



MEMORANDUM DCD #9, 2020-21

To: Faculty, University of Toronto Scarborough
CC: Chairs and Director, University of Toronto Scarborough
Chairs' and Director's Assistants

From: James Donaldson, Vice-Dean Recruitment, Enrolment & Student

Success Date: 10 November 2020

Re: **Student Expectations**

Dear colleagues,

As we approach the end of this very different term, I want to draw your attention to two issues that strongly affect our students' stress levels moving into the exam period.

The first is their sense of how they are performing in a course. This is best communicated by providing feedback on their assigned work and tests - at the least, a mark that is explained to them on each of the graded course elements. At this time I want to remind you that there is a UTSC Divisional requirement to return work worth **at least 20% of the final grade** in the course to students **before the term drop date (Nov. 23, in this term)**. Please make every effort to have such feedback provided to students by the drop date; if this deadline will prove difficult for you, please reach out to your Chair or Director, who will work with me and the Registrar's Office to work out a solution.

The second issue concerns the recording of students' absence from tests, examinations and other graded elements. The COVID-19 self-declaration of illness on ACORN that was implemented for the Winter 2020 term has been extended by the Provost's Office for the Fall 2020 term. This is stated on the Office of the Vice-Provost, Students COVID-19 webpage in the section for "All Students" (question 5): <https://www.viceprovoststudents.utoronto.ca/covid-19/>

[5. What should I do if I can't attend class \(in-person or remotely\) and it is affecting my academic work?](#)

Students who are absent from class for any reason (e.g., COVID, other illness or injury, family situation) and who require consideration for missed academic work should report their absence through the online absence declaration. The declaration is available on [ACORN](#) under the Profile and Settings menu. Students should also advise their instructor of their absence.

This self-declaration of absence removes the requirement for a student to provide medical documentation for such absences. Please be aware of this as you provide accommodation for missed tests and other graded materials.