



Notification of Absence

PETITION FOR RELIEF FOR MISSED COURSE WORK

Date: _____ Student #: _____
 Name: _____ McMaster E-Mail: _____
 Program & Level: _____ Phone #: _____
 Reason for request for relief for missed course work privilege(s): _____

Please read the following points carefully:

1. A **DEFERRED EXAM** request form must be completed for a **FINAL EXAM** that is missed.
2. A **McMaster University Student Health Certificate** must be submitted with this request, if for medical reasons.
3. Information submitted on behalf of a student by a physician **must explain the degree of incapacitation** as outlined in the medical certificate form.
4. If relief is sought for compassionate circumstances (i.e., death in the family), appropriate documentation must be provided.
5. A student has five (5) working days upon returning to school to complete and return this form to the Academic Programs Office (DSB-104).
6. Approval of this Notification of Absence form does not exempt the student from any component of the course for which they are requesting special consideration.
7. A student presenting a third petition for relief for medical circumstances, within 12 months, beginning September, will be asked to meet with the Director, Undergraduate Programs for consideration.

Course Name & Number (e.g.: Commerce 1E03)	Academic Work Missed (e.g.: quiz, test, assignment, midterm, participation/class)	Weight (e.g.: 25%)	Instructor & their E-Mail Address (e.g.: Prof. Smith)	Date(s) Missed month/day/year (e.g.: Mar. 13/08)

Student Signature: _____

Approved

Not Approved

Notes: _____

Authorizing Signature: _____ Date: _____