

Consequences Associated with Submitting a Verification of Illness Form (VIF) January 2, 2019

1. When you believe your illness or circumstances will impact your academic studies in a course, you must:
 - a. Contact your instructor for that course (e.g., by email) within 48 hours of a test, exam or due date, AND
 - b. Submit the completed original VIF or other documentation to the Mathematics Undergraduate Office (MUO), MC 4022 within 48 hours of the course element, if you are well enough to do so. Once your VIF has been registered with the MUO and you are well enough, you must meet with your instructor to discuss your situation.
 - c. Understand that when your documentation is registered in the MUO, the instructors of only your Mathematics and Science courses will be notified.

2. You and your instructor should discuss how any missed mandatory class, lab, assignment, test or exam is to be handled. Your instructor will determine what accommodation, if any, you will receive.
 - a. When making these decisions, instructors may consider: VIF information (i.e., date; incapacitation severity and period); and your actions (i.e., when you notified your instructor and submitted your original VIF to the MUO). Your course outline may provide guidance regarding how missed course elements are normally addressed.
 - b. You must discuss the degree of incapacitation, indicated on your VIF, with your instructors so that your actions are not misinterpreted or viewed with suspicion. For example:
 - i. A “severe” incapacitation indicates you are unable to engage in any academic studies during the period indicated. If you attend classes/tutorials, submit assignments/reports or write tests/exams during this period, you are at risk of being accused of “misrepresentation”; an academic offence, which carries a severe penalty, including suspension.
 - ii. A “moderate” incapacitation could trigger a similar allegation, if you claim to be well enough to participate in some tests, while too ill to participate in others.
 - c. Extenuating circumstances other than illness that interfere with meeting course obligations (e.g., bereavement) and their supporting documentation will be considered in a similar manner.

3. If you have not completed all required course components at the end of the term, you must discuss an Incomplete Course (INC) grade with your instructor. You should also note:
 - a. The discussion involves your circumstances, supporting documentation, course components that are unfinished or were missed, and your engagement in the course thus far.
 - b. Instructors have their own administrative steps that they need to follow in order for an INC grade to be granted.
 - c. You need to act in a timely manner, following your instructor’s instructions.
 - d. If you are submitting multiple VIFs each term, you could be required to meet with the Associate Dean, Undergraduate Studies to discuss and resolve barriers to academic success.
 - e. Failure to write scheduled make-up tests or submit outstanding course work by the end of the instructor-specified lapse period will result in a final course grade being assigned, that is the earned grade, based on all completed course components. If the course outline specifies that the missing coursework is required to pass the course, the lesser of the earned grade or 4% less than the passing grade will be assigned.

For prolonged absences from classes, for example two weeks, or longer, you should follow-up with each instructor individually and your academic advisor to assess whether your schedule of lectures or tutorials is still viable, and whether any other assistance is needed. For example, some students cannot complete a course, no matter the circumstances, if multiple tutorials have been missed.

Last name: _____

First name: _____

Student ID number: _____

Missing course components:

Course	What component did you miss (assignment, quiz, midterm, final, etc) during your absence?	Due date of assessment

Signature: _____ Date: _____