



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
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## Policy and Procedure

Phase 1 – Interruptions to Student Attendance and Leaves of Absence					Class: B
<b>Approved By:</b>	UME Committee				
<b>Approval Date:</b>	2017 12 21	<b>Effective Date:</b>	2017 12 21	<b>Review by Date:</b>	2020 04 30
<b>Responsible Portfolio/ Committee</b>	UME / Phase 1 Committee				
<b>Responsible Officer(s):</b>	Associate Dean, UME and Phase 1 Assistant Dean				

### **1. Preamble**

1.1. The Northern Ontario School of Medicine (NOSM) Promotion, Reassessment, and Remediation Plan, and the NOSM Code of Student Conduct outline the requirements for graduation with the MD Degree, which include guidelines for student attendance. Please review these documents for further details. In this document “leaves” and “interruption in attendance” are used interchangeably and have the same meaning.

1.2. Students are reminded that it is their professional responsibility to follow this policy for all leaves, and to learn the information missed while they were absent even if not expressly required to engage in ‘make-up’ activities. Failure to do so, or failure to follow this policy and procedure in any other manner, may be considered a breach of the Code of Student Conduct. Students will notify the NOSM Student Records & Electives Officer of all leaves. The NOSM Student Records & Electives Officer may inform others within UME as per any other relevant policies and/or procedures. All leaves are tracked for the Associate Dean, UME by the NOSM Student Records & Electives Officer. If a leave should result in a student missing a required assessment (formative or summative) the Students Records and Electives Officer will notify the Assessment Office via [assessment@nosm.ca](mailto:assessment@nosm.ca)

1.3. This policy may be modified by formal accommodations given to students for any reason including disabilities. If this policy is in conflict with an accommodation the accommodation will take precedence.

### **2. Requirement to participate**

2.1. When not on leave, students are required to participate in all mandatory MD Program requirements as articulated in the various curriculum documents approved by the Phase 1

Committee (except for those students who have formally approved accommodations which have resulted in these requirements being modified). Students who are on leave may request to attend certain sessions or experiences in writing to the Assistant Dean, Phase 1 who must approve all such requests prior to their participation. Students who are unsure about the nature of any Program requirement are to address any queries to [records@nosm.ca](mailto:records@nosm.ca).

## *2.2. For all modules*

Students who are not in attendance for more than two weeks of CBM 101, or for more than three weeks of all other Phase 1 modules, will be deemed to not have completed the module. This may result in the Student Assessment and Promotion Committee requiring the student to engage in 'make-up' activities prior to undertaking any required Phase 1 assessments. Make-up activities may include repeating all or part of a missed component of the curriculum, or engaging in an experience deemed equivalent to that which was missed.

## *2.3. Additional requirements for ICE CBMs 106, 108, and 110*

During the community placement component of the ICE modules students are expected to be present in the community. Specifically, for CBM 106 students are expected to be in attendance in the community for the entire duration of the four-week placement including weekends. For CBMs 108 and 110 students are expected to be present in the community from 9am on Monday until 5pm on Friday except for statutory holidays. Any time spent away from the community during these times will be considered a leave and subject to the provisions of this policy. Furthermore, during CBMs 108 or 110, students who accept offers from their Community Liaison Physician (or designate) to attend experiences occurring anytime between 5 pm on Friday to 9 am on the following Monday will be subject to the provisions of this policy if they subsequently wish to not attend the accepted offer. Students taking more than three days leave during any one ICE module placement will be considered 'Incomplete' for the placement, and may result in the Student Assessment and Promotion Committee requiring the student to engage in 'make-up' activities.

## **3. Requirement to inform**

3.1. When students will miss any component of the Program, for any reason, they must notify the appropriate faculty/staff in a timely fashion including:

### In every module:

- their session facilitator(s) (if known),
- the Module Coordinator(s), and
- the NOSM Student Records and Electives Officer at [records@nosm.ca](mailto:records@nosm.ca)

### In addition, during ICE module placements the student must also inform:

- in CBM 106 only, the Local Community Coordinator
- in CBM 108 and 110 only, the Site Liaison Clinician

Whenever possible notifications must be made prior to the sessions occurring. If the student does not have contact information for their facilitator(s) the student will also inform the Phase 1 Scheduling Coordinator ([p1scheduling@nosm.ca](mailto:p1scheduling@nosm.ca)) to ensure the appropriate persons are notified of the leave. Students are encouraged to inform their peers of their leave when appropriate e.g. other students in their SCS group, students studying in the same community during ICE placements.

3.2. Students missing Community Learning Sessions (CLS) should discuss with their assigned Community Learning Facilitator whether the time can be rebooked on a mutually convenient date using Independent Study Time. Leaves will be tracked by the CLS Coordinator for reconciliation with hours recorded on the Community Learning Sessions Attendance and Professionalism Log, as required for the summative assessment of CLS.

3.3. Students should endeavour to be on time for all scheduled sessions. If the student expects to be late for any session they should take steps to inform the session facilitator. Repeated lateness may be considered a breach of professionalism (please refer to the NOSM Code of Student Conduct).

#### **4. Procedure to request approval and/or notify for leaves of five days or less**

##### *4.1. Leaves due to sudden and/or unexpected events*

Students who cannot attend scheduled curriculum sessions due to sudden illness or other personal emergency will make all reasonable efforts to follow Section 3 of this policy (“Requirement to inform”) prior to the session occurring. If notification prior to the session has not occurred students will do so after the session at the earliest possible opportunity. Students who expect to be on leave for more than one day will contact Learner Affairs ([learneraffairs@nosm.ca](mailto:learneraffairs@nosm.ca)) as soon possible to seek advice concerning their particular situation.

##### *4.2. Anticipated leaves*

###### 4.2.1. Types of leaves and how to request them

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

- (i) **Academic Events**: The request must be submitted to [records@nosm.ca](mailto:records@nosm.ca) as soon as possible and at least two weeks prior to the proposed leave. Late requests may not be accepted. Students will be notified of the decision by the Assistant Dean, Phase 1 or designate.
- (ii) **Personal Events**: Unless an emergency or crisis, the request must be submitted to [records@nosm.ca](mailto:records@nosm.ca) as soon as possible and at least two weeks prior to the proposed leave. Late requests may not be accepted. Students will be notified of the decision by the Office of Learner Affairs.

###### 4.2.2. Permissions required for leaves

###### 4.2.2.1. For all modules:

Requests for leaves for academic events will be considered by the Assistant Dean, Phase 1 and requests for leaves for personal events will be considered by the Assistant Dean, Learner Affairs. In deciding whether to approve a leave from the Undergraduate Medical Education Program, those tasked with approving a leave may consult with others within the School (e.g. Learner Affairs, NOSM Student Records and Electives Officer, facilitators/tutors, etc.). For leaves occurring during the community placement component of CBM 106 the Local Community Coordinators and the CBM 106 Module Coordinator will usually be consulted prior to any decision being made.

#### 4.2.2.2. Additional requirements for CBMs 108 and 110:

When the leave will occur during the community placement component of CBMs 108 or 110, except for emergency personal or for medical reasons, the student must also obtain the written permission of the Community Liaison Physician prior to submitting their request.

### 4.3. *Factors influencing leave approval or denial*

Those determining whether to approve or deny a leave request may consider the following:

- (i) previous leaves from the module or session type (e.g. SCS, TOS, etc.) which would be missed because of the leave request,
- (ii) cumulative leaves to-date in the current academic year (the NOSM Student Records and Electives Officer will provide this if relevant),
- (iii) standing on completion of Program requirements (e.g. up-to-date with all essays and other submissions) including being on Academic Probation,
- (iv) impact on other students of the leave of this individual,
- (v) the purpose of the leave:
  - for NOSM-related business or to fulfill leadership duties (e.g. CFMS, OMA, PARO, or other such medical organizations)
  - to present a paper at a conference
  - to enhance knowledge or skills (e.g. medical conference appropriate to level of training, or leadership/administrative training)
- (vi) the student's academic performance. The Assessment Office will ensure that those making the decision to approve or deny leaves have access to relevant student performance data, and/or
- (vii) the possibility of making alternative arrangements to fulfill academic requirements missed by the leave.

### 4.4. *Leaves which can be granted only in exceptional circumstances*

- (i) It is unlikely that leaves for the following circumstances will be granted (except in cases of emergency personal, or medical leaves): would result in the student missing any required assessment,
- (ii) to attend another session/activity or event which is also part of the MD Program (e.g. participate in CLS rather than another type of scheduled learning session),
- (iii) would result in the student being absent for more than three days in any one module, or more than five days in any one academic year,
- (iv) would result in the student being absent in any one module from more than one

- occurrence of the same type of session (e.g. the student has missed one CBL and wishes to obtain approval to miss a second CBL), and/or
- (v) would result in the student being absent from mandatory orientation sessions (e.g. Phase 2 Orientation Weeks, Community Orientation in CBM 106)

#### 4.5. *Supporting documentation*

All leaves of three consecutive days or more will require that supporting documentation be provided, although students are always encouraged to provide as much information as possible in support of their request.

In addition, for any circumstance involving illness or other medically-related issue that prevents a student from completing a mandatory assessment, the student may be required to complete a signed and witnessed declaration of illness; when so required, the failure to do so as soon as is reasonably possible will result in the student being considered absent without permission. Students who miss an assessment with permission will be assigned a grade of 'In Progress' which requires action by the SAPC; students absent without permission will be assigned a grade of 'Fail' for the missed assessment. Students missing a required assessment may be asked to participate in an equivalent assessment at a date and time provided by the Office of Assessment. This may include scheduling assessments during 'Independent Study Time'. Although the Office of Assessment will consult with the student regarding the timing of rescheduled assessments the final decision regarding the timing of such will rest with the Office of Assessment.

### **5. Procedure to request 'Leaves of Absence' of more than five days**

5.1. 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. a medical certificate).

5.2. 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.

#### 5.3. *Steps to be followed*

- (i) 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.
- (ii) 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 appropriate NOSM officials. If not approved, the letter will explain the reason why the request was not granted.
- (iii) An Approval for Leave of Absence Form will be completed by the NOSM Student Records & Electives Officer for record keeping.

- (iv) 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.
- (v) 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 time allowed to complete the Undergraduate Medical Education Program.

## Getting Help

Queries regarding interpretation of this document should be directed to:

NOSM Student Records and Electives Officer at [records@nosm.ca](mailto:records@nosm.ca)

<b>DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT</b>		
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