

Weeks), then a formal request for absence **must** be made via records@nosm.ca using the “Request for Approval of Absence from the Medical Program” form, explaining the need to be away as per the process described in section “Interruption in Attendance of More Than One Day (Less Than Five Days)”. Only exceptional circumstances will generate approval for the types of absences described in (a) through (e) of this paragraph.

All absences are tracked for the Associate Dean, UME by the NOSM Student Records & Electives Officer. If the absence should occur on a date with a P1SA, BRE or OSCE the Students Records and Electives Officer will notify the Assessment Office via assessment@nosm.ca

Interruption in Attendance of More Than One Day (Less Than Five Days)

Absences from any curricular activities of the MD Program of more than one day require prior approval.

All absences of three consecutive days or more will require supporting documentation to be provided, e.g. medical certificate, etc.

Students must complete the Request for Approval for Absence from the MD Program form and submit as outlined below:

1. **Academic Events:** The request must be submitted to records@nosm.ca as soon as possible and at least two weeks prior to the proposed absence. Last-minute requests may not be accepted. Students will be notified of the decision by the Phase 1 Coordinator.
2. **Personal Events:** Unless an emergency or crisis, the request must be submitted to records@nosm.ca as soon as possible and at least two weeks prior to the proposed absence. Last-minute requests may not be accepted. Students will be notified of the decision by the Office of Learner Affairs.

When the interruption in attendance will occur during any part of a remote/rural Case Based Module (106, 108, and 110), students are required to seek the written approval of the Local Community Coordinator (106) or Community Liaison Physician (108 and 110) prior to submitting the request to the NOSM Student Records & Electives Officer (records@nosm.ca). During the immersion experience of CBM 106 students are required to seek approval for **all** absences during the four weeks including weekends.

Once approved, the student must notify the Module Coordinator(s) and the affected tutor(s) or facilitator(s) of their upcoming absence. All student absences will be tracked by the NOSM Student Records & Electives Officer.

In deciding whether to approve an absence from the Undergraduate Medical Education Program, those tasked with approving an absence are welcome to consult with other agencies within the School (e.g. Learner Affairs, NOSM Student Records and Electives Officer, facilitators/tutors etc.) and should take into account the following considerations:

- a. Previous absences from the module or session type (e.g. SCS, TOS, etc.) which would be missed as a result of the absence request
- b. Cumulative absences to date this academic year (the NOSM Student Records and Electives Officer will provide this if relevant)
- c. Standing on completion of Program requirements (e.g. up to date with all essays and other submissions)
- d. Impact on other students of the absence of this individual
- e. The purpose of the absence:
 - (i) For NOSM-related business or to fulfill leadership duties (e.g. CFMS, OMA, PARO or other such medical organizations)
 - (ii) To present a paper at a conference
 - (iii) To enhance knowledge or skills (e.g. medical conference appropriate to level of training, or leadership/administrative training)
- f. The student's academic standing (are they already at risk of failing?)
- g. Possibility of making alternative arrangements to fulfill academic requirements missed by the absence.

The Assessment Office will ensure that the Phase 1 Coordinator has access to the information required to make decisions regarding absence requests.

Leave of Absence – Phase 1

When students have a circumstance which may require an extended interruption (five consecutive days or more), or withdrawal from the MD Program, students are required to submit a written request for a leave of absence to the Assistant Dean, Learner Affairs. Supporting documentation must be provided, e.g. medical certificate, etc.

- a) Students who are considering an application for leave should meet with the NOSM Student Records & Electives Officer to discuss matters relating to the transcribing of their academic record. Students should also meet with the NOSM Financial Aid Officer to discuss matters relating to access to financial assistance.
- b) The Assistant Dean, Learner Affairs, in consultation with the Associate Dean, UME will review the request. A meeting with the student will be required as part of the review of the application to discuss academic and career implications.
- c) The Associate Dean, UME will inform the student of the decision in writing. If approved, the letter will summarize the conditions under which the leave is to take place and the expected re-entry date. The letter will be copied to the Office of Learner Affairs, the NOSM Student Records & Electives Officer, the Assessment Office and to the appropriate NOSM officials. If not approved, the letter will explain the reason why the request was not granted.
- d) An Approval for Leave of Absence Form will be completed by the NOSM Student Records & Electives Officer for record keeping.
- e) Students who are granted a leave of absence for a significant period of time will not be registered as medical students in the MD Program for the duration of the leave. When they re-

enter the Program they will be subject to the fee schedule that pertains to the calendar year when they re-enter.

f) Students taking extended leaves of absence will be subject to the constraints noted in the “Maximum Time for Completion of the NOSM MD Program” document, which stipulates limits on the total duration of undergraduate medical education.

Remediation as a result of Student Absences

Any absence (due to personal and/or health circumstances or combination thereof) may require a student to complete remediation in order to successfully meet the objectives of the Program.

Absences will be reviewed by the Phase 1 Program Coordinator, in consultation with the Assistant Dean, Learner Affairs and the Associate Dean, UME to determine requirements for student remediation for successful completion.

*In all instances the intent is “or designate”

Please send enquiries about the content of this document to records@nosm.ca

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT		
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