

MSAF Type B - Administrative Report Request Form

STUDENT INFORMATION

Student Name: _____ McMaster Student #: _____

McMaster Email Address: _____@mcmaster.ca Level: 1 2 3 4

Site: McMaster Mohawk Conestoga Program Stream: Basic (A) Post RPN (E) Accelerated (F)

MISSED ACADEMIC WORK INFORMATION

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.

I have read and understand the University's [Policy on Requests for Relief for Missed Academic Term Work](#).

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

Student signature: _____

Date: _____

GUIDELINES FOR COMPLETING AND SUBMITTING THIS FORM

- This form must be fully completed by the student and **must be accompanied** by supporting documentation. Find information about **supporting documentation requirements** in the Undergraduate Calendar [here](#). Please submit the form and supporting documentation to : bscnadvising@mcmaster.ca

The BScN Program will review the request and notify the student via email once a decision has been reached.