove an individual's application from further consideration.

While no prerequisite courses are required for admission, to prepare for the MCAT applicants are strongly encouraged to complete equivalent/similar courses in the following: introductory level Biochemistry, Chemistry, Biology, Physics, Statistics, Sociology and Psychology.

Registration for the MCAT is online at www.aamc.org/mcat.

For information regarding acceptable MCAT test dates for future applications, please consult the Admissions website <http://medicine.usask.ca/admission-to-the-md-program/how-to-apply.php#MCAT>.

2. Four-Year Baccalaureate Degree Awarded Prior to Entry into Medicine

Application by Out-of-Province applicants can be made only during or after the final year of a four-year baccalaureate degree. All coursework taken up to the awarding of the four-year degree must be completed by the end of April prior to entry to Medicine and in ≤ 5 years since starting university. If a four-year degree is completed prior to application, coursework for the degree must have been completed within a five-year period. The UAA calculation will be based on the evaluation of grades reported on official transcripts from **all accredited degree-granting post-secondary institutions attended** (with the exception of Articulation Agreements), regardless of whether or not transfer credits were awarded, and regardless of the time of year a course was taken. Also, it should be noted that **the UAA calculation uses course credit unit weighting** and an initial class and a repeated class will both be counted if they fall within the courses used to calculate the UAA. Applicants are not required to carry a full courseload as long as they meet the stated time requirements. All undergraduate courses completed at the date of application (if at the time of application, you are in your first four-year degree) or up to award of your most recent undergraduate degree (if the degree was awarded prior to application) will be considered in the calculation of the UAA. Additional courses taken after the awarding of the degree will not be included in the calculation of the UAA. The minimum UAA required for application is 85%.

If courses taken after application are required for award of the degree, those courses must maintain an average $\geq 85\%$.

Information regarding repeated courses, distance education courses, pass/fail graded courses, Articulation Agreements, maximum allowed introductory level courses, and International Baccalaureate/Advanced Placement courses can be found on pages 11 and 12 as the same rules apply as for Saskatchewan residents.

3. Graduate Students

Out-of-Province applicants **currently enrolled** in a post-graduate degree program at the end of the application year will have their UAA calculated with all graduate-level classes completed to the end of December considered if to the applicant's advantage. Classes completed after the year-end will not be considered in the UAA calculation. For applicants who have completed a Master's degree or PhD by the end of December the year of application, 9 or 15 CU worth of lowest marks, respectively, will be removed from their undergraduate degree and their UAA then re-calculated.

V. CRITERIA FOR INTERVIEW OFFER

Personal qualities are assessed in part at the multiple mini interview (MMI) weekend held in March each year. Candidate information is not given to assessors prior to the interview. With 100 seats available, interview capacity is currently set at 288 individuals. The number of Saskatchewan residents, including self-declared Indigenous applicants, and Out-of-Province applicants invited to interview will vary yearly, depending upon the number of individuals in each applicant pool.

If all eligible Saskatchewan residents, including self-declared Indigenous applicants, can not be invited to interview based on physical capacity for the interview weekend, applicants invited to interview will be based on the z scores of their MCAT total score percentile and their UAA combined in a 2:3 ratio.

Selection of Out-of-Province applicants invited to interview is based on the MCAT total score percentile, with the Critical Analysis and Reasoning Skills (CARS) score being used to break ties. With five seats available for Out-of-Province applicants, normally 40-50 applicants will be invited to interview. A short MMI wait-list of Out-of-Province applicants will be maintained until 10 days before the interview weekend.

Upon acceptance of an invitation to attend the MMI, you will be required to pay the non-refundable \$150 interview fee by the deadline outlined in the MMI invitation.

Accommodation for the MMI

Applicants who think that they may require an accommodation in order to complete the MMI must submit a written request by February 28, 2020 to the Admissions Office (med.admissions@usask.ca) describing the needed accommodation. Note that accommodation for the MMI is not linked to any subsequent need for accommodation should an applicant be accepted by the College of Medicine.

VI. CRITERIA FOR SELECTION

A. Ranking for Admission is Based on Academic Performance and Personal Qualities

Additional documentation such as a CV, research papers, and letters of support will not be considered.

Academic performance for Saskatchewan residents, including Indigenous applicants, is based on the applicant's UAA and MCAT results.

Term 1 (fall term) - In the event of a deferred examination, supplemental examination, grade appeal, or grade change, you must inform the Admissions Office. The deadline to report such an item to the Admissions Office (med.admissions@usask.ca) is January 31. If the Admissions Office is not notified by the deadline, your file will be reviewed and the calculation of the UAA will be completed using the information available as of December 31.

Term 2 (spring term) - In the event of a deferred examination, supplemental examination, grade appeal, or grade change, you must inform the Admissions Office. The deadline to report such an item to the Admissions Office is April 30. All coursework needs to be completed by April 30 (other than in the case of a professional college where courses started in January extend past April 30) with all final grades reported by June 30 (or July 15 in the case of professional college program). Any offer of admission would be conditional upon the receipt of all official final

grades confirming that all admission requirements have been met and that the degree used in the calculation of the UAA has been awarded.

Academic performance for Out-of-Province residents will be based on the MCAT total score percentile together with a required UAA of $\geq 85\%$ (the UAA does not factor in as it is only a minimum requirement that must be met).

Personal attributes, for all applicants, are assessed by the MMI.

B. Weighting

Saskatchewan resident and Indigenous applicants: The weighting of academic performance to MMI will be as follows: 20% MCAT total score percentile, 30% calculated UAA, and 50% MMI result. In all three categories, z scores are used.

Out-of-Province resident applicants: Ranking for admission will be based 100% on the applicant's performance in the MMI, as expressed as a z score.

C. Transcripts – ALL applicants **MUST** have **OFFICIAL TRANSCRIPTS** from **ALL** universities and other post-secondary institutions **ever** attended other than *Saskatchewan universities (University of Regina or University of Saskatchewan)* sent directly from the institution to the Admissions Office for the College of Medicine and they must be postmarked by **October 15, 2019 4:00 PM (Saskatchewan time)**.

Saskatchewan Resident and Indigenous Admissions Program Applicants

If you are currently attending or have ever attended the University of Saskatchewan: We will access your transcript electronically; therefore, there is no need to have a transcript sent.

If you are currently attending or have ever attended the University of Regina: By you providing your University of Regina Student Identification Number on the application, you are allowing release of your official University of Regina transcript to the Admissions Office, College of Medicine, at the University of Saskatchewan for use during the application cycle covered by this Applicant Information document. You are not required to send a transcript or complete any further documentation.

If you are currently attending or have ever attended a post-secondary institution other than the University of Saskatchewan or the University of Regina: An official transcript must be sent directly from the institution to the Admissions Office, College of Medicine postmarked by October 15, 2019. Following the completion of an academic term (both Term 1 and Term 2) and following graduation and the awarding of a degree, diploma, or certificate, we require additional official transcripts to be sent.

All admission offers are conditional upon receipt of an official final transcript showing the degree used in the calculation of the UAA having been awarded. Deadline to receive the final official transcript is June 30, 2020.

Out-of-Province Resident Applicants

You must have ordered official transcripts to be sent directly to the Admissions Office, College of Medicine, from all universities and other post-secondary institutions you have ever attended. Transcripts must be postmarked by October 15, 2019 4:00 PM (Saskatchewan time).

Out-of-Province applicants attending the MMI are required to have an official transcript sent as soon as the 2019/20 grades are reported at the end of the academic year (April 2020). If you are currently in a graduate program, we

require an additional transcript at the end of Term 1 showing any final grades that were awarded so that they may also be considered in the calculation of the UAA. All offers of admission will be conditional upon receipt of an official final transcript showing award of the degree used in the calculation of the UAA. Deadline to receive the final official transcript is June 30, 2020.

Additional Information Regarding Transcripts for All Applicants

Regardless of educational institution attended (i.e., within North America or not), applicants must have official transcripts sent directly from all institutions they have attended (other than the University of Regina or the University of Saskatchewan) and **ALL institutions ever attended must be reported on the on-line application**. Transcripts that have passed through the applicant's hands (even if sealed) are deemed to be unofficial and will not be considered. The review of international transcripts can take weeks to process; therefore, applicants must ensure that all documentation related to international transcripts is received at least two months prior to the application deadline. Also note that transcripts in a language other than English must have an official translation attached.

For foreign transcripts, if the UAA cannot be clearly calculated on a credit-weighted basis, then the transcript will be evaluated on a case-by-case basis with the Admissions Committee responsible for approval of the applied evaluation process. IQAS and WES transcript evaluations will not be considered.

All transcripts must be sent directly from the institution to the Admissions Office at: Admissions Office, College of Medicine, Box 17, Health Sciences Building, University of Saskatchewan, 107 Wiggins Road, Saskatoon, Saskatchewan S7N 5E5.

NOTE: Our online application is unable to report back to applicants when documentation is received and, due to workload, our office is not able to confirm receipt of transcripts. Therefore, it is important for you to order your transcript(s) with sufficient time for them to be postmarked by October 15, 2019.

D. References

Personal attributes, for all applicants, are assessed in part by information provided by references. You must provide the names of **three references who have supervised** you either as a research supervisor or have been your immediate supervisor in recent employment or in a volunteer role. **Specifically, if within the last 5 years you have enrolled in or have completed an undergraduate research course and/or a post-graduate program, your immediate supervisor in each case must be used as a reference. Employment or volunteer supervisors should be as recent as possible.** Your references cannot be a relative or a friend. You need to ensure your references know that you are using them in your application and that you have their correct contact information. References must be willing to accept a 10-15 minute phone call during April and occasionally early May. If a reference refuses or is unable to allow their name to be used, contact the Admissions Office with details. The Admissions Office will email references in late March or early April to schedule the reference call. The number of references contacted is at the discretion of the Admissions Office.

You must provide the following information on each reference in your application: First and Last Name; Position (e.g., Professor); Full details of how each reference has supervised you (i.e., their role vis a vis you, the applicant, in an employment, research or volunteer setting); Length of Time Known; Email; and Daytime Telephone. You can update reference contact information (via email to med.admissions@usask.ca), but you can not change a reference after the October 1, 2019 application deadline. **Reference feedback is not scored (i.e., the information provided by references is not used in ranking for admission).**

E. File Review –The Admissions Committee can refuse admission based on any information within your file and your file starts with your first contact with the Admissions Office of the College of Medicine. The file review is done on all applicants invited to interview, with an emphasis on an applicant’s suitability for a career in Medicine. This file review starts within the Admissions Office and then moves to a Standing Committee of the Admissions Committee, with files recommended by the Standing Committee going to the Admissions Committee for a final decision. Assessment of an applicant for ability to understand and utilize instruction received in written and oral format, as well as any other areas of concern, will involve information: (i) in the applicant’s electronic application, (ii) in email correspondence the applicant has with the Admissions Office, (iii) related to the applicant’s attendance at the MMI, (iv) obtained from the applicant’s references, and (v) obtained from the applicant’s academic and non-academic misconduct review.

Academic and Non-Academic Misconduct Check Consent Form

At the time of registration for the MMI, interviewees will be required to sign a consent form <https://medicine.usask.ca/documents/Admissions/ConsentForm2019.pdf> allowing the Admissions Office to contact any of the educational institutions they have attended regarding academic and non-academic misconduct on their part.

When either the Admissions Standing Committee or the Admissions Committee considers files for an applicant’s suitability for a career in Medicine, only de-identified information is considered. Common reasons for the Admissions Committee ultimately invalidating an application include evidence of inability to understand and utilize instruction received in written and oral format, academic or non-academic misconduct, misrepresentation on the application, prior criminal behavior, input from referees, and unprofessional comments and/or behavior during the applicant’s attendance at our MMI or elsewhere. If one or more *issues* is found in your file, the Admissions Committee retains the right to actively seek further relevant information about you, including, but not limited to, contacting individuals with knowledge of you, whom you may or may not have listed as references. This will be done through the Admissions Office. **In submitting an application, you are consenting to the collection of any such supplemental information.**

F. Selection – Candidates for Medicine are selected by the Admissions Committee of the College of Medicine on the basis of rank order of competitiveness and consideration of information pertinent to the personal attributes of individual applicants. The Committee reviews applicants anonymously; i.e., Committee members are provided appropriate information about applicants, however, all information is de-identified.

G. Outcome – Interviewed applicants will be notified of the outcome of their application by May 31, 2020. Interviewed applicants **will be informed that they: (i) are being offered a seat, (ii) have been wait-listed, or (iii) will not be offered a seat in the current admissions cycle. Decisions of the Admissions Committee are confidential; as such, applicants will not be provided with reasons for the decisions of the Committee.** Applicants placed on a wait-list will be notified about the final outcome at any time up to the first day of Orientation.

H. Criminal Record Check – All applicants offered admission will be required to submit a criminal record check, including vulnerable sector screening to the College of Medicine by the first day of Orientation of the year of entry. Please refer to Section X. For information regarding the Criminal Record Check Policy and Procedures, please visit <http://medicine.usask.ca/documents/Admissions/CriminalRecordPolicy.pdf>.

I. Deferral of Seat – Saskatchewan resident (including DSAAP) and Indigenous applicants admitted to first year Medicine may be allowed to defer entry for one year to allow them to complete a Masters, PhD or a professional

degree program. The written request (med.admissions@usask.ca) for a deferral must be submitted at the time of acceptance, along with the deposit.

J. Site Assignment – Currently there is a 60/40 seat split for years 2, 3 and 4 between the Saskatoon and Regina training sites. Assignment of site will be based on your admission rank score for the application group in which you are competing. If your score is high enough together with a space/seat open at your preferred site, you will get that site. If your preferred site is filled when your rank score is reached, you will be offered a space at the other site, and you can accept or decline admission. Information regarding the appeal of your assigned site for years 2, 3, and 4 can be found at <http://medicine.usask.ca/policies/site-and-rotation-assignment-policy.php>.

K. Acceptance Deposit - Applicants who are offered admission must pay a non-refundable deposit of 10% of the tuition at <https://students.usask.ca/money/tuition.php> by the deadline date of the acceptance of the offer. That is, candidates who withdraw their admission acceptance after paying the fee will forfeit the 10% deposit.

VII. MD/MBA AND MD/PhD DEGREE PROGRAMS

The Edwards School of Business and the College of Medicine at the University of Saskatchewan have implemented a five-year program of study whereby an individual accepted into Medicine can also undertake a one-year MBA program. Two students a year who are accepted to do both degrees will be allowed a year deferral to Medicine to complete the coursework for the MBA. Renewal of scholarship support for the MBA is under consideration. For details on the Edwards School of Business MBA Program see <https://grad.usask.ca/programs/business-administration.php>.

The MD/PhD Degree Program enables undergraduate medical students wishing to pursue a career as a clinician-scientist to take a leave to pursue a PhD within the Health Sciences Graduate Program after their second year in the MD program. Once the doctoral degree is completed (generally 3-4 years) the student returns to complete the MD program. Candidates must meet the PhD entry requirements for the Health Sciences Graduate Program and secure a commitment from an eligible supervisor with the resources necessary to conduct the proposed research. It is the student's responsibility to seek out and establish a supervisor and apply to the Health Sciences Graduate Program **prior to the end of the first term** of the MD program. Please contact the Assistant Dean Graduate Studies College of Medicine, Dr. David Cooper (dml.cooper@usask.ca) if you are interested in pursuing an MD/PhD.

NOTE: You must first meet the requirements of your respective applicant pool and be accepted into Medicine before you will be considered for admittance into the MD/MBA or the MD/PhD degree programs.

VIII. TRANSFER STUDENT POLICY

The College of Medicine considers applications for admission from Canadian citizens or Permanent Residents of Canada currently enrolled in another Canadian medical school based upon the same criteria as other applicants (for that particular pool) and are not accepted as a transfer student from another medical program. All applicants must follow the complete admissions process. In compliance with the university-level Articulation and Transfer Credit Policy, the College of Medicine reserves the right to approve or deny requests for transfer credit or advanced standing in the Undergraduate Medical Education program (see <https://medicine.usask.ca/policies/transfer-student-policy.php>). Requests for transfer credit or advanced standing will only be considered on a case-by-case basis post-admission to the Doctor of Medicine (MD) program.

IX. ESSENTIAL SKILLS AND ABILITIES REQUIRED FOR THE STUDY OF MEDICINE

Applicants must familiarize themselves with the *Essential Skills and Abilities Required for the Study of Medicine* to determine if the practice of Medicine is possible as a career. Details are found at <http://medicine.usask.ca/documents/TechnicalStdsmotionSept2014.pdf>.

Applicants who potentially would require an accommodation during their undergraduate study of Medicine must identify their need for an accommodation at the time of acceptance.* Please provide details in writing to the Coordinator of the Office of Student Affairs (edith.conacher@usask.ca).

*The declaration of a need for accommodation on the part of an applicant 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 an offer of admission is made, the College of Medicine reserves the right to defer matriculation for one year, if necessary, to ensure proper development and implementation of an accommodation plan.

X. CRIMINAL RECORD CHECK

Applicants to the College of Medicine will be required to answer the following questions on the application form and provide detailed information for any question(s) answered “Yes”:

- *Have you ever been suspended, disqualified, censured, or had any disciplinary action taken against you as a member of any profession?*
- *Have you at any time been (i) charged with an academic or non-academic offence by a post-secondary institution or (ii) suspended, expelled, required to discontinue, or otherwise disciplined (including being denied readmission) for any academic or non-academic offence by a post-secondary institution (including in either (i) or (ii) being cited for any professionalism issues at any time)?*
- *Have you ever been convicted of a criminal offence (this includes any offence for which pardon has been received)?*
- *Have you been arrested or charged with any criminal offence, in Canada or elsewhere?*
- *To the best of your current knowledge and belief, are you currently under investigation for possible criminal conduct, in Canada or elsewhere?*

Note: If during the application cycle, anything changes in regards to how you answered the questions at the time of application, you are responsible for **immediately** notifying the Admissions Office (med.admissions@usask.ca).

All applicants offered admission will be required to immediately request a criminal record check, including vulnerable sector screening, and submit the official results to the College of Medicine by the first day of Orientation of the year of entry. You should familiarize yourself with the Criminal Record Check Policy and Procedures document <http://medicine.usask.ca/documents/Admissions/CriminalRecordPolicy.pdf> under the Applicant Information Section. Results will be shared, including sharing a copy of the documentation, with: (i) the College of Physicians and Surgeons of Saskatchewan and (ii) other medical and/or educational institutions as required. In

the event that you are found to be ineligible for an educational licence from the College of Physicians and Surgeons of Saskatchewan, the offer of admission will be revoked.

If you are a future applicant considering application to the U of S College of Medicine and answer *yes* to any of the preceding questions, you should contact the Admissions Office to have an informal review of the details of your background completed to determine future concerns for admission or licensure as a medical student.

XI. THE ADMISSIONS COMMITTEE

Selection of students for admission to the College of Medicine is the responsibility of the Admissions Committee. The Committee consists of the follow members (18 with vote):

- Chair (Director of Admissions)
- Dean of Medicine or Designate
- Director of Northern Medical Services
- Seven Faculty Members
- Faculty Member/Site Director - Regina Campus
- Three undergraduate medical students (one representing each – Year 1, Year 2, and Year 3)
- College of Medicine Indigenous Coordinator
- The Dean or Designate of the Faculty of Science, University of Regina
- Two general public representatives - appointed by the Saskatchewan Urban and Rural Municipalities Associations, SUMA and SARM, respectively
- Representative, Student and Enrolment Services Division, University of Saskatchewan (non-voting)
- Administrative Coordinator - Admissions (non-voting)
- Program Manager - Undergraduate Medical Education (non-voting)

XII. ADMISSIONS APPEAL PROCESS

NOTE: Applicants will have 5 business days from the date a negative application decision is emailed to launch an appeal of that decision.

The Admissions Appeal Committee will hear and decide upon applicant appeals of decisions made by the Admissions Committee. If you appeal, your appeal must include the Appeal Form <http://medicine.usask.ca/admission-to-the-md-program/how-to-apply.php#AppealAdmission> which you have filled out and signed. The Appeal Form and any attachments must be submitted in writing (hard copy with signature) and be received in the Admissions Office on or before the deadline. Appeals are to be sent by mail to the Chair of the Admissions Appeal Committee, c/o Admissions Office, Box 17, Health Sciences Building, University of Saskatchewan, 107 Wiggins Road, Saskatoon, Saskatchewan S7N 5E5. **An appeal initiated by email correspondence will not be accepted.**

As outlined in the Policy on Admission to Degree Programs (<http://policies.usask.ca/policies/academic-affairs/policy-on-admission-to-degree-programs.php>) - Admission Decisions - Appeal of Admission Decisions, ratified by University Council on May 1, 2012 - “Grounds for an admission appeal shall be limited to: (1) unit procedural errors, (2) evidence that the information used in the assessment of the decision was wrong or incomplete, or (3) evidence that the assessment was not made according to the published admission qualifications and selection

criteria. A failure by the applicant to provide accurate and complete information in accordance with the established admission qualifications and selection criteria shall not be grounds for an appeal. The decision of the Appeals Committee is final and no further appeal procedure will be entertained.” Any appeal launched must specify the ground(s) the appeal is based on.

XIII. ESTIMATE OF EXPENSES RELATED TO MEDICAL EDUCATION:

	Year 1	Year 2	Year 3	Year 4
(Number of Months)	9	9	12	8
Tuition (2019-20)	\$17,998	\$17,998	\$17,998	\$17,998
USSU Fees (2019-20)	947	947	947	947
Student Medical Society Fees	300	-	-	-
College of Physicians & Surgeons Fees	20	-	-	-
SMA Fees	17	17	17	17
MCCQE Part I	-	-	-	900
CaRMS Process (including travel)	-	-	-	5,000
Criminal Record/Vulnerable Sector Check	70	-	70	-
Books [#]	500	500	500	500
Equipment	250	-	-	-
Electives	-	-	-	8,000
Rotations Outside Saskatoon/Regina	300	600	1,500	1,500
Travel ⁺				

NOTE: Housing and living expenses are not included in this table.

[#]Amount is variable depending on the usage of EBooks, library loans, on-line subscriptions, used books, and purchased textbooks.

⁺Travel expenses are variable and will depend on, for example, the clinical experiences chosen, student interest group involvement, conference attendance, and personal travel.

Revised June 25, 2019