



Faculty of  
Humanities

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## SUBMITTING MEDICAL DOCUMENTATION

- If you wish to have your instructors notified of missed class time or tests/assignments due to medical/personal reasons, you must present supporting documentation to the Office of the Dean of Humanities in CNH-107.
- Fill out the attached form, including the name(s) of the instructor(s) you wish to be contacted.

1. Supporting documentation is to be submitted to the Humanities Academic Advising Office WITH the Notification of Absence Form. If the absence was for medical reasons, the documentation should be a McMaster Student Health Certificate form completed by an appropriate physician. The certificate is available in the Academic Advising Office or on the website at: <http://registrar.mcmaster.ca/forms/MedicalForm.pdf>

For non-medical absences, please submit supporting documentation as appropriate.

2. Following verification of the documentation, the Advising office will email your instructors of your absence. **Follow up directly with your instructor(s) to discuss possible consideration for missed work.**

**It is every student's responsibility to:**

- Follow all instructions carefully and completely.
- Ensure that their McMaster email account is set up to send and receive messages.
- Ensure that the correct email address is used to notify instructors.
- Refer to the course outline to confirm the value of missed work.
- Contact their instructor promptly (within 2 working days) to discuss consideration.

**Failure to follow these instructions may result in no consideration given for missed work.**

**Please note: Requests for notification will take a minimum of 2-3 business days to process.**

**If you need to request an extension beyond the last day of classes, you *must* set up an appointment with an Academic Advisor in the Faculty of Humanities office.**

The information gathered on this form is collected under the authority of the /McMaster University Act, 1976/. The information provided on this form is used solely by the Faculty of Humanities Dean's Office to inform instructors with the reasons that you have missed classes. This information is protected and is being collected under section 39(1), (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, Associate Dean, Faculty of Humanities, McMaster University.

# Faculty of Humanities

## Notification of Absence

*Instructions:* Please list the information for ALL of the professors you wish to be informed of your absence.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Number: \_\_\_\_\_ Program: \_\_\_\_\_

Phone number: \_\_\_\_\_ McMaster E-mail: \_\_\_\_\_

<b>COURSE</b> (E.g. HIST 1A03)	<b>ACADEMIC WORK</b> MISSED (QUIZ,TEST, ETC.)	<b>Weight</b> (%)	<b>Due</b> Date	<b>PROFESSOR</b>	<b>PROF'S. EMAIL</b>

Students who present three medicals will be asked to come in for an appointment with the Associate Dean (Studies) to determine if a reduced course load is needed. In some cases, students will be asked to make an appointment with the Centre for Student Development for assistance with their problem.

The University reserves the right to require students to obtain medical documentation from the Campus Health Centre.

Signature: \_\_\_\_\_

May we relay the information provided in the attached submitted documentation to the professor(s) listed above?    Yes  No

*\*Documentation should be submitted within 5 business days of the missed assignment/ test\**

*Last updated 02/09/16*

**For Office Use Only:**

Email Sent    Initials \_\_\_\_\_

MSAF Sent    Initials \_\_\_\_\_

Date \_\_\_\_\_