



This form is used to request accommodations for missed term work (**assignments and term tests, not finals**) in all PSY and NRO course. **Submit a separate form for each course affected.** Missed final exams are handled by the Registrar ([www.utsc.utoronto.ca/registrar/missing-examination](http://www.utsc.utoronto.ca/registrar/missing-examination)).

First Name:			
Last Name:			
Email:	@mail.utoronto.ca		
Student Number:		Signature:	
Course & Section: <small>Example: PSYC02 LEC 01</small>		Instructor:	
Assignment(s) / term test(s) missed: <small>Example: mTuner 2, Term Test 1</small>	(1.) (2.) (3.)	Due date(s):	(1.) (2.) (3.)

**Instructions:** Complete the top portion of the form and attach the appropriate documentation, as outlined below.

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

- Submit an **original** copy of the official UTSC Verification of Illness Form ([uoft.me/UTSC-Verification-Of-Illness-Form](http://uoft.me/UTSC-Verification-Of-Illness-Form)) or an **original** copy of the record of visitation to a hospital emergency room. Forms are to be completed in full, clearly indicating the start date, anticipated end date, and severity of illness. The physician's registration number and business stamp are required.

For missed **ASSIGNMENTS** due to ILLNESS:

- Submit **both** a **hardcopy** of the Self-Declaration of Student Illness Form ([uoft.me/PSY-self-declare-form](http://uoft.me/PSY-self-declare-form)), and the **web-based** departmental declaration form ([uoft.me/PSY-self-declare-web](http://uoft.me/PSY-self-declare-web)).

For missed term tests or assignments in OTHER CIRCUMSTANCES:

- In the case of a **death of a family member**, a copy of a death certificate should be attached.
- In the case of a **disability-related concern**, if your desired accommodation is within the scope of your Accommodation Letter please attach a copy of your letter. If your desired accommodation is outside the scope of your Accommodation Letter (ex. if your letter says extensions of up to 7 days but you need more time than that,) you will need to meet with your consultant at AccessAbility Services and have them email the Course Coordinator ([psychology-undergraduate@utsc.utoronto.ca](mailto:psychology-undergraduate@utsc.utoronto.ca)) detailing the accommodations required.
- For U of T Varsity **athletic commitments**, an email from your coach or varsity administrator should be sent directly to the Course Coordinator ([psychology-undergraduate@utsc.utoronto.ca](mailto:psychology-undergraduate@utsc.utoronto.ca)) **well in advance** of the missed work, detailing the dates and nature of the commitment.

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

**Submit to:** Course Coordinator, Room SW427C, Monday – Friday, 9 AM – 4 PM

Submit BOTH your (1.) request form and (2.) medical/self-declaration/other documents **within 3 business days of the missed test or assignment.**

If you are unable to meet this deadline, you must contact the Course Coordinator via email within the three business day window ([psychology-undergraduate@utsc.utoronto.ca](mailto:psychology-undergraduate@utsc.utoronto.ca)). Exceptions to the deadline will only be made under exceptional circumstances.

Within approximately one week, you will receive an email response from the Course Instructor / Course Coordinator detailing the accommodations to be made (if any). You are responsible for checking your official U of T email and Blackboard/Quercus course announcements daily, as accommodations may be time-critical.

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.

**To be completed by Course Coordinator:**

Stamp:

Dates Affected:

Accommodation Details: