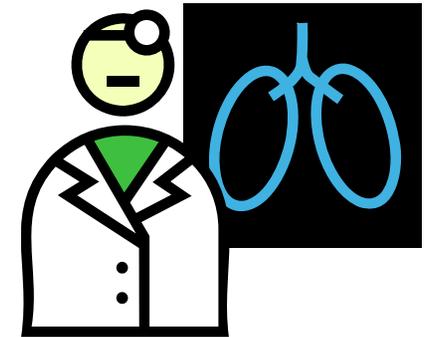


Health and Counselling Services has a definite role in providing students with Doctor's notes and counselling documentation when academic work can not be performed due to serious illness and incapacity. All academic decisions however, remain final within the academic department concerned.

**HCS** wants to CU Healthy! The Health Promotion Team at HCS tries to achieve this through our:

- Resource Centre
- Student Peer Interns
- Health Promotion Advisory Committee
- Website ([carleton.ca/health](http://carleton.ca/health))
- Facebook page
- Newsletters, class presentations, workshops and more . . .

The Health Promotion Team promotes healthy lifestyles and wellness and can provide you with information about stress, colds, nutrition, sexuality, alcohol, etc. Contact the Resource Centre for more information at 613-520-2600 ext. 6544 or [cu\\_healthy@carleton.ca](mailto:cu_healthy@carleton.ca).



2600 CTTC Building  
613-520-6674  
[carleton.ca/health](http://carleton.ca/health)



613-520-6674  
[carleton.ca/health](http://carleton.ca/health)  
2600 CTTC Building

# PROCEDURE

Students requiring a Doctor's note to verify an illness must see a physician while they are ill to have it documented. Be aware that physicians are allowed to charge for this service, and if seen by a physician at the University Health and Counselling Services there is a \$15.00 charge. If illness occurs while the student is away from the university, documentation from the attending physician will be accepted on their professional letterhead. Only the attending physician who personally diagnosed the student at the time of their illness can write the note.

1. Speak to the professor about the problem first. Faculties determine accommodation for medical reasons, therefore if you anticipate being unable to fulfill academic requirements because you are sick, call the professor first.
2. If you still require a note, come to Health and Counselling Services while you are unwell and experiencing symptoms. Physicians cannot document an illness they didn't treat.
3. Verification of illness will normally be issued for serious or long term illness and incapacity.

Doctor's notes may not be issued for any of the following reasons:

- Missed classes/labs except in extenuating circumstances.
- Minor illnesses (e.g. colds, flu).
- Past illnesses that have been resolved and that there is no documentation for.
- Obvious injuries (e.g. broken bone in a cast).

All of the above should be discussed with your professor.

**Please Note: For information on Deferral of Final Exams/Assignments**

[www.carleton.ca/registrar](http://www.carleton.ca/registrar)