

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): _____ End Date (yyyy/mm/dd): _____

Reason for request:

- | | |
|--------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Self Report MSAF already used | <input type="checkbox"/> Original Incorrectly Submitted |
| <input type="checkbox"/> More than 3 days in the past | <input type="checkbox"/> Future Commitment |
| <input type="checkbox"/> Missed assessment exceeds 25% | <input type="checkbox"/> 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 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): _____