



REQUEST FOR MISSED TERM WORK ACCOMMODATIONS

**** FALL 2021 SESSION ONLY ****

This form is used to request accommodations in all courses offered by the Department of Psychology for missed term work (assignments/term tests) due to **illness, emergency, or other mitigating circumstances**. For this semester, we will not require additional supporting documentation (e.g. medical notes) to support your missed term work accommodation request, but you must follow the full procedure outlined below to qualify for consideration.

For accommodation requests related to **academic conflicts, religious conflicts, time zone conflicts, or AccessAbility accommodations**, please see page 2 of this form.

Notes:

- This form cannot be used for final exams. These are handled by the Registrar's Office and should be declared on eService: <http://www.utoronto.ca/registrar/missing-examination>
- The following reasons are not considered sufficient for missed term work: travel for leisure, weddings, personal commitments, work commitments, human error.
- Instructors cannot accept term work any later than five business days after the last day of class. Beyond this date, you must file a petition with the Registrar's Office: <https://www.utoronto.ca/registrar/term-work>

Instructions: Complete the fields below. Email this form **AND a screenshot of your Self-Declared Absence on ACORN** to the email address provided by your instructor on the course syllabus **WITHIN 2 BUSINESS DAYS** of the missed work.

First Name:		Last Name:	
Email:	@mail.utoronto.ca		
Student Number:		Signature:	
What is the reason for the missed work?	COVID-19 or COVID-19-like symptoms Other illness Bereavement AccessAbility Reasons within the scope of Accommodation Letter Other (please describe):		
Dates declared absent on ACORN:	Start date:	End date:	

Please provide details on the assignment(s)/term test(s) that were missed:

Course & Section: <small>Example: PSYC02 LEC 01</small>	Assignment / term test missed: <small>Example: mTuner 2, Term Test 1</small>	Due date: <small>Example: Feb 2, 2021</small>

Accommodations for Academic, Religious, or Time Zone Conflicts:

You should report the conflict to your instructor at the email address provided in the syllabus at least **two weeks (10 business days) before the date of the activity** (or as soon as possible, if it was not possible to identify the conflict earlier). For missed term work due to a(n):

ACADEMIC CONFLICT (i.e. two midterms scheduled at the same time):

- Complete this form, choosing “Other” as your reason for missed work and explaining the conflict in the space provided.
- Take screenshots of your course homepages that demonstrate the conflict.
- Email this form to your instructor at the email address provided in the course syllabus, attaching the screenshots.

****Note 1: Multiple assignments due on the same day are not considered conflicts. Accommodations may only be possible in the case of quizzes/tests that are both scheduled during the same discrete period. Back-to-back tests are not considered conflicts.*

****Note 2: Students are responsible for keeping their course timetables conflict-free. Students who choose to register in two synchronous courses with overlapping lecture/tutorial/lab schedules may not necessarily be accommodated.*

RELIGIOUS CONFLICT:

- Complete this form, choosing “Other” as your reason for missed work and noting “Religious conflict” in the space provided.
- Email this form to your instructor at the email address provided in the course syllabus.

TIME ZONE CONFLICT:

- Complete the Time Zone Conflict Form (uoft.me/PSY-TimeZone) instead of this one. Submit to your instructor at the email address provided in the course syllabus.

Accommodations for Students Registered with AccessAbility Services:

For missed TERM TESTS due to ACCESSABILITY REASONS:

- Meet with your **AccessAbility consultant** and have them email your instructor detailing accommodations required.

For missed ASSIGNMENTS due to ACCESSABILITY REASONS:

- If your desired accommodation is **within the scope** of your Accommodation Letter (e.g. your letter includes “extensions of up to 7 days” and you need 3 days), submit this form to your course instructor and attach a copy of your letter. **Specify how many days extension you are requesting: _____.**
- If your desired accommodation is **outside the scope** of your Accommodation Letter (e.g. your letter includes “extensions of up to 7 days” but you need more time than that) you will need to meet with your **AccessAbility consultant** and have them email your course instructor detailing the accommodations required.

Accommodation Procedure:

After submitting your documentation, you will receive a response from your instructor or TA. This form does not guarantee that you will be accommodated. The course instructor reserves the right to decide what accommodations (if any) will be made. Failure to adhere to any aspect of this policy may result in a denial of your request for accommodation.

You are responsible for checking your official U of T email and Quercus course announcements daily, as accommodations may be time-critical.

For missed assignments, **do not wait for an instructor response to resume work on your assignment.** Extension accommodations may be as short as one business day, depending on the nature of the illness/emergency. You should complete your assignment as soon as you are able and email it your instructor.

For an anticipated event (e.g. scheduled surgery or an illness with a prolonged recovery period), submit a [Verification of Illness Form](#) completed by your doctor, AND this form to your instructor if you would like to request accommodations in advance of the assignment deadline or midterm date.

Missed Accommodations

If an accommodation is granted but a continued illness/emergency prevents you from meeting the requirements of your accommodation, you must repeat the missed term work procedure to request additional accommodations. **Please make it clear in your subject line that you are requesting a second accommodation.** For example, if you are given an extension but are still sick and need more time, or if you miss a make-up midterm, you must submit another request ‘Missed Term Work Accommodations’ form and declare your extended absence on ACORN. ***Note: In the case of a missed make-up test, an opportunity to write a second make-up test may not be provided.

Importance of the Two Business Day window:

If you are unable to submit your documents within the two-business day window, **you must still email your instructor within the two-business day window** to explain the nature of the delay, and when you will be able to provide your documents. Exceptions to the documentation deadline will only be made under exceptional circumstances.