



MD Program

Attendance and Absences in MD Program Policy Clerkship

Student Assessment Component: Policy #SA-07 v7

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1.0 Principles

- 1.1 Students in the MD Program must acquire and demonstrate the necessary skills, attitudes and competencies required to enter a residency program and, ultimately, independent practice.
- 1.2 Attendance at all learning events and full participation in the curriculum is an explicit expectation for all medical students.
- 1.3 At times, attendance is not possible or a leave from medical school may be necessary. This policy sets out the conditions and implications for absence or leaves.

2.0 Mandatory Attendance - Clerkship

- 2.1 It is expected that medical students will attend all curricular events in clerkship curricular units and will attend all scheduled dates in a clinical placement.
- 2.2 Patterns of absenteeism will be reviewed by the MD program Academic Performance Advisory Group.
- 2.3 In Clerkship Curricular units, specific learning events will be deemed 'mandatory attendance' events, and attendance will be taken as these events.
 - 2.3.1 Mandatory attendance learning events are identified in Elentra. Attendance will be taken at these events and absences will be tracked by the MD Program.
 - 2.3.2 The following types of learning events will always be considered mandatory attendance events:
 - Small group sessions with tutors (FSGL or other)
 - Wellness sessions

- Simulation sessions
- In-person assessments (unit tests, midterms, team assignments, final exams, other)

2.3.3 The MD program will make every effort to avoid scheduling mandatory assessments on significant dates based on the Queen's Multi-faith calendar, but this will not always be possible.

2.3.4 Course Directors may determine that other learning events are mandatory attendance events, and these will be noted in Elentra. They will also note course-specific thresholds for absences for their course on the Elentra course page. Any mandatory attendance learning event must have a plan for make-up for students who are absent.

2.3.5 Course Directors will determine what make-up will be required for any missed time in their course, clinical, or mandatory classroom based. Students will be incomplete in the course until all make-up requirements are completed. This includes determining make-up of missed assessments, or redistribution of marks, in accordance with the Student Assessment Policy.

2.3.6 If a student misses more than 10% of mandatory attendance events (or clinical placement days or shifts) in a course or has more absences than the approved threshold noted in section 5.0, either for pre-approved absences or unexpected absences, they will be referred to the Academic Performance Advisory Group for additional review to determine if additional make-up or remediation is required.

3.0 Requests for pre-planned absences – Clerkship Curricular Units and Transition To Residency clinical time.

3.1 Students will not be approved for a pre-planned absence from a final examination in clerkship curricular units.

3.2 Requests for pre-planned absences for Clerkship Curricular Time that do not include final examinations will be only be considered if they are due to faith-based observances (based on the Queen's Multifaith calendar), a significant personal life event, or for professional development.

3.3 Absences will not be approved for matters of personal convenience, leisure activities, early departure for, or late return from, vacation travel.

3.4 Course Directors will note on the Course Page the maximum number of mandatory learning experiences, assessments, or clinical placement days that can be missed without the student being required to complete make-up, as determined by the Course Director.

4.0 Personal Leave Days In Clerkship Clinical Experiences – Core Clinical Sections

4.1 Students are permitted, subject to approval, to take no more than 10 personal leave days throughout the three core clerkship clinical sections. Faith-based observances (based on the Queen's Multifaith Calendar) will not be counted in the 10 personal leave days. Students are expected to use personal days for all other planned absences including conference presentations and professional development.

4.2 Course Directors will note on the Course Page any dates in their course where personal days will not be approved.

4.3 Personal days will not require justification; however, approval will be required according to the procedures established by the clerkship committee.

4.4 Students may only be approved for the following maximum number of personal days in any given rotation:

- a) 1 personal day in a 2-week rotation,
- b) Up to 2 personal days in a 4-week rotation,
- c) Up to 5 personal days in community block. These 5 days may be taken in a row in community block. The 5 days may not be taken as the first 5 days or the last 5 days of community block.

5.0 Cumulative Absences

5.1 All absences for mandatory attendance events including all scheduled days/shifts in clinical rotations and clerkship curricular blocks will be tracked. This will include planned and unplanned absences.

5.2 Students are required to meet the objectives of the course, and if in the opinion of the course director they have not, they may be required to complete additional clinical time.

- 5.3 Students who exceed the thresholds noted below will have their performance reviewed at the Academic Performance Advisory Group (APAG), with a goal to ensure they are meeting the requirements of the curriculum. APAG will consider the reasons for the absences. Make-up requirements or additional time will be required only if the student is not meeting curricular objectives or if mandatory events must be made-up.
- 5.4 Students who miss more than 5 days in a clerkship section, regardless of the reason, will be reviewed at the Academic Performance Advisory Group.
- 5.5 Students who miss more than the threshold number of days as documented on the course page for clerkship curricular units, or in Transition To Residency clinical placements will be reviewed at the Academic Performance Advisory Group.
- 5.6 Students with other patterns of absences may also be reviewed at the Academic Performance Advisory Group, according to MD Program procedures.
- 5.7 Students who must attend frequent medical appointments must apply for formal accommodations through Queen's Student Accessibility Services.

6.0 Leaves of absence

- 6.1 Short term or extended absences from the MD Program may be necessary and in the best interest of the student. Students who require a leave of absence will follow the procedures required and seek approval for the absence.

6.1.1 Short-Term Leave

A short-term leave in pre-clerkship is defined as an unplanned absence lasting 5 or fewer sequential curricular days. Short-term leaves are approved by the Curricular Director responsible for the affected portion of the curriculum, by the Associate Dean MD Program, or delegate.

6.1.2 Extended Leave

Extended leave is defined as an absence lasting greater than 5 curricular days in a Term, or that is indefinite in length. Extended leaves are approved by the Associate Dean MD Program or delegate.

7.0 Parental Leave

7.1 Students who wish to take a leave of absence after the birth or adoption of a child will be approved for this request. The length of the leave will be determined in consultation with the student, will ordinarily be 12 months or less, and will take into account the needs of the student, timing of reintegration into the curriculum, and opportunities to make up for missed material.

8.0 Return and Make-Up

8.1 Students who have an approved leave are responsible for all missed curricular content and/or examinations. For short-term leaves, how such curricular content is to be made up will be determined by the appropriate Course Director(s), while adhering to relevant MD program policies (e.g. Student Assessment Policy).

8.2 When a student is ready to return from an extended leave of absence, the student will make a request to the Associate Dean MD Program for permission to return.

8.3 Plans for re-entry and reintegration from extended leaves of absence will be determined by the MD Program Academic Performance Advisory Group. This may include make-up work, a plan of assessment, remediation, repeating elements of the curriculum or other such means that ensure a successful re-entry to the curriculum.

8.4 While on an extended leave of absence, students will be required to provide periodic updates to Student Affairs. After 12 months of continuous leave, and at least every 6 months thereafter, the MD Program Academic Performance Advisory Group will review a student's status in the MD Program, including likelihood of successful re-entry.

9.0 Length of Program

9.1 The MD Program will be completed within 7 years from admission to graduation, including all leaves of absence, unless otherwise approved by the Associate Dean, MD Program