

**PETITION FOR SPECIAL CONSIDERATION:
Request for Deferred Term Work**

Date: _____ Student Number: _____

Name: _____ Email: _____@mcmaster.ca

I am requesting deferred term work privileges for the following course (one course per form):

Course Code (e.g. HUMAN 1VV3)	Term	Instructor	Instructor Email (@mcmaster.ca)

I have not completed the following work in this course:

Academic Work (e.g., test, essay, etc.)	Weight (%)	Original Due Date	New Due Date (Office Use Only)

Give a brief reason for your request.

If you have previously submitted an MSAF Self-Report or MSAF Administrative Report for any of the work listed above, was the work attempted and/or graded? Please explain.

Please read through the following important information:

EXTENSIONS BEYOND THE LAST DAY OF CLASSES:

- Students may petition the Humanities Student Experience Office (Academic Advising) if they require an extension beyond the last day of classes for extenuating circumstances. Supporting documentation will be required, but will not ensure, the approval of a petition.

(continued next page)

- **Students must meet with an Academic Advisor in the Faculty of Humanities before submitting a Request for Deferred Term Work form.** To book an appointment please visit: <https://humadvising.humanities.mcmaster.ca>

EXTENSIONS BEYOND THE LAST DAY OF EXAMS:

- Extensions beyond the last day of examinations can only be granted by the Humanities Student Experience Office (Academic Advising).
- If students wish to submit a request for deferred term work, they must complete the Request for Deferred Term Work form, attaching supporting documentation, such as a doctor’s note, and submit it to Chester New Hall 107.
- If the application is approved, students may receive up to a 30-day extension for a 3-unit course or up to a 60-day extension for a 6-unit course. This is the maximum amount of time granted for the late submission of course work.
- Students will be notified by email regarding the decision of a Petition for Special Consideration.
- No further extensions of the deadline will be granted.

Please read and check-off the following to acknowledge your understanding:

- It is the student’s responsibility to follow up with the instructor regarding the submission of any approved deferred term work.
- University guidelines stipulate the maximum extension that may be granted is 30 days for a 3-unit course and 60 days for a 6-unit course past the end of the term.
- If there are any discrepancies with the term work reported above, the request for deferred term work privileges may be denied/rescinded.

I agree to all the terms, as explained above.

Student Signature: _____

Date: _____

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

<p>FOR OFFICE USE ONLY:</p> <p style="text-align: center;"><input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED</p> <p>Notes: _____</p> <p>Signature: _____ Date: _____</p>	<p><input type="checkbox"/> DB _____</p> <p><input type="checkbox"/> SS _____</p> <p><input type="checkbox"/> EMAIL _____</p> <hr/> <p style="text-align: center;">Graduating?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
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