

## Seeking Help-

If you are struggling with your mental health, dealing with ongoing mental illness, or generally feeling emotionally burdened, please know that you can seek help from the Ashoka Centre for Well Being or ACWB. This is their [homepage](#), which provides information on ACWB services, as well as a video link explaining how to book appointments.

This is [the link](#) to their Appointments Portal.

If you have pre-existing mental health problems/concerns/illness, we recommend you reach out to the class TA by the end of Week 3 via email.

## Non-Negotiables-

Before we lay out the rest of the policy, there are a few non-negotiable terms for completing the course that we want to establish for you-

- **Attendance Policy-** It remains the same as shared on AMS.

**Two** unexcused absences allowed. **Third** absence onwards needs proof or else grade cut. **More than 5 minutes** late for any class will result in being marked absent.

**More than 5 absences** will automatically lead to an automatic fail in the course.

**Exemptions and allowances in attendance requirements could be made for students who are grieving the loss of a loved one.**

- **Submissions of Assignments and Presentations:**

All coursework needs to be completed for students to pass this class. All assignments and presentation work need to be finished by the end of the course.

## Assignment Deadline Extensions-

- If you are struggling with your mental health/ undergoing mental illness, reach out to the TA, over email **at least 24 hours prior to the deadline. Last-minute requests will not be accepted.**
- You will be granted between a day to a week-long extension period to submit your assignments, depending on your condition. This extension period will be mutually decided between TA and students. However, any delay post this extension period will lead to a grade cut. Each subsequent day of delay will lead to one mark being deducted.

### **Group work-**

- If you feel socially anxious, or experience distress working in teams, you can send an email request asking for alternatives that allow you to submit individual work. For example, if you do not feel comfortable presenting in front of the class, you can record a video of your presentation and send it to the course professor and TA separately.
- Just make sure to inform the course TA a week in advance that you will be submitting your work separately.  
This will likely come up in group presentations.

### **Proof for excused absences/ extension request-**

If you feel comfortable- **and only with your explicit consent** - you can ask the ACWB to send your appointment dates to the course TA as evidence of the days/time period during which you were struggling with your mental health. **We do not seek any other confidential/sensitive information apart from the appointment dates.**

Again, this is only if you feel comfortable sharing this information with us, **and is not a requisite for an extension/excused absence.**

We understand and acknowledge that some of you might not be in the state to seek help or book appointments with the ACWB. Alternatively, you could be seeking help from outside, through private counselors/therapists. Hence, we do not equate ACWB appointments with proof of mental health issues or illness.

### **Bottomline:**

One of the most distressing aspects of suffering from a mental health problem/illness, is the burden of articulating how you are feeling. Often, the articulation of your condition or state of mind can be as painful as the mental illness itself.

So we understand that it is difficult to proactively communicate your suffering and seek the help you need.

However, we are here to listen, and we understand how tough it can be, so please reach out. We can work together to ensure that you are well equipped to complete your course expectations, while also taking care of your health!