 A physician licensed to practice by the Collège des Médecins du Québec.
 A nurse practitioner licensed by l’Ordre des Infirmières et Infirmiers du Québec with training in this area.

Attach original medical documents to your request. The “Medical Report” on page 2 of the Authorized Absence
Request form can be used for this purpose. (Note: if your doctor’s appointment is after the deadline to apply, please
submit request and mention that Medical report is to come after appointment).

Supporting documentation from an independent healthcare professional must specify:

 Date of diagnosis or evaluation
 Date of start of illness/incapacity
 How long the illness/incapacity has affected the student’s studies during the semester (must cover a period of
at least 3 weeks)
 Degree of inability to continue studies, whether total or partial; if partial, the document must specify the impact
student’s course load, e.g. unable to participate in Physical Education class
 Timeframe the student may resume his/her studies, and/or the prognosis.
 Full name and complete address of healthcare professional (printed)
 License number and signature of healthcare professional

All information supplied will be treated confidentially. Teachers may be informed that an Authorized Absence has been
granted to students in their courses but the reason or circumstances will be kept confidential.

In some cases, clearance from a Healthcare professional may be required in order to return to classes. This clearance
may be requested even if the healthcare provider indicated a timeframe on the medical report.

Request for other issue of a grave and serious nature that was beyond the student’s control

Example: Conjugal violence, death in the family, caretaker for close family member, legal issues, etc. Please note that
substance abuse alone is not a sufficient reason.

Supporting documentation must be from:
 A social worker
 A psychologist/psychotherapist registered with OPQ.
 A person of authority from outside the college (e.g. police officer, judge, social worker directly involved with
student’s situation, etc.)

A death certificate may be submitted if the death was that of the student’s parent or child. In the case of any other
bereavement, please refer to the section on requests made for reasons of mental health.

Consequences of receiving an authorized absence

Please note that receiving an authorized absence for one or more of your courses in a semester may have an impact on
your academic progression.

- If an authorized absence is granted, you are not required to re-apply to the College as you are still a registered
student. If you are not able to return in the subsequent semester, then you must complete a college withdrawal
request and then re-apply when you are ready to return to your program of study.
- If you are in a Technical program, advancement in your program may be affected. You may be required to take
general education courses only for a semester (“floating”). If you have completed all general education courses,
and therefore cannot take any courses in a semester, you will need to take a semester off and re-apply in order to
return to your program the following semester.
- If you have any questions, please speak to an academic advisor and/or your program coordinator as appropriate.