



Guidelines for physicians and health professionals providing certificates of illness or injury

The University of Manitoba may require students who need academic consideration due to illness or injury to supply documented proof. Please consider the following when providing medical documentation for your patient:

- The University of Manitoba normally does not require information regarding the nature of a student's illness or treatment, but requires information on the **impact an illness or injury has on the student's ability to complete their academic work.**
- **Doctors and health professionals may be contacted** by the University of Manitoba to verify the information provided. Additional information will not be requested without the permission of the student.
- For the University of Manitoba to accept any documents as proof of illness or injury, the doctor or health professional providing documentation **must have actually examined or treated the student during the illness or injury**, or at the first reasonable opportunity to seek medical care after an illness or injury.

Information checklist

All medical documentation must include the following information on official letterhead or prescription stationery.

- Student/patient name.
- Date of examination.
- Date of onset of illness/injury, or onset of acute period if illness is chronic.
- Statement of the degree of incapacity as it relates to the student's ability to complete academic work (i.e. ability to attend class, complete assignments, prepare for and/or write exams and tests).
- Statement indicating the duration or probable duration of incapacity.
- Doctor or health professional's contact information, including phone number.

This personal information is being collected under the authority of The University of Manitoba Act. It will be used for decisions concerning academic consideration. It is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the collection of this information, please contact the Access and Privacy Office at 233 Elizabeth Dafoe Library, (204) 474-9308, fippa@umanitoba.ca.