



UGME Absences and Leaves Procedure

Section B: Procedure for Requesting a Medium-Term Leave of Absence (6 consecutive calendar days – 8 weeks)

1. The online Absences and Leaves Request Form does not need to be completed
2. The student must discuss the leave request with the Assistant Dean Student Affairs if the request is personal (i.e., personal illness, family crisis such as serious illness of a close family member, parenthood / adoption) or the Associate Dean UGME (if the request is for military service)
3. The student must submit documentation to support the leave request by email to the [WELL Office](#) if the request is personal or to the [Student Records Officer](#) if the request is for military service.
4. Following review by the Assistant Dean Student Affairs or Associate Dean UGME, an email will be sent to the student's McGill email address notifying him/her of whether the request has been approved or refused, with a copy to the [Student Records Officer](#).
5. If a medium-term leave of absence will make a course incomplete, the student may be required to meet with the Associate Dean UGME or the Component Director to discuss the academic implications.
6. Questions regarding a medium-term leave of absence request should be directed to the [Student Records Officer](#).

Section C: Procedure for Requesting a Long-Term Leave of Absence (> 8 weeks)

1. The online Absences and Leaves Request Form does not need to be completed
2. The student must discuss the leave request with the Assistant Dean Student Affairs if the request is personal (i.e., personal illness, family crisis such as serious illness of a close family member, parenthood / adoption) or the Associate Dean UGME if the request is for military service or professional development activities (i.e., pursuing research or an advanced degree, holding a significant student leadership position, or a Rhodes Scholarship)
3. The student must submit documentation to support the leave request (e.g. medical note, description of professional development activities, etc.) to the Student Promotions



Committee (SPC) by email to the [Student Records Officer](#). This should include a personal letter authored by student, stating the requested start date and end date for the leave and explaining the reason for the leave. For the SPC to consider a request for a long-term leave of absence for professional development activities, the student's letter must explain the pertinence of the leave to the student's career in medicine and the reason that the leave must be taken at this time (i.e., why the activities cannot be undertaken subsequent to the student's completion of the MDCM Program). For the SPC to consider a request for a long-term leave of absence for personal reasons, the student's letter must explain the purpose of leave of absence and why the student believes s/he will be fit to return to the program following the leave of absence.

4. Following review by the SPC, an email will be sent to the student's McGill email address, on behalf of the Chair of the SPC, notifying him/her of whether the request has been approved or refused
5. Questions regarding a long-term leave of absence request should be directed to the [Student Records Officer](#).

