



This form is used to request accommodations for missed term work (**assignments and midterm exams**) in PSY and NRO courses. Missed final exams are handled by the Registrar (www.utsc.utoronto.ca/registrar/missing-examination).

| | | |
|---|-------------------|-------------------------------------|
| First Name: | | |
| Last Name: | | |
| Student Number: | | |
| Email: | @mail.utoronto.ca | |
| Course affected: Submit separate form for each course. | | |
| Assignment/midterm affected: Example: "Midterm #1", "Essay #2" | | Assignment due date / Midterm date: |
| Signature: | | |

Instructions:

Complete the top portion of the form, and attach any relevant documentation that justifies your missed course activity.

Examples of acceptable documentation:

- Official UTSC Verification of Illness form (<http://uoft.me/PSY-MED>)
Original copy of form must be presented, and be completed IN FULL. Non-official doctor's notes will not be accepted.
- Record of visit to an emergency room
Original copy must be presented.
- A copy of a death certificate
- Email communication sent directly to the instructor from a Disability Consultant at AccessAbility Services

Documents covering the following situations are NOT acceptable: medical prescriptions, anything related to personal travel, weddings/personal/work commitments.

Forms must be submitted in person **within 3 business days** of the missed test or assignment. You will receive an email response from the Course Instructor / Course Coordinator detailing the accommodations to be made (if any). Refer to your syllabus for details.

Note that completion of this form does NOT guarantee that accommodations will be made. The course instructor reserves the right to decide what accommodations (if any) will be made for the missed work.

Submit to: Ainsley Lawson, Room SW427C, Monday – Friday, 9 AM – 4 PM

| To be completed by Undergraduate Course Coordinator: | |
|--|------------------------|
| Stamp: | Dates Affected: |
| | Accommodation Details: |