Course instructors must add the following information to all course syllabi:

### Time Zone conflicts

If you are physically in a different time zone and a quiz or midterm is scheduled outside of 7:00am to midnight in your local time, you may use the following form to request special arrangements. Note that the form is only for term work. Final exam conflicts are handled by the Registrar’s Office.

The form must be submitted **at least ten (10) business days before the activity**.

Form: [https://uoft.me/PSY-TimeZone](https://uoft.me/PSY-TimeZone)

**Submit via email to:** Keely Hicks, Departmental Assistant, keely.hicks@utoronto.ca

### Missed Term Work due to Medical Illness or Other Emergency

All students citing a documented reason for missed term work must submit their request for accommodations **within three (3) business days** of the deadline for the missed work.

**Submit via email to:** Keely Hicks, Departmental Assistant, keely.hicks@utoronto.ca

Students must submit **BOTH** of the following:

1. A completed [Request for Missed Term Work Accommodations form](http://uoft.me/PSY-MTW), and
2. Appropriate documentation to verify your illness or emergency, as described below.

**Appropriate documentation:**

For missed **ASSIGNMENTS** or **TERM TESTS** due to **FLU-LIKE SYMPTOMS** or **SELF-ISOLATION REQUIREMENTS**:

- Email the Request for Missed Term Work Accommodations form ([uoft.me/PSY-MTW](https://uoft.me/PSY-MTW)) to Keely (keely.hicks@utoronto.ca), and
- Declare your absence on ACORN (Profile & Settings > Absence Declaration)

For missed **ASSIGNMENTS** due to **OTHER ILLNESS**:

- Email the Request for Missed Term Work Accommodations form ([uoft.me/PSY-MTW](https://uoft.me/PSY-MTW)) to Keely (keely.hicks@utoronto.ca), along with the Self-Declaration of Student Illness Form ([uoft.me/PSY-self-declare-form](https://uoft.me/PSY-self-declare-form)).

For missed **TERM TESTS** due to **OTHER ILLNESS**:

- Email the Request for Missed Term Work Accommodations form ([uoft.me/PSY-MTW](https://uoft.me/PSY-MTW)) to Keely (keely.hicks@utoronto.ca), along with a scan/photo of the original copy of the official UTSC Verification of Illness Form ([uoft.me/UTSC-Verification-Of-Illness-Form](https://uoft.me/UTSC-Verification-Of-Illness-Form)) or an original copy of the record of visitation to a hospital ER.

- Forms are to be completed in full, clearly indicating the start date, anticipated end date, and severity of illness. The physician’s registration # and business stamp are required.

- **Note:** If an end date of “ongoing” is specified, the medical note will be assumed to cover a period of **two weeks**. If no end date / an “unknown” end date is specified, the note will be assumed to cover a period of **three business days** (starting from illness start date.)

For missed **TERM TESTS** due to **ACCESSIBILITY REASONS**:

- Meet with your AccessAbility consultant and have them email Keely (keely.hicks@utoronto.ca) detailing accommodations required.
For missed **ASSIGNMENTS** due to **ACCESSABILITY REASONS**:

- If your desired accommodation is **within the scope** of your Accommodation Letter (ex. your letter includes “extensions of up to 7 days” and you need 1-7 more days), email the Request for Missed Term Work Accommodations form ([uoft.me/PSY-MTW](http://uoft.me/PSY-MTW)) to Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)), and attach a **copy of your letter**. Specify how many days extension you are requesting in your email.

- If your desired accommodation is **outside the scope** of your Accommodation Letter (ex. 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 Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) detailing the accommodations required.

For missed **ASSIGNMENTS or TERM TESTS** in **OTHER CIRCUMSTANCES**:

Email the Request for Missed Term Work Accommodations form ([http://uoft.me/PSY-MTW](http://uoft.me/PSY-MTW)) form to Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)), along with:

- For the **death of a family member/friend**, provide a copy of the death certificate.

- For U of T varsity-level or professional **athletic commitments**, an email from your coach or varsity administrator should be sent directly to Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) **well in advance** of the missed work, detailing the dates and nature of the commitment.

- For **religious accommodations**, please email Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) **well in advance** of the missed work.

- For circumstances **outside of these guidelines**, please email Keely ([keely.hicks@utoronto.ca](mailto:keely.hicks@utoronto.ca)) **on or before the date of the test / assignment deadline** to describe your circumstances and determine appropriate documentation.

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

As stated above, your documents must be submitted **within three (3) business days** of the deadline for the missed work.

**After submitting your documentation:**

Within approximately one to five business days, you will receive a response from your instructor detailing the accommodations to be made (if any).

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

You should continue to work on your assignments to the best of your ability, as extension accommodations may be as short as one business day, depending on the nature of the illness/emergency.

If an accommodation has been granted but you are unable to meet the conditions of the accommodation (ex. you need a longer extension, or you missed a make-up test), you will need to repeat the missed term work procedure and submit additional forms to request further accommodation. Note that in the case of a missed make-up test, an opportunity to write a second make-up test may not be provided.

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. Failure to adhere to any aspect of this policy may result in a denial of your request for accommodation.

**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.

(E.g.) If you miss a make-up midterm, you would need to submit another Request for Missed Term Work Accommodations form. If your original medical note / documentation included the date of the make-up midterm, then only the Request form is required. If the date of the make-up midterm fell outside of the dates indicated on your original medical note/other documentation, then a new medical note/other appropriate documentation must also be submitted.
**Importance of Three Business Day window:**
If you are unable to submit your documents within the three business day window, **you must email Keely (keely.hicks@utoronto.ca) within the three 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.

**NOTE: Assignments due at end of term**
Instructors cannot accept term work any later than five business days after the last day of class. Beyond this date, you would need to file a petition with the Registrar’s Office (https://www.utsc.utoronto.ca/registrar/term-work).

**NOTE: Final Exams**
This policy applies only to missed assignments and term tests. Missed final exams are handled by the Registrar’s Office (http://www.utsc.utoronto.ca/registrar/missing-examination).