

**Policy on Academic Leave
Clinical Clerkship
University of Western Ontario**

Academic leave from clerkship will only be granted for unusual circumstances. Academic leave from clerkship is a period of time during which the student is relieved of usual clerkship duties, clinical and educational, in order to undertake a specific task or deal with a specific issue. Academic leave from clerkship is subject to the following guidelines:

1. The maximum amount of time for academic leave during clerkship is five (5) days during the entire clerkship.
2. Academic leave can be granted to students who are:
 - i) Presenting the results of research at a national or international meeting
 - ii) Representing UWO at a national or international meeting
 - iii) Invited to represent UWO or national-international professional organizations at national or international meetings
3. Permission for academic leave should be obtained from the coordinator of the block in question and from the Chair of the Clerkship & Electives Committee.
4. Permission for academic leave must be requested AT LEAST six (6) weeks prior to starting the block in question. The block coordinator and CEC Chair have no obligation to review requests made for academic leave later than six weeks prior to the start of the block unless special circumstances have not made it possible to plan for academic leave prior to this. Such special circumstances must be discussed in detail with the Chair of the CEC.
5. Requests for academic leave for other reasons must be discussed in detail with the Chair of the CEC prior to seeking approval of the block coordinator.
6. Combined absences for more than five days will be reviewed by the Chair of the CEC and the Associate Dean, Student Affairs.
7. Permission for leave for non-academic reasons must be obtained from the Associate Dean, Student Affairs.