

REQUEST FOR McMASTER STUDENT ABSENCE FORM
Faculty of Engineering

Name: _____ Student #: _____

Today's Date: _____ Term: _____ Program & Level: _____

E-mail Address: _____

1. Missed Work: _____ Date Missed: _____ Weight (%): _____

Course Subject & Code: _____ Core: _____ Lab: _____ Tutorial: _____

Instructor: _____ E-mail: _____

2. Missed Work: _____ Date Missed: _____ Weight (%): _____

Course Subject & Code: _____ Core: _____ Lab: _____ Tutorial: _____

Instructor: _____ E-mail: _____

3. Missed Work: _____ Date Missed: _____ Weight (%): _____

Course Subject & Code: _____ Core: _____ Lab: _____ Tutorial: _____

Instructor: _____ E-mail: _____

REASON FOR THIS REQUEST (mark with X)

Exceeded limit of 1 occurrence

Original incorrectly submitted

More than 3 days in the past

Future commitment

Brief Explanation:

Received (office stamp)

Student Signature: _____

FOR OFFICE USE ONLY

Did student provide documentation? YES NO

Submitted missed work on behalf of student: ISSUED NOT ISSUED

Signature: _____ Date: _____

FIPPA notice

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 is 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, University Hall, Room 209, McMaster University.