



Complete Policy Title	Deferral of Admission to the UGME Program
Approved by	UGME Medical Executive Committee
Date of Original Approval	March 27, 2000
Date of Most Recent Approval	May 4, 2016 (UGME Medical Executive Committee)
Supersedes/Amends Policy dated	

1. General Principles

- 1.1 Applications to the UGME Program received by the Fall deadline are for admission into the Program the following Fall.
- 1.2 The UGME Program recognizes that deferred admission should be considered in some circumstances.
- 1.3 Applicants who receive an offer of admission and who anticipate that they will be unable to start studies on schedule but who do not qualify for a deferral of admission may withdraw their application at any time and reapply in a subsequent year without prejudice. Their subsequent application, however, will be considered *de novo* and the applicant accepts that there is no guarantee of success in a subsequent year.
- 1.4 The UGME Program is committed to a fair and equitable process for consideration of deferral of admission.
- 1.5 Usually, deferrals will be granted for one academic year.

2. Reasons for Deferral

2.1 Deferral for Personal or Compassionate Reasons:

These will be reviewed on an individual basis. Normally such requests should relate to extraordinary situations, including illness of the applicant or an immediate family member, which could not have reasonably been known in advance. We do not have specific criteria for such requests, except to emphasize that the circumstances must be extraordinary and unforeseen.

2.2 Deferral for Parental Reasons:

Deferrals requested in association with pregnancy, childbirth or adoption will be treated on an individual basis. If pregnancy, childbirth or adoption will not allow an individual to join the class within two weeks of the start of the academic year, then the student must be prepared to apply for a deferral for a full academic year.

2.3 Deferral for Completion of Graduate Studies (normally for completion of PhD studies, but completion of Master’s degree will be considered):

An applicant who is registered in a recognized university graduate program at the time of application to medical school, and who is offered admission to our Program, will be eligible to apply for a deferral if the deferral will allow the applicant to complete all requirements of their graduate degree. A letter confirming this, written by their graduate supervisor, must accompany the application for deferral.

Under section 2.3, a deferral could be granted for up to three academic years but the student must re-apply for an extension each year providing a letter from their supervisory committee detailing the progress to-date.

3. Some considerations when deferral requests are being reviewed

The following are some considerations to be taken into account when requests are being reviewed. Depending on the circumstances, other factors may be considered:

- 3.1 Can this person accomplish what they wish to do realistically within the time frame of the requested deferral?
- 3.2 If the deferral is granted, will the activity undertaken during the deferral period make the applicant a better physician, or prepare them for subsequent careers in Medicine consistent with the objectives of our Program?
- 3.3 Is this a truly exceptional opportunity, one of merit and standing both to the individual and the medical school?
- 3.4 Could missing this opportunity be considered an overwhelming sacrifice on the part of the applicant?
- 3.5 Could this decision have a critical effect in terms of a career choice as a researcher in the medical sciences?

4. Procedures:

- 4.1 The UGME Deferral Board ("the Board") will consider applications for deferral of admission.
- 4.2 The Board will be chaired by the Chair of Admissions, Undergraduate UGME Program, and will include the Assistant Dean, UGME or his/her delegate, the Assistant Dean, Medical Sciences Graduate Program or his/her delegate, and one other member of the Health Sciences Education Committee.
- 4.3 The request for deferral must normally be initiated by the successful applicant in writing within two weeks of receipt of an offer of admission. Deferral for parental, illness or other personal/compassionate reasons may be considered if received after this deadline where circumstances did not allow the applicant to meet that deadline.
- 4.4 The application for deferral must detail the reasons for the request. The applicant is responsible for providing any necessary documentation regarding their particular situation.
- 4.5 An acceptance deposit of \$1,000 must accompany the request.
- 4.6 The Board will make a decision on the request within two weeks of the deadline for request for deferral or within two weeks of receipt of the application if the application was received late for acceptable reasons.
- 4.7 The decision will be communicated to the applicant by the Admissions Officer via email. They will be given one week to accept the deferral, if granted.
- 4.8 Their admissions deposit (currently \$1,000) will be held in their student account and applied to their tuition upon entry. If the student subsequently decides not to attend the UGME Program at McMaster, half of their deposit (\$500) is forfeited.
- 4.9 If the deferral is denied, the student will be expected to begin their studies as planned or may withdraw without prejudice. If they withdraw their acceptance, half of their deposit (\$500) is forfeited.