

REQUEST FOR RELIEF FROM MISSED ACADEMIC WORK

GENERAL INFORMATION

- The Request for Relief for Missed Academic Work form may be used when the medical or personal situation causing the work to be missed lasts more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or where the MSAF has been used previously in the same term.
- Requests for Relief from Missed Academic Work must be made with supporting documentation to the School of Nursing within 5 working days of the missed work.
 - Please note: The McMaster Student Absence Form (MSAF) can be used to request accommodation for missed academic work due to minor medical situations that last up to 3 days. The MSAF can be used once per term. Please see the following website for information: <http://www.mcmaster.ca/msaf/>
 - This form cannot be used during the final examination period. Please see the *Petition for Special Consideration: Request for Deferred Final Examination (Form B)* form to request special consideration during the final examination period.
- A Request for Relief for Missed Academic Work form must be accompanied by supporting documentation outlining the medical reasons or extenuating circumstances which made it impossible for the student to complete the academic work on the scheduled date.
 - Examples of documentation include: doctor's note, obituary, funeral card, police report, letter from faith leader or therapist, or the McMaster Student Health Certificate which can be found: <http://nursing.mcmaster.ca/docs/default-source/Documents-and-Files/hth-cert.pdf?sfvrsn=0>
 - If additional documentation is required upon review of the request, the School of Nursing will contact the student.
- Requests for Relief from Missed Academic Work are only considered for extenuating medical or personal reasons. If you are unsure if your situation constitutes an extenuating medical or personal situation, please contact Academic Advising Services (see contact information below).
- Decisions regarding Request for Relief for Missed Academic Work are final. In accordance with the Student Appeal Procedures, decisions made on Request for Relief for Missed Academic Work cannot be appealed to the Senate Board for Student Appeals. If a student feels his/her human rights have been violated, they may contact Human Rights & Equity Services in Room 212 of the McMaster University Student Centre, to initiate a complaint.
- Any concerns regarding the granting of relief should be directed to the School of Nursing Program Office. Requests for relief should be made with a commitment to academic integrity in mind. Requests that deviate from this commitment will be handled under the [Academic Integrity Policy](#) and [Code of Student Rights and Responsibilities](#), where appropriate.

GUIDELINES FOR COMPLETING THIS FORM

- This form must be fully completed by the student and **must be accompanied** by supporting documentation (see above). Please submit the form and documentation to the appropriate site:
 - Mohawk & McMaster site students – BScN Academic Advising Services in-person HSC 2J36; via email (bscnadvising@mcmaster.ca); or fax (905-570-0667)
 - Conestoga site students – BScN Academic Advisor at Conestoga in-person Doon Main Building 3B; via email (bscnadvising@conestogac.on.ca); or fax (519-748-3562)
- The School of Nursing will review the request and notify the student via email once a decision has been reached.

REQUEST FOR RELIEF FROM MISSED ACADEMIC WORK

This form must be fully completed by the student and submitted to the School of Nursing within five (5) business days of the missed academic work. Please read and follow the guidelines on page 1 of this form.

STUDENT INFORMATION

Student Name: _____ **McMaster Student #:** _____

McMaster Email Address: _____ @mcmaster.ca **Telephone Number:** _____

Site: McMaster Mohawk Conestoga **Level:** 1 2 3 4

Program Stream: Basic (A) Post RPN (E) Accelerated (F)

MISSED ACADEMIC WORK INFORMATION

Please provide information about the academic work for which you are requesting special consideration:

Term: 20____ Fall Winter Spring/Summer

Impacted course(s) and academic work:

Course Code <i>e.g. HTHSCI 1LL3</i>	Description of Missed Academic Work <i>eg. midterm, participation, essay #2 deadline</i>	Weight (%) of Missed Work	Date of Missed Work	Instructor
1.				
2.				
3.				
4.				
5.				

REASON FOR MISSING ACADEMIC WORK

Please outline the reason(s) you were unable to complete the above listed academic work on the scheduled date (attached additional pages if more space is needed):

I have read and understand the McMaster BScN Program Request for Relief for Missed Academic Work policies.

I have attached supporting documentation and have clearly explained the circumstances of my request.

I verify that the information contained in this petition package is complete and valid. I acknowledge that submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines is considered to be Academic Dishonesty under the University's policy on Academic Integrity, and that offences will be dealt with by following procedures set out in the University's Academic Integrity Policy.

Student signature: _____ **Date:** _____

FOR OFFICE USE ONLY

VERIFIED NOT-VERIFIED Academic Advisor: _____ Date: _____

LEAD(S)/COORDINATOR(S) CONTACTED: _____ Date: _____

STUDENT CONTACTED by: _____ Date: _____

DATABASE UPDATED by: _____ Date: _____