

## **REQUEST FOR MCMASTER STUDENT ABSENCE FORM**

Name:		Student #:
Date (yyyy/mm/dd):	Program	& Level:
Term:	McMaster Email:	@mcmaster.ca
ABSENCE REQUEST		
Start Date (yyyy/mm/dd): Reason for request:		End Date (yyyy/mm/dd):
Self Report MSA	already used	Original Incorrectly Submitted
More than 3 days	s in the past	Future Commitment
Missed assessme	ent exceeds 25%	Other:
Brief explanation:		

Subject (eg.Math)	Code (eg. 1ZA3)	Missed Work	Date Missed (yyyy/mm/dd)	Weight (%)	Instructor Name	Instructor Email

## You must read and confirm the following information, check each box, and sign below.

I understand that	I cannot request relief from course work that exceeds the total of 3	35% of the
coursework.		

- I cannot request an MSAF for academic work that has already been completed or attempted.
- I cannot request an MSAF for academic work for which relief has already been requested
- The MSAF cannot be used to apply for relief for any final examination or its equivalent.
- The MSAF should not be used for absences as a result of religious obligation or to celebrate an important religious holiday, as these are a RISO accommodation
- It is my responsibility to follow up with course instructors regarding the missed course work within 24 hours of my return to academic activities/confirmation of processed MSAF. Failure to do so may negate my opportunity for relief.
- I may be asked to provide supporting documentation should the Faculty Office deem the request to require additional support before processing.

Student Signature:

\_\_\_\_\_Date (yyyy/mm/dd):\_\_\_\_\_

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and being collected under section 39 (2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, McMaster University.