



Policy Name: UGME Absences and Leaves Policy

Approved By: MDCM Program Committee

Approved On: February 27, 2017

Last Updated: January 27, 2020

Pertinent to: Students / Resident Teacher / Faculty

Purpose: General policy for absences and leaves from the MDCM program.

UGME Policy on Absences & Leaves from the MDCM Program

Applicable to all Absences and Leaves that begin on or after August 26, 2019

Background

As future physicians, medical students must respect the social contract between physicians and society. When the Faculty of Medicine confers the MD, CM degree, the Faculty attests that the student has achieved the MDCM Program Objectives, participated in the entire educational experience defined by the MDCM Program curriculum, and shown a commitment to professional responsibility.

The MDCM Program commits to designing and implementing learning experiences that help students achieve the MDCM Program Objectives. Students commit to meeting the Program's expectations regarding professionalism and participation in all aspects of the curriculum.

This absences and leaves policy enables medical students to respect their professional obligations.

Policy

General Principles

1. Absences are not permitted, under any circumstance, for registration and orientation week activities at the beginning of the MDCM Program.

2. Students remain responsible for all learning objectives despite absences and assume the risk for missing time from curricular activities.
 - Students are responsible for course material from both non-mandatory and mandatory academic activities
 - Students are usually expected to make up for missed experiences independently (e.g., notes from peers, additional reading, independent studying)
 - When formal 'make-up activities' are required by the Course Director, this may involve additional assignments, online cases, simulation and/or clinical activities. These may be scheduled on evenings, weekends, statutory holidays or vacation days, in excess of the usual [Workload Policy](#)
 - All students are assessed according to the same standards. Students may not use an absence as a justification for appealing the results of an assessment
 - If there is concern that a student's absences may adversely impact progress in the MDCM Program, the student may be asked to meet with a Component Director or the Associate Dean Undergraduate Medical Education (UGME). The student may also be referred to the WELL Office.
3. Mandatory activities are established by the MDCM Program Committee and indicated in the learning management system (myCourses). Attendance is considered mandatory and is monitored for the following activities:
 - The day of an examination (e.g., written examinations, oral examinations, OSCEs, quizzes), including the examination itself and any other learning activities scheduled the same day
 - The day before an examination (e.g., if an examination is on a Tuesday, all learning activities on the Monday are considered mandatory)
 - When a student's absence may have a negative impact on peers (e.g., small group sessions)
 - When a student's absence may have a negative impact on patients (e.g., clinical activities in Clerkship)
 - When equivalent make-up activities are not available or missing the activity will make the course incomplete (e.g., orientation sessions, Simulation Centre sessions, tutorial sessions, Back-to-the-Mc Recall Days, physical examination sessions, Physician Apprenticeship sessions, and clinical sessions in TCP)
 - Any other activities indicated as mandatory in the learning management system (myCourses)
4. Students are expected to be punctual and attend academic activities. Punctuality and attendance at mandatory sessions will be monitored and are expected professional behaviours.
5. All absences from mandatory activities require approval.
 - Students must respect the policy and [procedures](#) , including submitting required documentation and respecting the indicated deadlines, to request an approved absence from the UGME Office, or to withdraw (cancel) an absence

that has been approved. Requests that do not respect the policy and procedures will not be approved.

- A student who misses a mandatory activity without an approved absence is considered to have an unauthorized absence
 - An unauthorized absence from a graded activity will result in a grade of '0' or 'fail'. An unauthorized absence from a non-graded activity will be referred to the Associate Dean Undergraduate Medical Education (UGME) as a possible lapse in professional behaviour, as per the [UGME Policy on Student Professional Behaviours](#). For clinical courses with narrative feedback, the absence will also be documented in his/her assessment for the affected course
 - Students who make travel plans prior to an absence request being approved do so at their own risk. Should the absence request not be approved, the student will have to cancel his/her travel plans at his/her own expense
 - During Clerkship only: When an absence is approved by the UGME Office and the student notifies the clinical site before the on-call schedule is made for that rotation, the site teaching office will accommodate the absence; the rotation must ensure appropriate clinical coverage during the time of the student's absence. If the absence involves a weekend day and the student completes the clinical experience at an alternate time (i.e., is assigned by the site teaching office to do the weekend experience at another time and is not assigned an on call shift at the time of the absence), students may request the weekend day(s) to be credited back and not deducted from the allotted absences for the year. Requests for days credited back must be made no later than 7 days after the absence.
6. It is a professional obligation for students in the clinical setting to notify the site director, site administrator, and direct supervisor of their absence.
- LFME, TCP and Clerkship: For unplanned absences (Sick Days and Flex Days for urgent personal or medical crisis), students must notify the *direct supervisor* as soon as possible on the day of absence, even if their absence request has not yet been approved by the UGME Office. For planned absences, students must notify their direct supervisor at the beginning of the rotation.
 - TCP and Clerkship: For all absences, the student must forward the approval from the UGME Office to the *site teaching office* (Site Director and Site Administrator) within 48 hours of receiving this approval.
7. This Policy outlines the circumstances under which the MDCM Program may approve [Short-Term Absences](#), [Medium-Term Leaves of Absence](#) and [Long-Term Leaves of Absence](#). Students facing an urgent personal or medical crisis should consult with the Assistant Dean Student Affairs by contacting the [WELL Office](#).

Specific Principles

Section A: Short-Term Absences (0.5-5 consecutive calendar days) – Sick Days, Flex Days and Personal Days

Students must follow the correct [procedure](#), including submitting documentation by the indicated deadline, to request a short-term absence.

Any request for a short-term absence that does not meet the requirements in the table below and/or would make a course incomplete will be refused; this includes missing more than 25% of any course requirement (see [Promotions Regulations](#), point 11).

Absences that would make a course incomplete may exceptionally be approved at the discretion of:

- The Assistant Dean Student Affairs for:
 - Sick Day
 - Flex Day for Urgent personal emergency or medical crisis
 - Flex Day to Attend a funeral
 - Flex Day for Financial appointment
 - Flex Day for Healthcare appointment
- The Associate Dean UGME for:
 - Flex Day for Presenting research at a provincial, national or international conference
 - Flex Day for Religious Holy Day

Absences for other reasons (other Flex Day requests and Personal Day requests) that make a course incomplete will not be considered.

In the exceptional case where a course is incomplete due to an approved absence, make-up activities will be required to complete the course.

Students no longer requiring a previously approved absence must submit a request by email to the applicable Component Administrator to have the absence withdrawn no later than 7 days after the absence. Requests for absence withdrawal after this timeline will not be considered and the absence will be deducted from the student's allotted days off.

Note for Clerkship: Weekend days are counted as consecutive calendar days when an absence request includes a Friday and the following Monday (for example, an absence request from Friday to Tuesday inclusive is an absence request for 5 consecutive days; students cannot request short term absences for 6 or more consecutive days). Once the clinical schedule is made, if the student is not assigned clinical duties on the weekend, students may request the weekend days be credited back and not counted as part of the student's allotted days off (see [General Principles](#), point #5).

1. Absences with justification (Sick Days and Flex Days)

Sick Days Maximum 5 days (10 half-days) per academic year (July 1 – June 30)			
Absence Type	Deadline to make request in absences & leaves system	Justification Requirements	Additional Information
<p>Sick Day</p> <p>acute illness (e.g., gastroenteritis, influenza)</p> <p>exacerbation of chronic illness (e.g., asthma, Crohn’s Disease, depression, rheumatoid arthritis)</p> <p>acute illness in a dependent (e.g., child)</p>	<p>Prior to the start-time of the exam or mandatory activity. Sick days should not be submitted more than 24 hours in advance of the absence.</p> <p>Students in the clinical setting must also inform the site director, site administrator and direct supervisor (see General Principles, point #6).</p> <p>Students in the clinical setting must include the start and end times of their affected shifts in the field for additional information when entering their request in the system.</p>	<p>Medical note required for:</p> <ul style="list-style-type: none"> • Day before an examination • Day of an examination (including a quiz) • 3rd consecutive day of illness • Student has already used 5 sick days in this academic year • Course would be incomplete due to the absence <p>Medical notes must be submitted within 5 calendar days of the absence.</p> <p>To respect student privacy, medical notes should be submitted to the WELL Office rather than to the UGME Office.</p>	<p>Approval from the Assistant Dean Student Affairs (through the WELL Office) is required for any Sick Day that makes a course incomplete.</p> <p>Any health-related absence longer than 5 consecutive days requires approval of the Assistant Dean Student Affairs (through the WELL Office) as a medium-term leave of absence.</p> <p>A student with recurrent absences due to illness or who has already used their allotted absences for the academic year may be required to meet with the Assistant Dean Student Affairs (through the WELL Office) to discuss student wellness and possible accommodation.</p>

Flex Days Maximum 6 days (12 half-days) per academic year (July 1 – June 30)			
Absence Type	Deadline to make request in the absences & leaves system	Justification Requirements	Additional Information
McGill University Varsity Athletic commitment	42 days in advance If varsity event scheduled < 42 days in advance: Within 72 hours of receiving notification of activity date	Documentation from coach/manager outlining circumstances Documentation must be uploaded in the system at the time the request is made online	Approval may be granted for the day of the event, with additional travel time if required.
Student presenting own research at a provincial, national or international academic conference	42 days in advance of conference If abstract accepted < 42 days before the conference: Within 72 hours of receiving notification of abstract acceptance	Documentation of abstract acceptance with confirmation of start and end time of presentation Documentation must be uploaded in the system at the time the request is made online	Approval may be granted for the day of the presentation, with additional travel time if required.
Official religious holy day	42 days in advance <u>Note for Eid ul-Fitr:</u> An absence for the dates listed in the University calendar of Holy Days should be requested 42 days in advance. The student must then inform the UGME Office as soon as the exact date is known, and should cancel any unnecessary absence requests in the online system within 5 calendar days.	Documentation of the religious holy day if not listed in the University list of Holy Days . Documentation must be uploaded in the system at the time the request is made online	When an exam falls on a student's holy day, s/he should request an absence in accordance with this policy. If the absence is approved, this is considered approval for a deferred examination in accordance with the University Policy for the Accommodation of Religious Holy Days . Notes for Clerkship: <ul style="list-style-type: none"> • Clerkship students have direct patient care responsibilities and cannot refuse this responsibility for religious reasons. When a holiday (including the Sabbath) begins at sundown, a student is required to remain at the clinical service until sign-over. • A student must submit a request not to be on-call (or have a clinical shift) during a religious holy day at least 42 days in advance to the Clinical Site Administrator. Requests

			regarding religious observance will be taken into account when preparing the clinical schedule.
<p>Representing the Faculty of Medicine in a Medical Student Society (MSS) or UGME Office designated or approved role</p> <p>e.g., Official roles for the MSS, FMEQ, CFMS and IFMSA</p> <p>e.g., Participating in UGME Committees, MMIs, Physician Apprenticeship Co-Leader activities, US tutor</p>	<p>42 days in advance</p> <p>If elected to role < 42 days in advance: Within 72 hours of being elected</p> <p>If activity scheduled < 42 days in advance: Within 72 hours of receiving notification of activity date</p>	<p>Documentation of student role and event.</p> <p>Documentation must be uploaded in the system at the time the request is made online.</p>	<p>Students considering taking on major leadership roles that will involve multiple or prolonged absences should consult with the Associate Dean UGME in advance.</p>
<p>Financial Appointment</p> <p>e.g., Student Aid office, bank</p>	<p>7 days in advance</p>	<p>Documentation of appointment.</p> <p>Documentation must be uploaded in the system at the time the request is made online.</p>	<p>When possible, students are encouraged to schedule non-urgent financial appointments at a time that does not interfere with mandatory learning activities. When this is not possible, the UGME Office will accommodate these absence requests.</p>
<p>Healthcare Appointment</p> <p>e.g., doctor, dentist, psychologist, physiotherapist, medication infusion, maintenance therapy for chronic illness, WELL Office Wellness Consultant, etc.</p>	<p>7 days in advance</p> <p>If appointment confirmed < 7 days in advance: Within 72 hours of receiving confirmation of the appointment.</p>	<p>Documentation of appointment.</p> <p>Documentation must be submitted within 5 calendar days of the absence.</p> <p>To respect student privacy, healthcare appointment documentation should be submitted to the WELL Office rather than to the UGME Office.</p>	<p>When possible, students are encouraged to schedule elective appointments at a time that does not interfere with mandatory learning experiences. When this is not possible, the UGME Office will accommodate these absence requests.</p>

<p>Attending a Funeral</p>	<p>1 day in advance</p> <p>Students in the clinical setting must also inform the site director, site administrator and direct supervisor (see General Principles, point #6).</p>	<p>Documentation of funeral (name of person and time of funeral)</p> <p>Documentation must be uploaded in the system at the time the request is made online</p>	<p>Approval from the Assistant Dean Student Affairs (through the WELL Office) is required for an absence to attend a funeral that makes a course incomplete.</p>
<p>Urgent personal emergency or medical crisis</p> <p>e.g., critical illness or death in a close family member</p>	<p>If day of an exam: Prior to the start-time of the exam</p> <p>Otherwise: As soon as possible on the first day of absence</p> <p>Students in the clinical setting must also inform the site director, site administrator and direct supervisor (see General Principles, point #6).</p>	<p>Documentation explaining emergency / crisis</p> <p>Documentation must be submitted within 5 calendar days of the absence.</p> <p>To respect student privacy, documentation must be submitted to the WELL Office rather than to the UGME Office.</p>	<p>Any absence longer than 5 consecutive days requires approval of the Assistant Dean Student Affairs (through the WELL Office) as a medium-term leave of absence.</p>
<p>WELL Office Career Advisor Appointment</p>	<p>7 days in advance</p> <p>If appointment confirmed < 7 days in advance: Within 72 hours of receiving confirmation of the appointment.</p>	<p>Documentation of appointment.</p> <p>Documentation must be uploaded in the system at the time the request is made online.</p>	<p>When possible, students are encouraged to schedule non-urgent appointments at a time that does not interfere with mandatory learning activities. When this is not possible, the UGME Office will accommodate these absence requests.</p>
<p>Appointment with UGME Academic Leadership</p> <ul style="list-style-type: none"> ◦ Associate Dean, UGME ◦ Assistant Dean, Student Affairs ◦ Component Directors ◦ Program Director 	<p>7 days in advance</p> <p>If appointment confirmed < 7 days in advance: Within 72 hours of receiving confirmation of the appointment.</p>	<p>Documentation of appointment.</p> <p>Documentation must be uploaded in the system at the time the request is made online.</p>	<p>When possible, students are encouraged to schedule non-urgent appointments at a time that does not interfere with mandatory learning activities. When this is not possible, the UGME Office will accommodate these absence requests.</p>

2. Absences without justification (Personal Days)

Personal Days have been allocated to provide students with the ability to attend to personal and/or professional development and commitments that would otherwise not be approved (i.e., that are not Sick Days or approved Flex Days). This includes attending weddings or family events and attending conference activities over-and-above the time required for the student to present his/her own research. Students are not required to provide justification (documentation) for the Personal Day.

Students are expected to make judicious requests for Personal Days in recognition that engagement and participation in the MDCM Program must be a priority. If the student has experienced prior academic difficulties and/or is on probationary status, consideration should be given to the advisability of taking Personal Days.

Personal Days Maximum 4 days (8 half-days) per academic year (July 1 – June 30)		
	Deadline to make request	Additional Information
Personal Day	42 days in advance	<p>Students may request up to 2 Personal Days (4 half-days) in an 8-week course/rotation and up to 1 Personal Day (2 half-days) per course/rotation less than 8 weeks in duration</p> <p>Clerkship students must make up all required on-call time.</p> <p>Students may not request a Personal Day that</p> <ol style="list-style-type: none"> 1. Would make a course incomplete; this includes missing more than 25% of any course requirement (see Promotions Regulations, point #11) <p>Or includes any of the following:</p> <ol style="list-style-type: none"> 2. The day before an examination 3. An Exam / Assessment (this includes, but is not limited to, quizzes, midterm examinations, final examinations, anatomy examinations, histology examinations, OSCEs, progress tests, and oral presentations) 4. The first day of a course or an orientation session 5. A Simulation Centre session

3. Specific regulations for Clerkship (Year 3 and Year 4) students during the winter holiday period (Academic Period 7)

The following regulations apply to Clerkship (Year 3 and Year 4) students during the winter holiday period:

Students Completing a Mandatory Clerkship Course During Academic Period 7	
Days off for the holidays	<p>Each student will be allotted seven consecutive days off (5 weekdays and 2 weekend days) for either the Christmas break or the New Year's break</p> <ul style="list-style-type: none"> • The dates for 7-day Christmas break and 7-day New Year's break are determined by each site teaching office, are not flexible and must coincide with the time off given to residents on rotation with them • Requests for either the Christmas break or the New Year's break should be submitted to the clinical service at least 60 days in advance of Academic Period 7 • Students should not make travel plans until their 7-day holiday break has been confirmed by the site teaching office. A student will need to cancel, at his/her own expense, any travel plans that do not coincide with his/her allotted days off • During the remainder of the holiday period (e.g., during the 7-day New Year's period if the student has been allotted time off during the 7-day Christmas period), a student is expected to be present for clinical duties every day including weekends and statutory holidays
Other Days Off	<p>The 7-days off at Christmas or New Year's will not automatically make a rotation incomplete. Should a student miss more than those 7 days, the course will be considered incomplete.</p> <ul style="list-style-type: none"> • Requests for Sick Days and Flex Days for healthcare appointments, or urgent personal emergency or medical crisis must be exceptionally approved by the Assistant Dean, Student Affairs • Any additional missed time will need to be made up to complete the course and ensure that learning objectives are met • Requests for other Flex Days and Personal Days during Period 7 will not be approved
Additional Information	<p>Concerns regarding time off during the Christmas and New Year period should first be brought to the site teaching office. Issues that cannot be resolved at the site level should be brought to the attention of the Clerkship Clinical Administrator (clinicaladmin.med@mcgill.ca), at least 4 weeks before the start of academic period 7.</p>

Students Completing a Clerkship Elective During Academic Period 7	
Days off for the holidays	<p>Each student will be allotted time off for the statutory holidays, as determined by the clinical teaching site.</p>
Other Days Off	<p>Students are permitted to take vacation weeks (as part of the 4-week vacation requirements), Sick Days, Flex Days or Personal Days during period 7, as long as they will complete a minimum of 10 working days of elective time in the rotation. An elective experience less than 10 working days will be considered incomplete. A make-up activity will be required to complete the elective.</p>
Additional Information	<p>Any concerns regarding time off during the Christmas and New Year period should first be brought to the site elective coordinator. Issues that cannot be resolved at the site level should be brought to the attention of the UGME Elective Coordinator (mcgillelectives.med@mcgill.ca), at least 4 weeks before the start of academic period 7.</p>

[Questions? See Frequently Asked Questions](#)

Section B: Medium-Term Leaves of Absence (6 consecutive calendar days – 8 weeks)

1. Medium-term leaves of absence are longer than short-term absences, and may have a duration of up to 8 consecutive weeks. Students must follow established [procedures](#) to request a leave of absence from the MDCM Program.
2. A medium-term leave of absence may be granted only if there is supporting documentation and the request is for one of the following circumstances:
 - Personal illness: The student should address his/her request to the Assistant Dean Student Affairs. A medium-term leave for *medical reasons* may be granted for up to 8-weeks. Should the student request a prolongation beyond 8-weeks, the student must request a [long-term leave of absence](#). A student returning from a medical leave must provide documentation from the treating physician/professional counsellor attesting to the student's readiness to resume studies
 - Family crisis, such as serious illness of a close family member: The student should address his/her request to the Assistant Dean Student Affairs. A medium-term leave for *family crisis* may be granted for up to 8-weeks. Should the student request a prolongation beyond 8-weeks, the student must request a [long-term leave of absence](#).
 - Parenthood / adoption: The student should address his/her request to the Associate Dean UGME. Within 3 weeks of the birth/adoption of a child, a student may be excused for up to 7 consecutive days. In addition to this medium-term leave, a student may request a [long-term leave of absence](#). The student should meet with the Associate Dean UGME no less than 84 days in advance of the birth / adoption to plan for absences.
 - Required military service: The student should address his/her request to the Associate Dean UGME. A medium-term leave for *military service* may be granted for up to 8-weeks. Should the student request a prolongation beyond 8-weeks, the student must request a [long-term leave of absence](#). The student should meet with the Associate Dean no less than 84 days before the start of the required military service to plan for the absence.
3. The Assistant Dean Student Affairs or Associate Dean UGME may approve a request for a medium-term leave of absence.
4. A medium-term leave of absence requires rescheduling of educational activities for the student to meet [MDCM Program Objectives](#)
 - This may result in a delay of graduation from the MDCM Program
 - In exceptional circumstances, the Student Promotions Committee (SPC) may exempt a student who is in good academic standing from a portion of a course or up to 8-weeks of elective and/or vacation requirements

5. Leaves of 4-weeks or longer are documented on the [Medical Student Performance Record](#) (MSPR). Absences that prevent a student from completing a University term are also indicated on the University transcript. The reason for the leave is not stated.
6. When a student has an approved medium-term leave of absence from the MDCM Program, regulations apply with regard to the official McGill student record, tuition and other university charges:
 - The MDCM Program does not have “part-time” status. The student must maintain a minimum of 12 credits per term in order to maintain full-time student status in the MDCM program in any given term.
 - During a leave of absence from the MDCM program, students are only permitted by the university to enroll in courses if they are admitted to another degree program example, MBA, PhD, MSc.
 - The student must consult the [Student Aid Office](#) in order to assess the impact of the leave on student aid, e.g., government loans and bursaries. Part-time students are not eligible for government loans and bursaries
 - A tuition refund will apply only if the leave is in effect prior to the official university withdrawal dates for the term. The official university withdrawal dates and refund regulations are published annually in the university e-calendar
 - A grade of “W” (withdrew) will be entered on the transcript for any courses not completed during the term
 - On return from the leave, the student will be registered for any deferred courses and will be assessed tuition fees for these courses

Section C: Long-Term Leaves of Absence (> 8 weeks)

1. Long-term leaves of absence are longer than medium-term leaves of absence, with a duration longer than 8 consecutive weeks. Students must follow [procedures](#) to request a leave of absence from the MDCM Program.
2. A long-term leave of absence may be granted only if there is supporting documentation and the request is for one of the following circumstances:
 - Personal illness
 - Family crisis, such as serious illness or death of an immediate or close family member
 - Parenthood / adoption
 - Required military service

- Professional development activities, such as pursuing research or an advanced degree, holding a significant student leadership position, or a Rhodes Scholarship
3. The Student Promotions Committee (SPC) must approve a request for a long-term leave of absence. In exceptional circumstances (i.e., an immediate health concern), the Assistant Dean Student Affairs or Associate Dean UGME may provide provisional approval for the long-term leave; however only the SPC can provide final approval for a long-term leave.
 4. A long-term leave of absence requires rescheduling of educational activities for the student to meet [MDCM Program Objectives](#). This will result in a delay of graduation from the MDCM Program
 5. The MDCM Program reserves the right to impose a limitation on the number of leaves, as well as the total duration. The MDCM Program must be completed within 7 years (see [Promotions Regulations](#), point #33)
 - Medical reasons: A leave for *medical reasons* may be granted for up to one year. Should the student request a prolongation beyond one year, the MDCM Program reserves the right to require a second opinion from a Faculty-designated physician. A student returning from a medical leave must provide documentation from the treating physician/professional counsellor attesting to the student's readiness to resume studies
 - Personal reasons/family crisis: A leave for *personal reasons / family crisis* may be granted for up to one year. Should the student request a prolongation beyond one year, the MDCM Program reserves the right to require further documentation regarding the situation
 - Parenthood/Adoption: In addition to the short-term leave at the time of birth/reception of a new child, a leave may be granted for up to one year for parenthood/adoption. Should the student request a prolongation beyond one year, the MDCM Program reserves the right to require medical documentation from the student's or child's physician
 6. Leaves of 4-weeks or longer are documented on the [Medical Student Performance Record](#) (MSPR). Absences that prevent a student from completing a University term are also indicated on the University transcript. The reason for the leave is not stated.
 7. When a student has an approved long-term leave of absence from the MDCM Program, regulations apply with regard to the official McGill student record, tuition and other university charges:
 - The MDCM Program does not have "part-time" status. The student must maintain

a minimum of 12 credits per term in order to maintain full-time student status in the MDCM program in any given term.

- During a leave of absence from the MDCM program, students are only permitted by the university to enroll in courses if they are admitted to another degree program example, MBA, PhD, MSc.
- Students wishing to register in non-MDCM courses throughout their leave of absence from the MDCM program must take the appropriate measures to obtain special student status with the Faculty of Medicine or the Faculty administering the course prior to registration.
- The student must consult the [Student Aid Office](#) in order to assess the impact of the leave on student aid, e.g., government loans and bursaries. Part-time students are not eligible for government loans and bursaries
- If a leave of absence covers the duration of a full term, the student will remain on the student record system; however, the record will show a “Leave of Absence”
- A tuition refund will apply only if the leave is in effect prior to the official university withdrawal dates for the term. The official university withdrawal dates and refund regulations are published in the university calendar of dates and fee-booklet each academic year
- A grade of “W” (withdrew) will be entered on the transcript for any courses not completed during the term
- On return from the leave, the student will be registered for any deferred courses and will be assessed tuition fees for these courses
- The students will not be assessed compulsory fees (i.e. student services and societies) if a leave starts at the beginning of the winter or summer term
- The student is assessed fees for undergraduate supplemental health insurance and international health insurance at the beginning of the fall term. Coverage is applicable until August 31 of the following year
 - To maintain insurance coverage, Canadian students who have a leave of absence that includes the fall term must make arrangements directly through the V.P. Operations, Students’ Society of McGill University (SSMU) to “opt in” to the undergraduate insurance plan for the following year. As students must be active members of SSMU in order to subscribe to the

student health insurance plan, they must also pay SSMU and Medical Students' Society (MSS) fees

- International students should consult the International Health Insurance Office in the Brown Student Services Building concerning the International Health Insurance policy
- To access gymnasium facilities, students must make private arrangements and pay any necessary fees directly to the gymnasium (<http://www.mcgillathletics.ca>)

Related University Policies:

[Undergraduate Leave of Absence Policy](#)

[Guidelines for the academic accommodation of pregnant students and students caring for dependents](#)

