

## ***Regulations and guidelines for leaves of absence from the MD Program***

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***Approved by:*** Undergraduate Medical Education Curriculum Committee

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### **Definition**

A leave of absence from the MD Program constitutes an official, temporary withdrawal from studies, and is recorded on the student's transcript.

There are two types of leave: (1) for personal reasons and (2) for academic enrichment.

### **Personal leaves of absence**

Requests for personal leaves of absence are considered on a case-by-case basis by the Associate Dean, Health Professions Student Affairs (HPSA), possibly in consultation with other MD Program leaders. Full disclosure of the reasons for the request is expected, and supporting documentation will be required.

Personal leaves of absence will normally be granted for a maximum of one full academic year at a time.

### **Leaves of absence for academic enrichment**

Leaves of absence to pursue academic programming that complements the MD Program may be granted to students with an excellent academic record, normally with no identified weaknesses.

Leaves of absence for academic enrichment will normally be granted for a maximum of two full academic years.

Students who are considering an application for leave of absence for academic enrichment must meet with the Associate Dean, HPSA to discuss academic and career implications. They must also discuss with the Registrar matters relating to financial aid, tuition and registration.

Students must submit an application for a leave of absence for academic enrichment to the Vice Dean, MD Program no later than February 1 of the calendar year they wish their leave to begin. As part of their application, students must include a clearly set-out plan and articulated objectives for the proposed leave, including how it complements the MD Program, as well as plans for re-entry into the MD Program.

If the requested leave of absence for academic enrichment is granted, the Vice Dean, MD Program will provide a Letter of Approval which summarizes the conditions under which the leave was granted and the expected re-entry date. This letter will be copied to the student's record, the Foundations or Clerkship Director (as appropriate), and the relevant Academy Director.

### **Re-entry into the MD Program following a leave of absence**

Students who are granted a leave are not registered as medical students for the duration of the leave. When they re-enter the program, they will be subject to the current fee schedule.

Credit is retained for all courses that had been fully completed prior to the leave. Students returning from a leave are generally subject to the current curriculum, although certain modifications may be made to reflect any major curricular changes introduced during their absence.

Students who are on leave, whether for personal reasons or academic enrichment, are expected to contact the Associate Dean, HPSA and Registrar at least two months before their intended return to the MD Program so that preparations for their re-entry can commence.

Students returning from a leave of absence may also be required to participate in supplemental clinical skills training to ensure their academic success and the well-being of patients.