

M.S.A.F. ADMINISTRATIVE REPORT REQUEST

Date: _____ Student Number: _____

Name: _____ Email: _____ @mcmaster.ca

Course Code (e.g. HUMAN 1VV3)	Missed Academic Work (e.g., test, essay, etc.)	Weight %	Due Date	Instructor	Instructor Email (@mcmaster.ca)

Duration of absence: FROM _____ TO _____

Reason for absence:

If you have previously submitted an M.S.A.F. Self-Report or M.S.A.F. Administrative Report for this term, has the work now been completed and/or graded? Please explain.

Please read through the following important information:

- To submit an M.S.A.F Administrative Report request, complete this form and submit it to Chester New Hall 107 or the [Humanities Documents Drop Folder](#). An appointment with a Humanities Academic Advisor may be required to discuss an M.S.A.F. Administrative Report. If this is the case, students will be notified via their McMaster email.
- Students must contact the Humanities Student Experience Office (Academic Advising) to report their absence **within 24 hours of returning to their academic activities**. Failure to contact and report an absence promptly may negate the opportunity for relief.
- It is every student’s responsibility to review and understand the [Policy on Requests for Relief for Missed Academic Term Work](#) in its entirety.

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- Medical or other supporting documentation may be requested. If requested, supporting documentation should be attached and submitted with this form. If the absence was due to medical reasons, students should arrange for a health practitioner fill out a [McMaster Student Health Certificate](#) for submission. The University reserves the right to require students to obtain medical documentation from the Student Wellness Centre.
- The Student Experience Office (Academic Advising) will notify you if your request has been granted and your instructor(s) of your absence. Students must immediately follow up with their instructor(s) after being notified that their request has been processed. Failure to do so may negate the opportunity for relief. It is the prerogative of the instructor(s) to determine the appropriate relief. Please note that M.S.A.F. Administrative Reports may take up to three (3) business days to process.
- If an extension is needed beyond the last day of classes, students must arrange to meet with a Humanities Academic Advisor in a timely manner to discuss such requests. Office hours and contact information can be found here: <https://humadvising.humanities.mcmaster.ca/contact-us/>

Please read and check-off the following to acknowledge your understanding that 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(s) to confirm the value of missed work,
- Contact the instructor(s) immediately to discuss relief for missed work if approved, and
- If there are any discrepancies with the information reported above, the request for relief may be denied/rescinded.

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

YES NO

I agree to all the terms, as explained above.

Student Signature: _____

Date: _____

Please submit this form to Chester New Hall 107 or the [Humanities Documents Drop Folder](#).

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

FOR OFFICE USE ONLY:

Advisor: _____

Notes:

MSAF SENT _____

EMAIL SENT _____

DB/TRACKER _____

Signature: _____

Date: _____