

NOTIFICATION OF ABSENCE FORM

This form is to be used in accordance with the Senate's [Policy on Requests for Relief for Missed Academic Term Work](#).

A student has three (3) working days after the missed coursework to complete and return this form.

Name:

Student Number:

Program & Level:

Today's Date:

Academic Term:

Indicate the **REASON FOR MISSED COURSEWORK** below:

Medical / Illness

Bereavement(loss)/Compassionate

Personal

PLEASE PRINT CLEARLY

<i>COURSE CODE</i> <i>(i.e. CHEM 1AA3)</i>	<i>ACADEMIC WORK</i> <i>MISSED</i> <i>(i.e. Quiz, Test, Essay)</i>	<i>% OF</i> <i>WORK</i>	<i>E-MAIL OF THE INSTRUCTOR/ PERSON WHO NEEDS TO BE</i> <i>NOTIFIED</i>	<i>DATE OF MISSED WORK</i>	<i>ONLINE OR</i> <i>IN-PERSON</i>

Note - Student must initial beside each item below to indicate their understanding and agreement, and sign & date the form.

This information provided is complete and accurate.

I will follow all instructions carefully and completely.

I will ensure I have an active McMaster email account.

I will ensure that the correct email address is used to notify instructors. I will contact my instructor immediately regarding my missed work.

I understand that an MSAF cannot be used for academic work that has already been completed or attempted.

Failure to comply with these instructions may result in forfeiting any consideration made for my missed work.

Signature:

Date:

FOR OFFICE USE ONLY

Processed?

Signature: