

## REQUEST FOR MISSED TERM WORK ACCOMMODATIONS FORM

This form is used in Department of Psychology courses to request accommodations for missed term work (assignments/term tests) due to **illness, emergency, or other mitigating circumstances**.

**Instructions:** Complete the fields below. Email this form **AND the required supporting documents (as detailed on the next page)** to the email address provided by your instructor in the course syllabus.

First Name:		Last Name:	
Student Number:		Signature:	
Email:	@mail.utoronto.ca		
Start date of absence:		End date of absence:	
Type of absence:	Illness or Injury Bereavement Academic Conflict Religious Conflict	Disability-related (for students registered w/ AccessAbility) University-sponsored athletic/artistic obligation Other, please specify:	

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

Course & Section: Example: PSYC02 LEC 01	Assignment / term test missed: Example: mTuner 2, Term Test 1	Due date: Example: Feb 2, 2022

### Next Steps:

After submitting your documentation, you will receive a response from your instructor or TA. The course instructor reserves the right to decide what accommodations will be made. Failure to adhere to any aspect of this policy may result in a denial of your request. **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 the instructor's response to resume work on your assignment**. Extensions may be as short as one business day, depending on the nature of the illness/emergency. Complete your assignment as soon as you're able, and email it to your instructor.

If an accommodation is granted but a continued illness/emergency prevents you from meeting its requirements, 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**. Examples: If you were granted an extension for a paper but are still unable to meet the new deadline, or if you miss a make-up term test, you must submit *another* MTW form and supply documentation according to the "subsequent absences" column in the chart. \*Note: In the case of a missed make-up test, an opportunity to write a second make-up test may not necessarily be provided.

## Supporting Documentation Requirements and Deadlines:

Reason for Missed Work	Documentation required for a <b>first absence</b> in the term	Documentation required for <b>subsequent absences</b> in the term	Deadline for submitting MTW form and supporting documentation
Illness or Injury	<a href="#">ACORN</a> Absence Declaration	<a href="#">UofT Verification of Illness Form</a>	<b><u>WITHIN 2 BUSINESS DAYS</u></b> of the missed work
Bereavement	<a href="#">ACORN</a> Absence Declaration	A death certificate or funeral announcement	<b><u>WITHIN 2 BUSINESS DAYS</u></b> of the missed work
University-sponsored athletic or artistic obligation at the varsity/provincial/national level	<a href="#">ACORN</a> Absence Declaration	A note from a university staff member (advisor, coach, residence staff, etc.) who can substantiate the obligation, sent directly to the course email	<b><u>10 BUSINESS DAYS IN ADVANCE</u></b> of the missed work
Disability-related reasons for students registered with AccessAbility Services	For missed <b>TERM TESTS</b> , <ul style="list-style-type: none"><li>- <b>Contact your AccessAbility consultant</b> and have them write to the course email detailing the accommodations needed.</li></ul> For missed <b>ASSIGNMENTS</b> , <ul style="list-style-type: none"><li>- If your desired accommodation is <b>within the scope</b> of your Accommodation Letter (e.g. your letter includes “extensions of up to 7 days” and you need 3 days), send your <b>Accommodation Letter</b> to the course email and specify how many days extension you are requesting.</li><li>- If your desired accommodation is <b>outside the scope</b> of your Accommodation Letter (e.g. your letter includes “extensions of up to 7 days” but you need more time than that), <b>contact your AccessAbility consultant</b> and have them write to the course email detailing the accommodations needed.</li></ul>		<b><u>PREFERABLY IN ADVANCE OF THE MISSED WORK, OR AS SOON AS POSSIBLE</u></b>
Academic Conflict (e.g. two midterms at the same time)	Screenshot from Quercus demonstrating the conflict.		<b><u>10 BUSINESS DAYS IN ADVANCE</u></b> of the missed work
Religious Conflict	None required		work

### Notes:

- The following reasons are not considered sufficient for missed term work: social activities, recreational travel, technological issues, avoidance of assessments or deadlines, work commitments
- [Missed Final Exams](#) are handled by the Registrar’s Office and should be declared on eService.
- For ACORN absence declarations, the date you declare the absence is required to fall within the seven-day declaration period (i.e.) the absence cannot be submitted proactively or retroactively.
- Instructors cannot accept term work any later than five business days after the last day of class. Beyond this date, accommodations are only possible via the Registrar’s Office [petition process](#).
- If you are unable to submit your request within the specified number of business days, you must still email your instructor within that window to explain the nature of the delay. Exceptions to the deadlines are made only under exceptional circumstances.
- Multiple assignments due on the same day are not considered academic conflicts. Students are expected to manage their time effectively to meet assignment deadlines.
- Back-to-back tests/quizzes are not considered academic conflicts. Only overlapping activities are conflicts.
- Students are responsible for keeping their course timetables conflict-free. Students who register in two courses with overlapping lecture/tutorial/lab schedules will not be accommodated.