



UNIVERSITY OF SASKATCHEWAN

College of Medicine

MEDICINE.USASK.CA

APPLICANT INFORMATION

Entry Fall 2018 Admission Requirements

(Revised December 5, 2017)

Application Deadline

October 1, 2017

4:00 PM (Saskatoon 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

Undergraduate Admissions Policy

The content of this Applicant Information document reflects the sum of admissions policies as recommended by the College of Medicine Admissions Committee and approved by the College of Medicine Faculty Council, and will be regarded as the definitive statement of admissions policies for the current admissions cycle.

TABLE OF CONTENTS

I.	GENERAL INFORMATION TO BE READ BY ALL APPLICANTS	1
II.	RESIDENCY AND CITIZENSHIP	3
	A. Saskatchewan Residents	3
	B. Aboriginal Admissions Program	4
	C. Diversity and Social Accountability Admissions Program	4
	D. Out-of-Province Residents	6
III.	ACADEMIC REQUIREMENTS	7
	A. Saskatchewan Residents and Aboriginal Admissions Program	7
	B. Out-of-Province Residents	10
IV.	CRITERIA FOR INTERVIEW OFFER	11
V.	CRITERIA FOR SELECTION	11
	A. Ranking for Admission	11
	B. Weighting	12
	C. References	12
	D. File Review	12
	E. Selection	13
	F. Outcome	13
	G. Transcripts	13
	H. Criminal Record Check	14
	I. Deferral of Seat	14
	J. Site Assignment	15
VI.	MD/MBA DOUBLE DEGREES AND COMBINED MD/PHD PROGRAM	15
VII.	APPLICATION PROCEDURES AND DEADLINE	15
	A. Application Form	15
	B. Application Fee	15
	C. Application Deadline	15
	D. Deadline for Receipt of Transcripts and other Documentation	15
VIII.	POTENTIAL APPLICANTS	16
IX.	TRANSFER STUDENT POLICY	16
X.	ESSENTIAL SKILLS AND ABILITIES REQUIRED FOR THE STUDY OF MEDICINE	16
XI.	CRIMINAL RECORD CHECK	17
XII.	THE ADMISSIONS COMMITTEE	18
XIII.	ADMISSIONS APPEAL PROCESS	18
XIV.	ESTIMATE OF EXPENSES RELATED TO MEDICAL EDUCATION	19

I. GENERAL INFORMATION TO BE READ BY ALL APPLICANTS

Deadline For Applications: OCTOBER 1, 2017 – 4:00 PM (Saskatoon Time)

Key factors related to admission to the College of Medicine, University of Saskatchewan, are described below. The most up-to-date requirements and notice of any upcoming changes are posted on the College of Medicine website (www.medicine.usask.ca/admissions).

All correspondence from the Admissions Office will only be sent by email to the email address provided on the on-line application. No paper copy or hard copy will be sent by post. Applicants must ensure the email account provided in the on-line application is active and routinely checked, including the junk/spam folders. Contact the Admissions Office if an email has not been received by October 15, 2017 as legitimate emails can be blocked if they are perceived as illegitimate. Any changes to the provided email address and/or contact information must be reported to med.admissions@usask.ca to ensure applicant information is up-to-date.

As the only medical school in Saskatchewan, the College of Medicine at the University of Saskatchewan has a responsibility to serve the residents of the province. As such, of the 100 seats available each year, 95% of first year positions are reserved for Saskatchewan residents. To increase the number of Aboriginal physicians, 10% of first year positions are available for qualified, self-identified First Nations, Métis, and Inuit students through our Aboriginal Admissions Program (these seats are included within the 95% allocated Saskatchewan positions). A maximum of 5% (5) of the total seats are reserved for Out-of-Province residents.

The mandate of the Admissions Committee is to select students each year who have the cognitive (academic) ability and possess the non-cognitive (personal) attributes that will ensure success in our undergraduate medical program and make them good physicians. The College of Medicine Faculty Council has approved the following list of personal attributes that our incoming medical students should have.

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.*

You must be a Canadian citizen, or have Permanent Resident status and have lived in Canada for at least three years prior to September 1st of the year in which admission is being sought. If you accept an offered position, valid proof of Canadian citizenship or Permanent Resident status is required.

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 <http://explore.usask.ca/admissions/elp.php>

The admission requirements and processes used to select the 100 incoming students each year have been recommended by the Admissions Committee and approved by the Faculty Council of the College of Medicine. When necessary, approval of admissions criteria has been obtained at University Council and, occasionally, from the University Senate. Details for Saskatchewan resident applicants, Aboriginal Admissions Program applicants, 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, final decision on an application resides solely with the Admissions Committee. Applicants as of the October 1 deadline are sequentially processed as follows.

NOTE: Missing a deadline or responding to an incorrect email address in the submission of required admission-related materials or responses will result in your application being coded inactive. Also, if you have been or, if during the application cycle (after submission) up to entering the College, you are the subject of a professionalism or academic disciplinary review, you must immediately report details to the Admissions Office.

1. 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 components of the MCAT and consistency between the MCAT results and the university academic average (UAA).
2. Proof of residency (Canadian Citizenship, Permanent Resident, Saskatchewan Resident), Aboriginal ancestry, four-year degree requirement with required minimum UAA, and academic consistency will be assessed.
3. As a result of the assessments in steps 1 and 2, you can be notified at any time that your application has been coded inactive and will not proceed further.
4. In early February, commensurate with a capacity of 288 interviewees, invitations are sent to specific applicants within each applicant pool to attend our Multiple Mini-Interview (MMI).
5. By mid-May, interviewed applicants are processed according to the criteria applicable to the applicant pool they are in. Within each applicant pool, 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.
6. Beyond being informed of one of the three outcomes listed in step 5, 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.

Applicants must note that confidentially provided 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.

II. RESIDENCY AND CITIZENSHIP

A. Saskatchewan Residents

1. You must have physically resided in Saskatchewan for the three years **directly preceding** September 1st of the year in which you are seeking admission. However, if you have left the province, but have previously lived in Saskatchewan for an accumulated period of 15 years, you will be treated as a Saskatchewan resident. 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.

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 resided in Saskatchewan** for at least 12 consecutive months directly preceding October 1st of the year of application (not year of entry should they be successful) and obtained written approval prior to the application deadline to waive the 3-year requirement.

3. You can submit an application if you have been in three years of full-time study at the University of Regina or the University of Saskatchewan **directly 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 remain in the province to maintain your claim of Saskatchewan residency for any subsequent application (see item 1).

4. Individuals who meet the same criteria based on residency in Yukon, Northwest, or Nunavut territory 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 (where residency will date from when documentation was changed to Saskatchewan); (ii) an official letter from Saskatchewan Government Health 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 drivers license is no longer accepted as proof of Saskatchewan residency and, at the discretion of the Admissions Office, applicants may be required to provide further supporting documentation for their claim of Saskatchewan residency. Applicants are encouraged to contact med.admissions@usask.ca prior to application if they have questions concerning their meeting the requirements for Saskatchewan residency.

B. Aboriginal Admissions Program

Ten percent (10%) of first-year spaces are reserved for persons of Canadian Aboriginal descent (with a preference for applicants meeting the Saskatchewan residency requirement and a maximum of five seats open to Out-of-Province applicants of Aboriginal descent accepted through the Aboriginal Admissions Program). All applicants of Aboriginal ancestry are first considered within the Saskatchewan pool, and if not competitive, then within the Aboriginal Admissions Program. Aboriginal applicants must identify themselves on the application for admission and submit proof of Aboriginal 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 ONLY recognize Métis cards from the provincial counterparts of the Metis National Council. Please see website: <http://www.metisnation.ca/index.php/who-are-the-metis/citizenship>. You are strongly encouraged to apply for your proof of ancestry as soon as possible so 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.

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

(1) The DSAAP will involve 6 seats. Saskatchewan residents will first be considered through the regular Saskatchewan resident admission rank number (ARN) process (see page 8). 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 Aboriginal applicants are not eligible for the DSAAP, since they are similarly first considered through the usual Saskatchewan ARN process and then subsequently through the Aboriginal Admissions Program.

(2) Following the closing of the application on October 1, all Saskatchewan resident applicants (not including those that self-identified as being eligible to apply through the Aboriginal Admissions Program) 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, 2017.**

(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 5-year average gross family income was below the threshold of \$80,000 (note: family is defined on the next page).*

(4) Saskatchewan Applicants answering *yes* to the question in Part A then will go on in Part B to answer questions dealing with different aspects of social economic status pertinent to Saskatchewan residents. For each Part B question answered *yes* accepted by the Admissions Committee (or delegated sub-committee thereof), 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. Up to 6 next ranked DSAAP applicants would be the DSAAP wait-list applicants. 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 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 (12) in **Part B** of the DSAAP supplemental questionnaire.

(7) DSAAP applicants also must provide the names and contact information for two references who can speak to the applicant's circumstances growing up. These references will be contacted by phone 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. Arms-length individuals (i.e., non-household members, non-relatives) are preferred as references. In the event two such references are not available, a letter can be provided explaining why this is so and why a non-arms-length individual should be used as a reference.

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 Admissions Committee (or delegated sub-committee thereof) will review in a de-identified form 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 can 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 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 5-year period in question, an applicant's definition of their *family* may well change with time. **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. 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.

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 - 12, if you answer *yes* in any case, please provide details supporting your answer.

- (3) Was high school graduation (or less) the highest education level of each of your parents (guardians)?
- (4) Did your family ever receive social assistance in the pre-university years of your life?
- (5) For the past 10 years, did your parents' (guardians') jobs involve clerical, service, or unskilled labour?
- (6) Were you raised by a teen parent, single parent, or family other than your biological parents for ≥ 10 of your pre-university years?
- (7) Do you come from a family of 3 or more children?
- (8) Were you ever in foster care?
- (9) Are you a single parent taking care of one or more children?
- (10) Were you or your immediate family admitted to Canada with refugee status?
- (11) During your 4-year baccalaureate degree, were you registered for ≥ 2 years as having a disability? (The registration date of the disability and with which university is all that is needed for a *yes* answer: confirmation of registration is all that will be done - details of the registered disability are not required.)
- (12) Did you complete all of your high school education in, and graduate from, a high school in a rural area? (A rural area is defined as an area with a population of $\leq 4,000$ people as per the 2011 Saskatchewan Population census data.)

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 12 questions for Part B, the maximum ARN adjustment possible would be +1.2.
- (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 Aboriginal 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 5% (5) of positions may be held by Out-of-Province applicants.

III. ACADEMIC REQUIREMENTS

Requirements for Saskatchewan resident and Aboriginal 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 Aboriginal 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, 2017. You must request that all of your MCAT results be released electronically **specifically** to the Admissions Office, College of Medicine, University of Saskatchewan, via the AAMC MCAT Test Site and **specifically between October 10, 2017 and October 24, 2017**. Even if you have released your scores to our office prior to October 10, 2017, you **must re-release** them during the above stated time period. **Only scores released during the above stated time period will be considered.**

For application fall of 2017 for entry fall of 2018, no minimum MCAT section or total score percentile will be required (however, see the next paragraph). MCAT scores must be obtained in one sitting prior to the application deadline. The earliest accepted scores for application 2017 for entry fall of 2018 are from April 2015. In the on-line application, for **only your most recent test**, you must record the section score and percentile rank for each of the sections listed, as well as the total score and total score percentile rank. Depending on the date that you wrote the MCAT, your test scores may or may not be available by the application deadline. You will be able to submit your application even if your MCAT scores are not yet available. **Confidence bands are not considered and any further AAMC adjustments to percentile scores after our MCAT score release deadline of October 24, 2017, will not be considered.** We will not confirm receipt of MCAT scores.

The Admissions Committee removed individuals who applied in the last admissions cycle from further consideration if their total MCAT score was \leq the 24th percentile in the MCAT written April 2015 onwards. Applicants applying by October 1, 2017, for entry in 2018 should note that the Admissions Committee will evaluate the MCAT scores of all applicants before determining the required minimum MCAT score for incoming 2018 medical students (the required total MCAT score likely will be similar to last year or slightly higher).

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 prerequisite courses are not mandatory, applicants are strongly encouraged to complete equivalent/similar courses (introductory level Biochemistry, Chemistry, Biology, Physics, Statistics, Sociology and Psychology) to ensure readiness for the basic sciences covered in the first two years of the undergraduate medical curriculum and to prepare for the MCAT as well. Registration for the MCAT is online at www.aamc.org/mcat.

For information regarding acceptable MCAT results 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 all grades reported on official transcripts from **all accredited degree-granting post-secondary institutions attended**, 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 31st) must average $\geq 75\%$. If your UAA can be calculated more than one way (items A-C below), the best UAA calculated will be used.

(A) FIRST FOUR-YEAR BACCALAUREATE DEGREE. A Saskatchewan resident can **first 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 a poor start and 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 5-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).

(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 credit units (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, 2018.

(D) 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 class).

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

(F) 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**.

(G) WRITTEN SUBMISSIONS. Most potential applicants will fit into one of items A–C 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 possible application or 120 CU completed prior to possible entry into Medicine.** Some honours, double majors, and/or work-experience or co-op programs will run beyond the 5-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.

(H) JUNIOR LEVEL COURSES. In all cases, introductory (junior) courses taken must be a requirement of the degree program being finished and the maximum number of junior courses allowed will be what is permitted by the degree granting institution where the applicant is studying. Any introductory courses completed beyond the numerical maximum allowed for the four-year degree will not be considered in the calculation of the UAA.

(I) 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.

(J) GRADUATE STUDENTS. Applicants with an incomplete post-graduate degree at the end of the application year will have their UAA calculated as in (A), (B), or (C), 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. For applicants who have completed a Master's degree or PhD by the end of December the year of application, 9 or 15 CU worst marks, respectively, will be removed from their undergraduate degree and the UAA then re-calculated.

(K) ACADEMIC CONSISTENCY. In all cases, the Admissions Committee has the right to invalidate an application 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, 2017. You must request that all of your MCAT results be released electronically **specifically** to the Admissions Office, College of Medicine, University of Saskatchewan, via the AAMC MCAT Test Site and **specifically between October 10, 2017 and October 24, 2017**. Even if you have released your scores to our office prior to October 10, 2017, you **must re-release** them during the above stated time period. **Only scores released during the above stated time period will be considered.**

For application fall of 2017 for entry fall of 2018, MCAT scores must be obtained in one sitting prior to the application deadline. The earliest accepted scores for application 2017 for entry fall of 2018 are from April 2015. In the on-line application, for **only your most recent test**, you must record the section score and percentile rank for each of the sections listed, as well as the total score and total score percentile rank. Depending on the date that you wrote the MCAT, your test scores may or may not be available by the application deadline. You will be able to submit your application even if your MCAT scores are not yet available. **Confidence band scores are not considered and any further adjustments to percentile scores by the AAMC after our MCAT score release deadline of October 24, 2017, will not be considered.** We will not be confirming receipt of MCAT scores.

A total score of 506 is required with specific section minimums as follows: Biological and Biochemical Foundations of Living Systems ≥ 127 ; Critical Analysis and Reasoning Skills ≥ 127 ; Chemical and Physical Foundations of Biological Systems ≥ 126 ; and Psychological, Social, and Biological Foundations of Behavior ≥ 126 .

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 prerequisite courses are not mandatory, applicants are strongly encouraged to complete equivalent/similar courses (introductory level Biochemistry, Chemistry, Biology, Physics, Statistics, Sociology and Psychology) to ensure readiness for the basic sciences covered in the first two years of the undergraduate medical curriculum and to prepare for the MCAT as well. Registration for the MCAT is online at www.aamc.org/mcat.

For information regarding acceptable MCAT results 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. The four-year degree must be completed by the time study of Medicine starts. If a four-year degree is completed prior to application, coursework for the degree must have been completed within a 5-year period. If applicants are in the final year of a four-year degree, a minimum of 90 credit units (CU) must have been completed in the 48 months prior to the end of August of the year of application. 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 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 unless they will result in a subsequent degree that will be awarded prior to entering Medicine. The minimum UAA required for application will be 83.0%.

If courses taken after application are required for award of the degree for entrance into Medicine, those courses must maintain an average $\geq 83\%$.

Information regarding repeated courses, distance education courses, pass/fail graded courses, maximum allowed introductory level courses, and International Baccalaureate/Advanced Placement courses can be found on pages 8 and 9 as the same rules apply as for Saskatchewan residents.

3. Graduate Students

Out-of-Province applicants with an incomplete post-graduate degree 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 worst marks, respectively, will be removed and their UAA then re-calculated.

IV. CRITERIA FOR INTERVIEW OFFER

Personal qualities are assessed in part at the multiple mini-interview (MMI) held during one weekend 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 Aboriginals, 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 Aboriginal 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 score being used to break ties. With five seats available for Out-of-Province applicants, normally 50 applicants will be invited to interview. A short wait-list of applicants will be maintained until 10 days before the interview weekend to ensure as close to 50 applicants are interviewed as possible.

V. CRITERIA FOR SELECTION

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

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

Academic performance for Saskatchewan residents, including Aboriginal applicants, is based on your 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 is

January 30. 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 available information.

Term 2 (spring term) - In the event of a deferred examination, supplemental examination, grade appeal, or grade change, you must inform the Admissions Office. 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 admissions 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 $\geq 83\%$ (the UAA does not factor in as it is only a minimum requirement that must be met).

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

B. Weighting

Saskatchewan resident and Aboriginal 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 your performance in the MMI, as expressed as a z score.

C. References

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

You must provide the following information on each referee in your application: Title; First and Last Name; Position description (i.e., Professor); Specific Role, Full details of how each referee knows you (i.e., their role vis a vis you in an employment, research or volunteer setting); Length of Time Known; Email; and Daytime Telephone. You can update referee contact information (via email) up to March 30, but you can not change a referee after the October 1, 2017 application deadline. **References are not scored (i.e., they are not used in ranking applicants for admissions). Instead, references are asked to specifically assess an applicant's personal attributes, with the information then used by the Admissions Committee to potentially rule an applicant out from further consideration. Choosing even one inappropriate referee, not using specified referees, or providing inaccurate or incomplete information on any of your three referees can result in your application being coded inactive.**

D. File Review – Applicants must understand that the Admissions Committee can refuse admission based on any information within an applicant's file and that an applicant's file starts with their first application for entrance

into the College of Medicine. A full 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 Sub-committee of the Admissions Committee, with files recommended by the Sub-committee going to the Admissions Committee for a final decision.

When either the Admissions Sub-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 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 referees. This will be done through the Admissions Office. In submitting an application, you are consenting to the collection of any such supplemental information.

E. 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.

F. Outcome – Interviewed applicants will be notified of the outcome of their application by May 31, 2018. 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 and 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 until the first academic day after the September Labor Day weekend.

G. Transcripts – By the application deadline, **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 to the Admissions Office for the College of Medicine and they must be postmarked **by the application deadline October 1, 2017 4:00 PM (Saskatoon Time).**

Saskatchewan Resident and Aboriginal Admissions Program Applicants

If you are currently attending or have 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 providing your University of Regina Student Identification Number on your 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 inside Saskatchewan other than the University of Saskatchewan or the University of Regina, or if you are currently attending or have ever attended a post-secondary institution the outside of Saskatchewan: By the application deadline, you must have ordered an official transcript to be sent directly to the Admissions Office, College of Medicine. 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, 2018.

Out-of-Province Resident Applicants

By the application deadline, **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 ever attended.**

Out-of-Province applicants attending the MMI are required to have an official transcript sent as soon as the 2017/18 grades are reported at the end of the academic year (April 2018). 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 your 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 your UAA. Deadline to receive your final official transcript is June 30, 2018.

Additional Information Regarding Transcripts for All Applicants

Regardless of educational institution attended (i.e., within North America or not), **you must have official transcripts sent directly from all institutions you attended and all institutions ever attended must be reported on the on-line application.** Transcripts that have passed through your hands are deemed to be unofficial and will not be considered. The review of international transcripts can take weeks to process; therefore, you 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 transcripts with sufficient time for them to arrive by the deadline.

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 XI. 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 and Aboriginal 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 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>.

VI. ADMISSIONS-BASED MD/MBA DUAL DEGREES AND COMBINED MD-PHD DEGREE PROGRAM

The Edwards School of Business and the College of Medicine at the University of Saskatchewan have implemented a 5-year program of study whereby an individual accepted into Medicine can also undertake a 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. For each student accepted to do both degrees, a scholarship is provided to bring the cost of tuition for the MBA degree down to essentially the annual tuition for the MD degree. For details on the Edwards School of Business MBA Program see <http://www.usask.ca/programs/colleges-schools/grad-studies/programs/business-administration.php>.

The admissions-based combined MD-PhD Program is intended for undergraduate medical students planning to pursue a career as a clinical scientist. The four-year UAA and MCAT results are both reviewed. Potential areas of research range from the molecular to the social/population determinants of health. You are encouraged to discuss your proposed research with potential supervisors.

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 dual degree or the MD-PhD combined degree programs. Indicating interest in either or both of these programs in your application does not influence how you are ranked for a position in Medicine.

VII. 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, you can not log back into it to update any information or check the status of your application. For any absolute required change of information, you must email med.admissions@usask.ca

B. The application fee is \$125 and must be paid by credit card or by sending a cheque at the time of submitting the online application form. If sending a cheque, please include a printed copy of the Online Submission Form in the same envelope.

C. The deadline to submit both the application and the application fee is October 1, 2017 at 4:00 PM (Saskatoon Time). **Late submission of either for any reason whatsoever will result in your application not being accepted.**

D. Transcripts and any other documents required for application must be postmarked by the application deadline of October 1, 2017 at 4:00 PM (Saskatoon Time). Transcripts may be sent early and will be matched up with the application when it is received.

VIII. POTENTIAL APPLICANTS

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, not to instruct individuals as to a specific course of action to follow, but to provide the information needed for them to make their own choice with respect to the requirements for application to Medicine. The following points require special attention.

- A.** No official of the College can guarantee the admission of any applicant. Admission is solely determined by the Admissions Committee on the basis of an annual competition.
- B.** All interested individuals are required to initiate an inquiry through an 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.
- C.** 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., test written no earlier than April, 2015). Foreign transcripts related to study-abroad coursework are not included in this requirement.
- D.** Potential applicants should be aware that second and third hand information about admissions policies may be incorrect and must not be relied upon. Only the information provided in this document is the official admission requirements.

IX. 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. 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.

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

Accommodation for the MMI

Applicants who think that they may require a disability accommodation in order to complete the MMI must submit a written request by February 28, 2018 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 (see next section).

Essential Skills & 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 the website <http://medicine.usask.ca/documents/TechnicalStdsmotionSept2014.pdf>.

Applicants who potentially would require an accommodation during their undergraduate study of Medicine should bring forward their need for an accommodation as soon as possible.* 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.

XI. 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 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 being cited for any professionalism issues during your training)?*
- *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.

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 license, 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.

XII. 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 following members (18 with vote):

- Chair (Director of Admissions)
- Dean of Medicine or Designate
- Director of Northern Medical Services
- Seven Faculty Members
- Faculty Member Regina Campus
- Three undergraduate medical students (one representing each – Year 1, Year 2, and Year 3)
- College of Medicine Aboriginal Coordinator
- The Dean or Designate of the Faculty of Science, University of Regina
- Two lay 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)

XIII. 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.

A subcommittee of the Student Academic Management Committee chaired by the Associate Dean of Medical Education, 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 received in the Undergraduate Medical Education Office on or before the deadline. Appeals are to be sent to the Associate Dean of Medical Education, Box 17, Room B526, 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 1st, 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.

XIV. ESTIMATE OF EXPENSES RELATED TO MEDICAL EDUCATION:

	Year 1	Year 2	Year 3	Year 4
(Number of Months)	9	9	12	8
Tuition (2017-18)	\$16,642.00	\$16,642.00	\$16,642.00	\$16,642.00
USSU Fees (2017-18)	834.65	834.65	834.65	834.65
Student Medical Society Fees	300.00	-	-	-
College of Physicians & Surgeons Fees	20.00	-	-	-
SMA Fees	17.00	17.00	17.00	17.00
LMCC Fees	-	-	-	900.00
CaRMS Process (including travel)	-	-	-	5,000.00
Criminal Record and Vulnerable Sector Check Fee	70.00	-	-	-
Books	1,500.00	1,700.00	1,500.00	1,400.00
Equipment (ACLS & Fit Testing)	3,250.00	150.00	700.00	500.00
Professional Clothing	1,000.00	500.00	500.00	1,000.00
Electives	-	-	-	8,000.00
Rotations Outside Saskatoon	300.00	600.00	1,500.00	1,500.00
Travel	700.00	700.00	700.00	1500.00

**Housing and living expenses are not included in this table.*