

## Notification of Student Absence and Submission of Request for Relief for Missed Academic Work

EFFECTIVE SEPTEMBER 2015:

### 1. Relief for missed academic work worth 24% or less of the final grade resulting from medical or personal situations lasting up to 3 calendar days in duration:

- Use the McMaster Student Absence Form (MSAF) located in the Mosaic Student Center.
- Students may submit requests for relief using the MSAF once per term.
- An automated e-mail will be sent to the course instructor, who will determine the appropriate relief. Students must immediately follow up with their instructors. Failure to do so may negate the opportunity for relief.
- Typically, the MSAF is not used to meet a religious obligation or to celebrate an important religious holiday. Please see the RISO form instead.
- The MSAF cannot be used for academic work that has already been completed/attempted.
- An MSAF applies only to work that is due within the period for which the MSAF applies, i.e. the 3- day period that is specified in the MSAF; however, all work due in that period can be covered by one MSAF.
- The MSAF cannot be used to apply for relief for any final examination or its equivalent. Please see Petitions for Special Consideration.

### 2. For medical or personal situations lasting more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or for any request for relief in a term where the MSAF has been used previously in that term:

- Students must report to the Office of the Associate Dean, Faculty of Science (BSB 129) to discuss their situation and will be required to provide appropriate supporting documentation (see Documentation Requirements below).
- If warranted, the Faculty Office will approve the absence, and the instructor will determine appropriate relief.

### Documentation Requirements:

- If the reason for a request for relief is medical, the approved McMaster University Medical Form covering the relevant dates must be submitted. The student must be seen by a doctor at the earliest possible date, normally on or before the date of the missed work and the doctor must verify the duration of the illness.
- If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within three working days.
- In some circumstances, students may be advised to submit a Petition for Special Consideration (Form A) seeking relief for missed academic work. In deciding whether or not to grant a petition, adequacy of the supporting documentation, including the timing in relation to the due date of the missed work and the degree of the student's incapacitation, may be taken into account. Failure to do so may negate the opportunity for relief.
- If the petition is approved, the Faculty Office will notify the instructor(s) recommending relief. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in his/her course.