



## REQUEST FOR AN AUTHORIZED ABSENCE GENERAL INFORMATION AND PROCEDURE

### GENERAL INFORMATION

Once the official course drop deadline has passed, students may request an authorized absence to obtain a permanent incomplete (IN) on their transcript.

An authorized absence request must meet both of the following criteria:

1. The situation was due to a medical or other issue of a grave and serious nature that was beyond the student's control (e.g., illness, injury, illness or death of an immediate family member, etc.).
2. The situation prevented the student from attending or participating in classes for either:
  - a) at least three consecutive weeks of a regular course (including the final examination period, if applicable)
  - b) at least 20% of a summer, intensive, or AEC course (the affected classes must be consecutive).

Students must provide appropriate documentation to support their request. Please see *Procedure* section for details.

Authorized Absence request forms are available on the Dawson website. Students must submit their request before the end of the semester concerned (i.e. by the grade deadline for that semester or term; for exact date consult the *Academic Calendar* on Dawson's website at <http://www.dawsoncollege.qc.ca/registrar>) or, for reasons judged exceptional, not later than one year after the end of the semester concerned. Requests submitted after the end of the semester must include an explanation of the exceptional circumstances that prevented him/her from submitting the request by the deadline.

If an authorized absence request is granted, the remark 'IN' (which signifies a permanent incomplete) will replace a numerical grade on the student's transcript for each course approved within the request.

Any student whose request has been denied can appeal to the Authorized Absence Appeal Committee through the Academic Dean's Office. The grounds for an appeal are normally limited to the applicant providing **new** evidence that would satisfy the original criteria for applying for an authorized absence or **new** information that would allow a reconsideration of the evidence provided.

### PROCEDURE

Complete the **Request for an Authorized Absence** form.

#### **Request for a physical or mental health reason**

If the request is for health reasons, supporting documentation from an appropriate independent healthcare professional must be provided:

For physical health reasons, an appropriate healthcare professional would be:

- A physician who is licensed to practice by the Collège des Médecins du Québec.
- A physiotherapist recognized by l'Ordre des Professionnels de la Physiothérapie du Québec (only for Physical Education courses).

For mental health reasons, an appropriate healthcare professional would be:

- A psychologist/psychotherapist licensed to practice by the OPQ.

- 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.