

**STUDENT ACADEMIC REVIEW COMMITTEE (SARC)**  
(*hereafter referred to as “the Committee”*)

**TERMS OF REFERENCE**

**A. MEMBERSHIP**

1. The Associate Dean of Undergraduate Medical Education (**UME**) (ex officio, non-voting) (hereafter referred to as “Associate Dean”); in the absence of the Associate Dean, an Assistant Dean for Undergraduate Medical Education.
2. The Dean, Cumming School of Medicine (**CSM**) (ex officio, non-voting).
3. The Chair, who will be - a member of the CSM Faculty (hereby referred to as “the Faculty”) with prior experience on the Committee, appointed by the Dean.
4. Eight (8) faculty members, at least 2 of whom are Full Time and at least 2 of whom are Clinical, each with a minimum of three years' experience in this faculty and knowledge of administrative and educational aspects of academic medicine (elected by the Faculty Council).
5. Two (2) Medical Students, one each from the second- and third-year classes (elected by peers). A first-year Student will also be elected and attend meetings but will not become a voting member until after completion of their first academic (July-April) year. In situations where a Student takes a leave of absence, the Calgary Medical Student Association (**CMSA**) leadership will have the option to elect a new Student to assume the role on the committee (who would be non-voting for one academic year) or to maintain the current elected member.
6. Two (2) Residents, preferably graduates of the CSM, appointed by the Post Graduate Medical Education (**PGME**) Committee.
7. One Physician appointed by the Council of the College of Physicians and Surgeons of Alberta (**CPSA**), renewable every two years at Chair’s discretion.

A quorum will consist of four (4) voting members (excluding the chair) at least 2 of whom are voting Faculty members.

The Manager of UME may be permitted to attend meetings of the Committee on an as needed basis to provide operational details (e.g. scheduling, timelines). This individual will be non-voting and will not be involved in committee deliberation.



**B. TERMS IN OFFICE**

The term of office of elected members is two years, renewable once. A member having served a total of four consecutive years shall not be eligible for re-election/re-appointment without an absence of one year from the Committee (exception: that member can assume the role of Chair after four consecutive years).

- Chair: two years, renewable once
- Elected Faculty members: two years, renewable once
- Medical Students: three years, staggered
- Resident: two years, renewable once

**C. MANDATE**

1. To act as the delegated body of the Faculty Council in the review and ratification of Undergraduate Medical Student (hereafter, referred to as "Student") performance.
2. To make recommendations to Faculty Council and the Dean concerning:
  - a. the promotion of Students; and
  - b. decisions related to the academic performance (knowledge, skills, and professional behaviour) of Students who, by reason of Unsatisfactory Performance, cannot be promoted.

The Committee will hear a recommendation for each Student from the Associate Dean, but the Committee makes the final decision in matters of advancement and promotion.

3. To make recommendations to the Dean regarding allegations of unethical behaviour or unprofessional conduct. In such matters, the Committee will reference the University of Calgary Calendar academic regulations, the University of Calgary policies and procedures for Code of Conduct, Academic Misconduct, and Non-Academic misconduct, as well as the CPSA Code of Conduct as a framework.
4. To make the final decision regarding the acceptance of transfer Students requesting to do the entirety of their clinical clerkship at the University of Calgary, considering the recommendation of the Associate Dean.



5. To make the final decision regarding Student application for a return from a Leave of Absence at the discretion of the UME Office (other than Maternity leave), extension to clerkship requests, and requests to do the complete clerkship year at another Committee on Accreditation of Canadian Medical Schools (**CACMS**) and/or Liaison Committee on Medical Education (**LCME**) approved medical school.
6. It is NOT part of the Committee's mandate to serve as an appeals committee. Students wishing to appeal a grade or evaluation should do so prior to an appearance before the Committee. Such appeals are first heard by the UME Reappraisal Committee, whose decisions can be appealed to the Faculty Appeals Committee, UME.

#### D. POLICIES

In its consideration of the performance of Students, the Committee will recognize the importance of the principles of procedural fairness and natural justice. The Committee will recognize that Students are enrolled in a faculty that adheres to the values of the medical profession and that as members of the CPSA, they themselves must adhere to the Canadian Medical Association Code of Ethics and Professionalism. In its proceedings, the Committee will, to the extent possible, strive for thorough assessment of all relevant evidence, academic, professional, or otherwise. Committee members will conduct themselves in a respectful, fair, and unbiased manner towards all parties involved in Committee matters. For the purpose of this document, the term "all parties" refers to: the Student (and their Advisors, Representatives, Legal Counsel) and the UME Associate Dean (or designate).

1. The Committee will promote those Students who are satisfactory in all phases of the evaluation process at the end of the first and second years, and will approve graduation of Students who have satisfactorily completed the clinical clerkship.

A Student can proceed to clerkship only after approval by the Committee. A Student must be declared satisfactory on all pre-clerkship courses and electives prior to entering the clerkship year. In the event that a Student is conditionally promoted to clerkship (e.g. pending confirmation of an evaluation result, pending completion of required remedial work, awaiting decision regarding an appeal) all conditions must be satisfied by the time of the rewrite/deferral period of the last courses in the pre-clerkship. If the conditions have not been satisfied by this time, the Student will be temporarily suspended from clerkship by the Associate Dean until all conditions are met.



2. The Committee will be responsible for making recommendations to the Faculty Council in all matters concerning discipline or the academic performance (knowledge, skills, academic misconduct, and professional behaviour) of Students who, by reason of Unsatisfactory Performance, cannot be promoted.

The investigation and management of a Student's alleged academic misconduct is the responsibility of the Dean as delineated by the Post-Secondary Learning Act Alberta and the University of Calgary. This investigation and management shall be conducted according to the procedure set out in the University of Calgary Calendar, and following the University of Calgary's policies and procedures for Academic Misconduct.

3. The Committee will consider requests from Students for extensions to their training, subject to the maximum time allowable to complete the curriculum. Requests to delay graduation for the purpose of re-entering the Canadian Resident Matching Service (**CaRMS**) process must be in accordance with the guidelines presented in section D. of the Appendix below.
4. The Committee is the only body that may review a Student's overall performance. The Committee may review and consider a Student's entire file, including the complete documentation from any previous appearance in front of the Committee. The Committee may reference and rely on any information that is in the Student's entire file when assessing any new information presented to the Committee by any of the involved parties.
5. Where the Committee finds that a deficiency(ies) relates to professionalism, and the deficiency(ies) is repeated or continued by the same Student, that deficiency(ies) may be viewed as more egregious at subsequent Committee hearings, and may therefore result in more severe remediation or recommendations.
6. Where relevant, previous problems with academic performance, whether resolved or not, may be considered in the context of any new problems. The Committee may also recommend more severe consequences at the time of a Student's first appearance before the Committee if the circumstances of the problem are egregious.
7. The Student shall be informed in writing at least one week before the date of a Committee meeting of the reason(s) for their required appearance before the Committee. Exceptions to this time frame may be made if a Student feels that it is in their best interest to waive the one-week rule.



8. In addition, at least one week before the date of an appearance before the Committee, the Student (ideally with Faculty Advisor) will meet with the Associate Dean (or designate). The purpose of this meeting will be to discuss:
  - a. the reason for the Committee appearance;
  - b. the recommendation of the Associate Dean (or designate);
  - c. the process followed by the Committee;
  - d. when relevant, the option of an electronic appearance;
  - e. that the Student can view (as per UME policy on Student files) the Student package and Student file (both academic and non-academic) prior to the meeting;
  - f. that the Student may request that any committee member (including the Chair) recuse themselves if the Student can demonstrate reasonable potential for bias or a conflict of interest if the committee member is involved in deciding the matter. Students will be informed of the composition of the committee in advance of the hearing. The Student must submit the request for a committee member to recuse themselves in writing to the Committee Chair, with a clear justification for the request. Requests to remove the Committee Chair should be made to the CSM Senior Associate Dean, Education. The Student cannot request that members of the Committee recuse themselves solely on the basis that the Student has had a prior appearance before those Committee members, unless clear and convincing evidence can be demonstrated that the Committee member is prejudiced due to the Student's previous appearance;
  - g. that the Student may have legal counsel present in advisory capacity only;
  - h. that the Student should review the Committee's current Terms of Reference in preparation for the meeting, to be fully informed on all relevant policies and procedures;
  - i. that the Student's entire file, including the Committee Minutes and letter from any previous appearance, will be available for consideration by the Committee, and that the decisions of the Committee will be made in the context of all available information. The Student will be directed to the Committee's current Terms of Reference regarding other policies and procedures.
9. The Committee information package will include a statement from the Student. This statement must be submitted 48 hours before the meeting. The Committee Chair will inform the Student of this deadline. Failure to meet this deadline may lead to a postponement of the Student's appearance before the Committee.
10. Motions related to proceedings before the Committee are decided by a simple majority vote. The Chair shall vote only in the case of a tie. The Chair may vote for or against the motion, but may not abstain. If Committee members cannot attend a meeting, 'alternates' are not permissible unless quorum is not available.

If a quorum is not available for a Committee meeting, then "alternates" acceptable to the parties may be permissible in such circumstances. Students cannot serve as alternates.

In the absence of the Chair, the Committee will designate one of the Faculty Committee members to serve as Acting Chair.

11. Upon the written consent of the parties, the Committee may use electronic means to consider a matter and render a decision.
12. The proceedings of the Committee will be held in strict confidence. A court reporter will be present to record the meeting proceedings, including all motions duly made, whether carried or defeated. The recordings will be securely kept in the UME office. *In camera* deliberations will not be included in the minutes.
13. Vote counts will not be announced or recorded in the minutes. The Chair will announce only that the motion is passed or not passed.
14. If new evidence or correction of inaccurate information emerges after the Committee proceedings, it must be considered by the Chair of the Faculty Appeals Committee, UME, provided the Student initiates an appeal. Evidence that was known to be available but not submitted to the Committee at the time of the decision-making cannot be considered new information.
15. The Chair will be responsible for notifying all parties concerned of the decisions made by the Committee.
16. In addition to matters pertaining to Student promotions, the Committee will consider requests by Students for a leave of absence (other than Maternity leave) longer than two weeks or any requested change in the regular schedule of the curriculum. In making its decisions in these cases, the Committee will follow accepted Faculty policy including "Guidelines for Leaves of Absence and Extensions to Clerkship" (appended).
17. Exceptions to the foregoing policies may be considered at the discretion of the Committee according to the known circumstances of individual Students. The Committee may, in its sole discretion, vary any of the foregoing policies if, in its opinion, the application of the policy would lead to patent unfairness. The Committee may vary the policy only to such extent that the patent unfairness is eliminated in the circumstances.

18. Appearances before the Committee will be summarized in the Medical Student Performance Report (**MSPR**).
19. Students appearing before the Committee for professionalism/academic misconduct issues will be referred to the Continuing Competence/Health Monitoring program (focus being quality assurance/quality improvement) of the CPSA. Under special circumstances (e.g. concerns deemed egregious, Students not cooperating with remediation plan or not addressing concerns as requested, or Students with continued concerns about professional conduct) Students will be referred by the Committee Chair and/or Associate Dean to the Professional Conduct (complaints) process of the CPSA.
20. Students appearing before the Committee for medical leaves of absence will be referred, at the Committee's discretion, to the Continuing Competence/Health Monitoring program (focus being quality assurance/quality improvement) of the CPSA. The Committee will require a fitness to return letter from the Student's physician (with or without additional information from involved allied health professionals) prior to resuming studies.
21. Students who are required to appear before the Committee for academic reasons will not be allowed to write a summative examination (including rewrites) until the Committee appearance is complete.
22. Students enrolled in the Leaders in Medicine (combined graduate-MD degree) are considered to be in a combined degree, meaning that they must complete both the MD and the graduate studies degree to be promoted to the MD convocation. The Committee can make decisions related to the progression for both degrees in situations where MD program success is considered to be affected by the Student's graduate studies work.

**E. RULES PERTAINING TO COMPLETION OF THE CURRICULUM**

1. Students will be given two attempts at each phase of study. Therefore, a Student who is required to repeat a year for academic or professional reasons (whether Year 1, Year 2, or clerkship year) must be successful on the second attempt at that year (whether Year 1, Year 2, or clerkship year) or be required to withdraw from the academic program. The Committee will consider extraordinary circumstances related to this clause.

2. Students must have completed the MD program within 8 academic years of program start. This number includes repeat years, approved leaves of absence (single or cumulative), and time periods between the Committee's-imposed repeat years. Students in the combined Leaders of Medicine program will have 10 academic years to complete both programs. The Committee will consider extraordinary circumstances related to this clause.
3. In the case where exceptions to the maximum time allowance have been made, the Committee may decide at which year of the curriculum a returning Student will commence.
4. In all cases of leaves of absence, the Committee reserves the right to review the circumstances of Students who have taken such leaves, prior to resumption of studies. The maximum duration of a leave of absence without compulsory review of the Student's progress by the Committee is one (1) year.
5. If the leave of absence exceeds one year, the Student will be reviewed by the Committee prior to resumption of Studies. The Committee may ask for the Student to be reassessed prior to resumption of studies and may request that before continuing with further studies, the Student repeat any portion of the preceding curriculum in which they were found Unsatisfactory. The Committee may also request that the Student complete MDCN 500, a transition course allowing Students to engage in onsite educational activities including, but not limited to, Medical Skills and shadowing.

#### F. MEETINGS

Meetings of the Committee will be booked a minimum of six times per year. Students will be scheduled into these meetings as per the situations outlined in sections G 12.1-12.4 below. At its discretion, the Committee may also request a follow-up appearance for a given Student.

#### G. PROCEDURES

1. A Faculty Advisor from Student Advising and Wellness (**SAW**) will attend the meeting to support the Student. A Student (for example a Student who identifies with groups such as, but not limited to: BIPOC, LGBTQ2S+ etc) may ask another Faculty member to also provide support during the meeting.

2. Parties shall be entitled to have a Representative appear with them, including Legal counsel. A request for an additional Witness, Advisor, or Representative to appear before the Committee on the Student's behalf should be submitted in writing to the Chair at least one week prior to the meeting. The Chair will determine if the Witness, Advisor, or Representative is appropriate and relevant to the matter to be examined.

If the Student elects to be accompanied by Legal Counsel, then the Legal Counsel's role will be restricted to acting as an advisor to the Student. Legal Counsel will not be allowed to participate in the meeting, beyond acting as an Advisor to the Student. More specifically, Legal Counsel will not be permitted to present to the Committee or question participants on the Student's behalf.

Witnesses, Advisors, or Representatives other than Legal Counsel who are granted the right to appear before the Committee will be allowed to make oral presentations to the Committee and may be subject to questioning by the Student and members of the Committee.

In the event that any Witness, Advisor, Representative or Legal Counsel appearing before the Committee begins to address matters that the Chair rules inappropriate, the Chair may rule the speaker out of order and terminate their appearance before the Committee. Witnesses, Advisors, and Representatives appearing before the Committee will not be permitted to pose questions to other persons present at the meeting.

The Committee or the Associate Dean may also be represented by Legal Counsel, if in their opinion, the presence of Legal Counsel will assist in the fairness of the process.

3. Presentations to the Committee shall be limited to one (1) hour in duration on any one item of business. If the Student or their Advisor feels that this period will be insufficient, they are advised to submit a summary of their argument for prior circulation and approval.
4. The Student may request any individual to provide written statements to the Chair on his/her behalf for the Committee's consideration.
5. The Associate Dean shall obtain, collate, and present the information deemed pertinent to the Committee and, when applicable, will make recommendations to the Committee.

The Student will be informed of the Associate Dean's recommendation, if any, at least one-week prior to the Committee meeting, unless the Student chooses to waive the one-week rule. The Associate Dean is not required to make a recommendation in all cases.



6. Any documentation to be relied upon before the Committee shall be available to all parties in the Associate Dean's Office at least 48 hours in advance of the hearing. Documents made available less than 48 hours prior to a meeting may be considered by the Committee, with the permission of the Chair. The Associate Dean or Student may request a postponement in order to consider such documents.
7. Upon the written consent of the parties, documents may be made available through electronic means, as long as the information so transmitted is password protected.
8. The parties may, with leave of the Chair, present at the hearing any other relevant documentation, not previously distributed, for consideration by the Committee.
9. Prior to the beginning of the formal meeting, the Chair will meet with the Student, Faculty Advisor, and any other Witnesses, Representatives and Legal Counsel requested by the Student. During this off-the-record meeting, and then again at the beginning of the formal meeting (on the record), the Chair will clarify with the Student that:
  - a. a court reporter will be present to record the meeting;
  - b. the Student is aware of the reason for appearing before the Committee;
  - c. the Student has had access to the Committee's Terms of Reference;
  - d. the Student deems they have had adequate time to prepare for the meeting;
  - e. the Student agrees with the composition of the Committee;
  - f. the Student is aware of their right to Legal Counsel, in a strictly advisory role;
  - g. the Student been made aware of the appeal mechanisms available for any evaluation or grade to be presented to the Committee;
  - h. the Student feels that all relevant information and/or extenuating circumstances have been included in their statement to the Committee.
10. The formal meeting will begin with the Associate Dean's presentation, which will be a summary of the case and any recommendation(s). The Committee members may then question the Associate Dean. Following this, the Student and Faculty Advisor (and exceptionally additional Witnesses, Representatives, excluding Legal Counsel) will in turn make a presentation to the Committee, and answer questions from the Committee members. The Student and Faculty Advisor may provide additional information, or may provide arguments for or against the recommendation(s) made by the Associate Dean. At any time, the Committee members may question the Student, Faculty Advisor (and additional Witnesses or Representatives), and the Associate Dean.

The Student, Faculty Advisor, Witnesses or Representatives (including Legal Counsel) and the Associate Dean will be present during the entire formal meeting, but will be required to withdraw for the final deliberations and decision of the Committee. The parties may be asked to return as a group at the Committee's request.

11. The Chair will have the authority to call for the removal of Committee members or guests if they are deemed to be disruptive to the proper functioning of the Committee or are unable to fulfill their duties.

12. Reasons for appearing before the Committee:

**12.1 During the First Two Years of the Curriculum**

**a. Specific Expectations and Requirements**

A Student who has an overall Unsatisfactory rating on the first attempt of any two courses in the same year of the undergraduate medical curriculum will be required by the Committee to repeat the year or to withdraw from the academic program. Exceptions may be made in other extraordinary circumstances; in which case the committee can select from the list of possible recommendations presented in section G.12.1b. below.

Without exception, a Student who is unsuccessful in a repeat certifying evaluation will be required by the Committee to repeat the year or to withdraw from the academic program.

A Student who has an overall Unsatisfactory rating on the first attempt of any two courses in the first two years of the undergraduate medical curriculum shall appear before the Student Academic Review Committee. Possible committee recommendations in this situation are listed in section G.12.1b. below.

Additionally, in pre-clerkship, a Student shall appear before the Committee if the Associate Dean declares the Student's performance and/or academic progression unsatisfactory (examples, including but not limited to: multiple examination deferrals, incomplete courses, unprofessional behavior), notwithstanding that the Student may have received Satisfactory evaluations in all previous pre-clerkship courses.

**b. Committee Recommendations**

After reviewing all available information and hearing statements by all parties (including exceptional circumstances), the Committee shall recommend that the Student be:

- i. allowed to proceed with the program;

- ii. required to undertake a period of specific remedial studies;
- iii. required to repeat an entire year of the curriculum;
- iv. allowed or required to take a leave of absence with conditions for return;
- v. required to withdraw from the academic program.

A Student who is allowed by the Committee to proceed with the program will be required to appear before the Committee in the case of any further unsatisfactory evaluations of knowledge or clinical skills, and/or any instances of unprofessional behaviour during the year of the curriculum in which they have been allowed to proceed.

A Student who repeats a year is subject to the same requirements as other members of their new class; that is, the Student does not receive credit for courses already satisfactorily completed in that year of the curriculum and shall pay the appropriate tuition and fees for that year.

In making its recommendation, the Committee will consider the specific expectations and requirements stated in G 12.1 above, along with all information presented at the meeting of the Committee.

## **12.2 During the Clinical Clerkship Year**

### **a. Specific Expectations and Requirements**

A “clerkship rotation” includes the mandatory clerkship rotations as well as each individual elective and Course 8. A clerkship rotation refers to the entire rotation, and not individual sections on their own. A clerkship rotation can be divided into several sections that are not always sequential in the schedule (e.g. Family Medicine is a clerkship rotation that includes two four-week blocks of time. The four-week blocks may or may not be sequential in a given Student’s schedule).

A Student declared Unsatisfactory in more than one clerkship rotation or any remedial clerkship rotation, or any repeat clerkship evaluation, including Course 8 Objective Structured Clinical Examination (**OSCE**) of knowledge, skills and/or professional behaviour shall appear before the Committee.

A Student who demonstrates a Performance Deficiency in more than one clerkship rotation shall appear before the Committee.

A Student declared Unsatisfactory on a clerkship rotation and Satisfactory with Performance Deficiency on another clerkship rotation shall appear before the Committee.

A Student who declines to undertake mandated remedial studies for a Performance Deficiency or for a rotation that has been declared Unsatisfactory shall appear before the Committee.

In clerkship, a Student shall appear before the Committee if the Associate Dean declares the Student's performance and/or academic progression unsatisfactory (examples include, but are not limited to: multiple examination deferrals, multiple incomplete clerkships, unprofessional behavior), notwithstanding that the Student may have received Satisfactory evaluations in all previous clerkship rotations.

**b. Committee Recommendations**

After reviewing all available information and hearing statements by all parties (including exceptional circumstances), the Committee shall recommend that the Student be:

- i. allowed to proceed with the clerkship;
- ii. allowed to proceed to graduation if all other courses are completed;
- iii. required to undertake a period of specific remedial studies;
- iv. required to repeat the entire clerkship year;
- v. allowed or required to take a leave of absence with conditions for return;
- vi. required to withdraw from the academic program.

A Student who is allowed by the Committee to proceed with the clerkship will be required to appear before the Committee in the case of further Performance Deficiencies or Unsatisfactory evaluations of knowledge, clinical skills, and/or professional behaviour.

**12.3 Unethical or Unprofessional Behaviour**

Notwithstanding academic performance, the Associate Dean of UME can require that a Student to appear before the Committee (in all 3 years) for professionalism or academic misconduct concerns. If a meeting is called to consider an allegation of unethical or unprofessional behaviour, the Committee shall review the matter and declare the issue:

**a. Unjustified**

The Student will be permitted to continue his/her academic program without any adverse notation on his/her academic record, or;

**b. Justified**

Recommend to the Dean that:

- i. the Student be allowed to proceed with the program and undertake a specified remedial program, or treatment, or;
- ii. the Student be suspended for a defined period of time following which reassessment and lifting of suspension may be considered, or;
- iii. the Student withdraw from the academic program.

In the case of academic misconduct, the Committee will also consider specific recommendations made in the University of Calgary Calendar and the University of Calgary's policies and procedures on Academic Misconduct.

**12.4 Other Reasons**

- a.** If a meeting is called for any other reason and if the Committee concludes that action by the Student is necessary, the Committee is empowered to require the Student to:
- i. pursue specific mandated activities if they wish to proceed in the curriculum, or;
  - ii. take a leave of absence with conditions for return, or;
  - iii. withdraw from the academic program.

In arriving at its decision, the Committee shall consider, amongst other things, the welfare of patients and the Student's own health.

- b.** A Student who has been required or allowed to take a medical leave of absence due to any illness or health problem (including but not restricted to psychiatric illness, physical illness, substance dependency, and substance abuse) will be required to receive appropriate care immediately and for the duration of the leave. The Student's appearance before the Committee may be delayed until such time as it is deemed appropriate by the Associate Dean or Chair. All Students who have taken a medical leave will require a letter from a physician outlining the Student's medical problem(s), confirming compliance with care, and verifying readiness to return. The following Students are required to appear before the Committee prior to returning to studies:
- i. Students who have been on leave for greater than one year;
  - ii. Students with an illness that could impact their delivery of patient care;
  - iii. any other Student who, in the opinion of the Associate Dean or the Committee Chair, requires consideration by the Committee prior to returning to studies.

- c. In addition to G.12.4b., in the case of substance-related disorders:
- i. The Student is required to comply with treatment as prescribed or delegated by the CPSA Physician Health Monitoring Program for the duration of his or her leave. There must be CPSA support for any treatment facilities used and for physicians assigned as Supervisors;
  - ii. There must also be an assessment and treatment of any comorbidities;
  - iii. Unless the Student is incapacitated, hospitalized, or institutionalized, they are expected to self-report to the CPSA and provide documentation to the Associate Dean. Otherwise the Associate Dean will report the Student's substance-related dependency to the CPSA. At that time, the Student can expect their educational license to be suspended by the CPSA. Reinstatement on the educational register will occur at the sole discretion of the CPSA;
  - iv. The Student will be required to appear before the Committee for consideration of return to studies. At a minimum, the following will be required by the Committee at that time:
    - In addition to the physician's letter, as noted in G.12.4b, the Committee will also require a discharge summary from any treatment facilities;
    - CPSA documentation of a current educational license, including conditions, in the province of Alberta;
    - Agreement to an aftercare contract that will include at a minimum:
      - a. the aftercare requirements of the CPSA and/or CPSA delegate;
      - b. monthly reporting of compliance from the Student's Supervisor;
      - c. immediate reporting by the Student of any relapse;
      - d. submission of a report and verifiable documentation of any unapproved absences;
      - e. no access to controlled substances;
      - f. zero tolerance for non-compliance.

Failure to comply with these policies will be regarded by the Committee as grounds for dismissal from the program.

- d. For Students appearing before the Committee following a medical leave of absence, after reviewing the available information, hearing statements by the student, and giving consideration to patient safety, educational principles, the student's own health, Committee policy regarding the maximum time to complete the curriculum, and the needs and resources of the CSM the Committee shall recommend, that the Student be:
- i. allowed to proceed in the curriculum;
  - ii. required to undertake a period of specific remedial studies prior to proceeding in the curriculum;
  - iii. required to repeat an entire year, or more, of the curriculum;

- iv. required to withdraw from the academic program.

#### **H. ELECTRONIC MEETINGS**

Electronic Meetings may be held for the following situations:

1. Promotion of members of a class to the next year of studies or to graduation;
2. An individual Student may be presented to the Committee upon the written consent of the parties (consent documented in letters from the Associate or Assistant Deans will be considered consent from the Student). The Committee, after review of appropriate documents will vote (by simple majority):
  - a. whether the case is appropriate for review electronically; and
  - b. if deemed appropriate for an electronic meeting, to accept or reject the recommendation of the Associate Dean.

#### **I. TRANSFER STUDENTS**

The Committee is able to consider requests for clerkship education at the University of Calgary in mandatory clerkship courses or their equivalents, for the entire clerkship year (transfers for parts of the clerkship, also known as visiting Students, will not be accepted) provided that:

1. There is support from the Associate Dean at the University of Calgary and their counterpart at the Canadian university where the Student is currently studying. The Student's current university must provide justification for the request, and confirmation of good academic and professional standing in their current program; and
2. There are sufficient resources at the University of Calgary, such that the transfer Student will not displace University of Calgary Students.

These requests can be considered in the same manner that the Committee will consider requests from University of Calgary Students for extensions to clerkships and special leaves of absence. Due to CACMS accreditation standards, only under very exceptional circumstances, will the Committee consider requests for CSM Students to undertake part of a mandatory clerkship course(s) at another university.

Any Student accepted for transfer will become a University of Calgary Student, and will, upon completion of all the requirements for an MD degree, be conferred a University of Calgary medical degree.



**J. MDCN 500 COURSE**

For Students returning from a leave of absence, transferring from another university, or in other circumstances at the discretion of the Committee, the Committee will consider recommendations from the Associate Dean, in collaboration with the appropriate Assistant Dean(s) UME, regarding the length and content of MDCN 500 course enrollment.

**K. APPEALS**

A Student shall have the right to appeal the Committee's decision to the Faculty Appeals Committee, UME, of the CSM, in accordance with appeal policies and rules of procedure established by the Faculty Appeals Committee.

**APPENDIX**

**A. CLERKSHIP**

The CSM UME clerkship stream is 64 weeks in duration:

<b>Traditional Clerkship</b>		<b>University of Calgary Longitudinal Integrated Clerkship (UCLIC)</b>	
Anesthesia	2 weeks	University of Calgary Longitudinal Integrated Clerkship (UCLIC)	32 weeks
Emergency Medicine	2 weeks	Internal Medicine (Calgary)	4 weeks
Family Medicine (2 x 4 weeks)	8 weeks	Paediatrics (Calgary)	4 weeks
Internal Medicine (2 x 4 weeks)	8 weeks	Surgery (Calgary)	4 weeks
Obstetrics & Gynecology (4 + 2 weeks)	6 weeks	Electives	14 weeks
Pediatrics (4 + 2 weeks)	6 weeks	Course 8: Comprehensive Clinical Skills for Clerkship (UCLIC Students must attend all sessions offered to them)	
Psychiatry (4 + 2 weeks)	6 weeks	Fall Break	1 week
Surgery (4 + 2 weeks)	6 weeks	Winter Break	2 weeks*
Electives	14 weeks	CaRMS Interview Period	3 weeks
Course 8: Comprehensive Clinical Skills for Clerkship (longitudinal over 44 weeks)		Course 8: Comprehensive Clinical Skills for Clerkship (UCLIC Students must attend all sessions offered to them)	
<b>Total Clinical Training</b>	<b>58 weeks</b>	<b>Total Clinical Training</b>	<b>58 weeks</b>
Fall Break	1 week	Fall Break	1 week
Winter Break	2 weeks*	Winter Break	2 weeks*
CaRMS Interview Period	3 weeks	CaRMS Interview Period	3 weeks
<b>Total Clerkship Period</b>	<b>64 weeks</b>	<b>Total Clerkship Period</b>	<b>64 weeks</b>

\*2 weeks is the usual time scheduled. This may be extended to 3 weeks due to STAT holiday schedules and clinical service limitations on occasional years. In that circumstance only, the overall total will be 65 weeks.

For the class of 2021, the clerkship will change from what appears in appendix A to the following:

- Family Medicine is 4+2 weeks
- OG is 4+2 weeks
- Psychiatry is 4 weeks, and
- EM/Anesthesia are combined into a two-week block with five EM shifts and five days on Anesthesia

## **B. LEAVES OF ABSENCE**

Because of the professional responsibilities of the clinical clerk, the reason for any unexpected absence from a clerkship rotation will be made known to the Clerkship Course Chair or the immediate preceptor. In all cases, Students must submit the online absence form on the on-line curricular system (**OSLER**) and inform their attending preceptor and senior resident. Students must follow the guidelines regarding absences in the core document of each rotation.

### **1. Medical Appointments**

For individual medical appointments booked in advance, Students must inform Preceptors and senior Residents of the appointment in a timely manner prior to the appointment day. The Student will minimize time away to time required for travel to and from the appointment, and for the appointment itself.

If multiple anticipated absences are required, then the Student must book an appointment with the Assistant Dean, Clerkship and/or the Associate Dean to discuss the impact on completion of clerkship requirements.

### **2. Illness**

In the case of illness, the Assistant Dean, Clerkship and/or the Associate Dean and the Departmental Clerkship Committee will judge whether a Student's absence from a rotation has significantly affected the satisfactory completion of that rotation.

Repeated documented illnesses, even of shorter duration than three days, will be brought to the attention of the Assistant Dean, Clerkship and/or the Associate Dean. This may lead to a meeting with the Student and the need for further documentation related to a pattern of repeated or unusual absences and the possible effect on Student performance. Please refer to the "*Leave of Absence Guideline*" for details regarding leave of absence.

If Student illness occurs on an examination date, the Student must refer to and follow the "*Examination Deferral Policy*".

### **3. Illness Longer than Two Weeks**

A request for a leave of absence for health reasons (this applies to clerkship and pre-clerkship) will be made by the Student in writing to the Associate Dean and will be considered by the Committee. Appropriate medical documentation must be presented.

### **4. Request for Leave of Absence for Non-Health-Related Reasons**

- a. A request for a leave of absence for reasons other than health will normally be made in writing to the Associate Dean. This request will be considered by the Committee at a meeting, to which the Student will be invited in order to clarify any questions the Committee considers relevant to the request.



- b. Grounds for such a request would include plans for the Student to undertake a course of study not related to the clerkship program (i.e., complete a Bachelor's Degree, Masters, PhD, MD-MBA program, etc.);
  - i. pursue a less formal course, which fulfills their personal goals and by so doing enriches the medical school experience;
  - ii. undertake a period of clinical or basic research or other scholarly activity;
  - iii. support/care for a member of the Student's immediate family. In the case of a child, this would be referred to as a maternal or paternal leave of absence. Other reasons will be considered on an individual basis.

#### 5. Extended Time in Training and Leaves of Absence

Leaves of absence (or remedial rotations) may extend training beyond important dates, which has various consequences:

- a. Training extended beyond the usual end date of clerkship, but completed prior to the deadline for June convocation: this will mean a June convocation and the ability to start a residency program (if matched) on time that year;
- b. Training extended beyond the deadline for June convocation, but completed before July 01 of the graduation year: this will mean a November convocation, but the ability to start a residency program (if matched) on time that year;
- c. Training extended beyond July 01 of the graduation year, but completed before the deadline for November convocation: this will mean a November convocation and a delay for matching to the next year, given that the MD degree is a prerequisite for a residency position (exceptions may be made in unusual circumstances);
- d. Training extended beyond the deadline for November convocation: this will mean convocation in the spring of the following year, and a delay in matching to the next year, without exception (given that the MD degree is a prerequisite for a residency position);
- e. Ultimately decisions that impact the PGME programs are at the discretion of the program (e.g. start date, decision to hold a spot for the Student, withdraw an offer due to delayed start, etc.).

The clinical clerkship bursary is paid for 48 weeks regardless of how long the Student may elect to extend his/her clerkship. Payment is made for "services rendered" and would not apply to leaves of absence.

The date upon which the Student may sit the Medical Council of Canada Qualifying Examination (**MCCQE** Part 1) is decided according to the rules of the Medical Council of Canada (**MCC**).

The UME will require six weeks notice before a Student restarts from a longer leave of absence.

**C. FEES AND STUDENT AWARDS POLICY FOR STUDENTS GRANTED LEAVES OF ABSENCE**

1. The Fees Office is to be notified by the Office of the Associate Dean of any student granted a leave of absence of more than three months' duration. This is to include cumulative leaves (two months followed by two months). In the notification, the reason for granting the leave of absence (health, family or academic) must be stated.
2. A Student granted a leave of absence for academic/educational reasons is to provide the Office of the Associate Dean with proof of satisfactory completion of objectives of leave. This allows the student to be eligible for continuation of Student loans, etc.

**D. EXTENSIONS TO CLERKSHIP**

If a Student wishes to increase the total length of the clerkship beyond the mandatory 64 weeks, the Student will be assessed additional tuition and fees by the Registrar's Office. With this exception, the conditions outlined above will apply where appropriate.

1. A Student may apply to the Committee to have his/her program lengthened. In the event of such a request relating to clerkship, all such applications must be made prior to the final CaRMS application deadline. Specifically, the Committee has defined the deadline as four weeks prior to the CaRMS document submission date.
2. Prior to presenting their request for extension to the Committee, the Student must have received approval from the UME Office regarding the feasibility and the acceptability of rescheduling mandatory clerkship rotations.
3. The Student must submit, in writing, the rationale and goals of the requested clerkship extension, as well as the proposed academic schedule for approval by the Associate Dean and the Committee.
4. Proposed schedules for extension can be modified by the Associate Dean or the Committee should student academic performance difficulties occur during the clerkship year.
5. Students on a clerkship extension must submit, to the UME Office, preceptor evaluation reports on each rotation, mandatory, elective, or lab experience, from the approved extended clerkship academic schedule.
6. Extensions to the clerkship are usually for a maximum of one year. Exceptions may be made under special circumstances.
7. Extensions will be available contingent on operational resources.



**E. EXTENSION TO CLERKSHIP AS A RESULT OF FAILING TO BE MATCHED DURING THE CaRMS PROCESS**

1. In the event that a Student remains unmatched at the end of the CaRMS process, the Student may appear before the Committee to request an extension to their clerkship.
2. The Committee will require a “confirmation of eligibility for the extension program” letter from CaRMS. The Student must initiate this request by emailing [compliance@carms.ca](mailto:compliance@carms.ca). This letter, addressed to the Associate Dean, will stipulate that:
  - a. the Student participated in that year’s CaRMS R-1 Main Residency match and did not match
  - b. the Student meets the following criteria:
    - i. In the first iteration of the match - Applied to at least 3 programs in at least 2 CaRMS entry disciplines (thus applied to a minimum of 6 total programs). An exception to this clause would be an application to Family Medicine alone (given societal needs, the number of positions in this field, and the historical match rates to Family Medicine). An application to Family Medicine alone would still require meeting the minimum of 6 total programs
    - ii. In the first iteration of the match - Ranked at least 2 programs in at least 2 CaRMS entry disciplines (thus a minimum of 4 total programs ranked)
    - iii. In the second iteration of the match - Applied to and ranked at least 4 programs, in one or more CaRMS entry disciplines
  - c. During the proposed program for the extension of the clerkship year the Student will focus on preparing for an application to at least three specialties. The Committee will expect the following breakdown of electives:
    - i. At least six weeks in Family Medicine
    - ii. At least six weeks from a “Cluster A” or “Cluster B” specialty (as per Zeng et al, CMEJ 2020, see below)
    - iii. No more than 8 weeks in a given CaRMS entry discipline (with the exception of Family Medicine)
    - iv. The remaining number of weeks can be from any other specialty
  - d. The extended clerkship will last a minimum of 26 weeks, and will be completed prior to the start of the next calendar year. Any modifications to the Committee plan will need to be approved (in person or in writing) by the Committee Chair.
  - e. In its deliberation on extensions, the Committee will expect the Student to propose a plan for the extension. The Committee will review and approve this plan. The Committee reserves the right to mandate the conditions of the extended clerkship year in order to maximize the Student’s chances of a successful subsequent match.
  - f. Students who meet the criteria for receipt of a “confirmation of eligibility for the extension program” letter from CaRMS will appear before the Committee electronically. The Committee may ask those Students to appear in person if the Committee has concerns about the Student’s plan for the extension.

- g. Students who do not meet the criteria for receipt of a “confirmation of eligibility for the extension program” letter from CaRMS will be given the opportunity to appear in person before the Committee to request an extension.

Specialty Clusters: (NOTE: subject to change depending on future match rates).

Cluster A specialties: Pathology (Anatomical, General, Hematological, Neuro), Family Medicine, Internal Medicine, Medical Genetics, Medical Microbiology, Nuclear Medicine, Pediatric Neurology, Public Health and Preventative Medicine.

Cluster B specialties: Anesthesiology, Dermatology, Emergency Medicine, General Surgery, Neurology, Obstetrics and Gynecology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry, Radiation Oncology, Diagnostic Radiology, Vascular Surgery.

Cluster C specialties: Cardiac Surgery, Otolaryngology, Neurosurgery, Ophthalmology, Orthopedic Surgery, Plastic Surgery, Urology.

NOTE: Exceptional circumstances (e.g. effect of COVID pandemic on class of 2021) will be considered by the Committee.

Students who extend the clerkship will be assessed an additional year of tuition.

## **F. APPROVAL AND REVISION HISTORY**

Approved by Faculty Council (April 7, 2006)

Revised May 2014, approved by Faculty Council (May 7, 2014, December 10, 2014, and March 11, 2015)

Revised in May 2016, approved by SARC and Strategic Education Council (June 13, 2016)

Revised in January 2017, approved by SARC and Strategic Education Council (January 10, 2017)

Revised in March 2017, approved by SARC and Strategic Education Council (March 13, 2017)

Revised in June 2017, approved by SARC and Strategic Education Council (June 9, 2017)

Revised in February 2018, approved by SARC and Strategic Education Council (May 14, 2018)

Revised in February 2019, approved by SARC and Strategic Education Council (Feb 11, 2019)

Revised in June 2019, approved by SARC and SEC (June 17, 2019)

Revised in 2020, approved by SARC (July 28, 2020) and SEC (August 10, 2020)

*The document posted electronically on the MD program site is considered the official version.*

**Dated:** September 1, 2020