

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.

For missed term work (assignments, quizzes, and term tests), please complete the procedures outlined **both** of the fol

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.
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- *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*

[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.

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.