

**Queen's University
Faculty of Arts and Science
Off-campus Physician's Note**

Student Number: _____

A. TO BE COMPLETED BY STUDENT:

I, _____, hereby authorize this physician to provide the following information to the Faculty of Arts and Science, Queen's University and, if required, to supply additional information, relating to my appeal for special academic accommodation:

Signed: _____

Date: _____

B. TO BE COMPLETED BY PHYSICIAN:

I hereby certify that I provided health care services to the above named student, a student at Queen's University, on (date(s)) _____. On the basis of that episode of care, I am providing the following information for use by the University in assessing what special consideration, if any, should be given to this student with respect to missed or affected classes, labs, assignments, tests or examinations.

1. Nature of the health problem: _____
2. Is this an acute or chronic problem for the student? _____
3. Date of onset of problem (or acute episode if problem is chronic): _____
4. How did the circumstances directly affect the student's performance such that he or she could not reasonably be expected to complete academic responsibilities as consequence:
(Symptoms): _____

5. Unable to complete academic responsibilities for: (Period of time):

6. Is the condition or circumstance improved or being managed so that the student will not have a significant detrimental effect on future academic performance? Please Comment.

VERIFICATION BY PHYSICIAN

Name: _____ Registration No. CPSO: _____

Signature: _____ Telephone number: _____

Address (stamp, business card or letterhead preferred): _____

Date: _____

PLEASE RETAIN A COPY FOR THE PATIENT'S CHART.

As of 27 October 2010

Note: Any cost for this certificate must be paid by the patient.

The Purpose and Usage of This Form

The personal information collected on this form is done so under the legal authority of the Royal Charter of 1841, as amended. The collected information will be used to support a student academic appeal to the Associate Dean (Studies). This information will be included in the students' file in the Arts and Science Faculty Student Services Office and will be accessible only to Queen's employees working in that office. The information will be archived along with any other contents in the students' file for one year after graduation. If you have any questions or concerns about the information collected or how it will be used, please contact f2deans@queensu.ca.