

Graduate Department of Psychological Clinical Science (GD-PCS) Policies

REPORTING ABSENCES:

GD-PCS graduate students must complete the following process for any **absences from graduate classes**:

1. Declare your absence on [ACORN](#) (Profile & Settings > Absence Declaration)
2. Email a screenshot of your Self-Declared Absence on ACORN to **both** the course instructor and the Clinical Psychology program email (clinicalpsych.utsc@utoronto.ca) **WITHIN 2 BUSINESS DAYS** of the missed class.

MISSED WORK accommodations:

For missed term work (assignments, quizzes, and term tests), please complete the procedures outlined below:

1. Complete the [Request for Missed Term Work Accommodations Form](#).
2. Declare your absence on [ACORN](#) (Profile & Settings > Absence Declaration)
3. Email **both** of the following items to the course instructor and the Clinical Psychology program email (clinicalpsych.utsc@utoronto.ca) **WITHIN 2 BUSINESS DAYS** of the missed work:
 - [Request for Missed Term Work Accommodations Form](#)
AND
 - Screenshot of your Self-Declared Absence on ACORN

Notes:

- The following reasons are not considered sufficient for missed term work: travel for leisure, weddings, personal commitments, work commitments, or human error.
- If you are unable to submit your request within 2 business days, you must still email your instructor within the 2-business day window to explain the nature of the delay. Exceptions to the 2-business day deadline will only be made under exceptional circumstances.
- If your absence is declared on ACORN, we do not require any additional supporting documentation (e.g., medical notes) to support your missed term work accommodation request.

ILLNESS OR EMERGENCY accommodations:

For missed work due to ILLNESS OR EMERGENCY, complete the following process:

1. Complete the Request for Missed Term Work Accommodations Form.
2. Declare your absence on [ACORN](#) (Profile & Settings > Absence Declaration)
3. Email **both** of the following items to the course email **WITHIN 2 BUSINESS DAYS** of the missed work:
 - the Request for Missed Term Work Accommodations Form
AND
 - a screenshot of your Self-Declared Absence on ACORN

Note:

- *If you are unable to submit your request within 2 business days, you must still email your instructor within the 2 business day window to explain the nature of the delay. Exceptions to the 2 business day deadline will only be made under exceptional circumstances.*
- *If your absence is declared on ACORN, we do not require any additional supporting documentation (e.g. medical notes) to support your missed term work accommodation request.*

ACCESSABILITY SERVICES accommodations:

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

- **Contact your AccessAbility consultant** and have them email the course instructor's email detailing accommodations required.

For missed **ASSIGNMENTS** due to ACCESSABILITY REASONS:

- If your desired accommodation is **within the scope** of your Accommodation Letter (e.g., your letter includes "extensions of up to 7 days" and you need 3 days):
 1. Complete the Request for Missed Term Work Accommodations Form.
 2. Email the form ***AND*** your **Accommodation Letter** to the course instructor's email specifying how many days extension you are requesting.
- If your desired accommodation is **outside the scope** of your Accommodation Letter (e.g. your letter includes "extensions of up to 7 days" but you need more time than that):
 1. **Contact your AccessAbility consultant** and have them email the course email detailing the accommodations required.

Accommodation Procedure:

After submitting your documentation, you will receive a response from your instructor or TA. This form does not guarantee that you will be accommodated. 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. **You are responsible for checking your official University of Toronto 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.

For an **anticipated absence** (e.g. a scheduled surgery or an illness with a prolonged recovery period), if you would like to request accommodations in advance, submit a [Verification of](#)

[Illness Form](#) completed by your doctor AND the Request for Missed Term Work Accommodations Form to the course email. Absences can be declared up to 14 days into the future on ACORN.

Missed Accommodations

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.** E.g., If you are given an extension but are still sick and need more time, or if you miss a make-up term test, you must submit *another* Request for Missed Term Work Accommodations Form and declare your extended absence on ACORN.

*Note: In the case of a missed make- up test, an opportunity to write a second make-up test may not necessarily be provided.

Note: For more information about extensions to complete coursework that does not exceed one session beyond the original School of Graduate Studies deadline, please refer to the “Coursework Extensions” section of the Clinical Psychology Graduate Handbook.