

Table 1: Planned Absence Information Requirements and Typical Decision Outcomes: Foundations (Years 1 & 2)

Reason for Absence in Foundations (Years 1 & 2)	Information Requirements	Typical Decision Outcome	
		for a Learning Session	for an Assessment
<ul style="list-style-type: none"> ○ Academic presentation at a conference ○ Participation at a conference (only if student is in an official leadership role representing UofT participating in a working group or committee) 	<ul style="list-style-type: none"> ○ Brief description of type of/reason for absence ○ Date(s) of absence including presentation date and travel days, if applicable, and detailed list of corresponding activities to be missed ○ Proof of acceptance of conference presentation or invitation to participate as a student leader ○ Additional information/rationale required to justify approval of absence from an assessment 	Normally approved for a maximum of three days and one such absence per academic year. Exceptions informed by relevance of academic enrichment absences to student's educational track and/or career goals or student's leadership role.	Normally not approved
<ul style="list-style-type: none"> ○ Significant Event (major celebration or event for self or another, invited athletics event or other competition) 	<ul style="list-style-type: none"> ○ Brief description of type of/reason for absence ○ Date(s) of absence and detailed list of corresponding activities to be missed ○ Additional information/rationale required to justify approval of absence from an assessment 	Normally approved unless absence falls on: <ul style="list-style-type: none"> ○ the working day before an assessment ○ days where Portfolio sessions are held ○ Year 2 IPE pain week ○ three days within the same academic year where specific theme content is covered 	Normally not approved
<ul style="list-style-type: none"> ○ Health Care Appointment ○ Caregiving ○ Funeral/Memorial Service 	<ul style="list-style-type: none"> ○ Brief description of type of/reason for absence ○ Date(s) and time(s) of absence and detailed list of corresponding activities to be missed 	Almost always approved	
<ul style="list-style-type: none"> ○ Religious Observance 	<ul style="list-style-type: none"> ○ Brief description of reason for absence ○ Date(s) of absence and detailed list of corresponding activities to be missed (List of examples of dates relevance published annually on Vice Provost, Students webpage.) 	Almost always approved in accordance with U of T Policy on scheduling of classes and examinations and other accommodations for religious observance	