

NOTIFICATION OF ABSENCE FORM

Date: _____

Name: _____ Student #: _____

Program & Level: _____

Telephone #: _____ Email: _____@mcmaster.ca

Course Name & Code (e.g. ENGLISH 1A03)	Academic Work (e.g. test, essay, etc)	Weight (%)	Due Date	Instructor	Instructor's Email @mcmaster.ca

MEDICAL OR OTHER SUPPORTING DOCUMENTATION MUST BE ATTACHED TO THIS REQUEST

DURATION OF ILLNESS/ABSENCE FROM _____ TO _____

Students who present three medicals may be asked to come in for an appointment with the Assistant Dean (Studies) to determine if a reduced course load is needed. In some cases, it may be recommended that the student make an appointment with Student Accessibility Services to arrange ongoing accommodations.

The University reserves the right to require students to obtain medical documentation from the Student Wellness Centre.

Student Signature: _____

May we relay the information provided in the attached submitted documentation to the instructor(s) listed above?

- Yes No

Documentation should be submitted within 5 (five) business days of the missed assignment/test.

FOR OFFICE USE ONLY:

EMAIL SENT Initials _____

MSAF SENT Initials _____

DB: Initials _____

Date: _____

INSTRUCTIONS: NOTIFICATION OF ABSENCE FORM

If you wish to have your instructors notified of missed class time or tests/assignments due to medical or personal reasons, you must present supporting documentation to the Humanities Academic Advising Office located in Chester New Hall, Room 107.

- 1) Supporting documentation must be submitted to the Humanities Academic Advising Office WITH the Notification of Absence Form. If the absence was for medical reasons, please have a physician fill out a **McMaster Student Health Certificate**. The certificate is available in the Academic Advising office, or on our website at: <http://humadvising.humanities.mcmaster.ca/missedacademicwork/>

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

- 2) Following verification of the documentation, the Academic Advising office will notify your instructor(s) of your absence. **Follow up directly with your instructor(s) to discuss possible relief for missed academic 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/receive messages.
- Ensure the correct contact information is provided for all instructors.
- Refer to the course outline to confirm the value of missed work.
- Contact the instructor(s) immediately following processing to discuss relief for missed work.

Failure to follow these instructions may result in no relief given for missed work. Please note that Notification of Absence forms may take up to 3 business days to process.

If you need to request an extension beyond the last day of classes, you *must* meet with an Academic Advisor in the Faculty of Humanities office. Office hours and contact information can be found here: <http://humadvising.humanities.mcmaster.ca/contact-us/>

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and being collected under section 39 (2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario. Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall 209, McMaster University