**MSAF (*ADMINISTRATIVE REPORT*) REQUEST**

**Students must contact the Program Office to report their absence within 24 hours after returning to their academic activities.**

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| **Name:** | **Student No:** |
| **Email:** | **Level:** |

**Dates of absence:**

**Reason for missed course work:** (Please be as specific as possible. Provide any additional information you believe necessary to support your request. You may attach additional sheets, if necessary)

**Please read the following carefully:**

1. The MSAF *(Administrative Report)* should be used for:

* Medical or personal situations lasting **more than three (3) calendar days**; and/or
* missed academic **work worth 25% or more of the final grade**; and/or
* any request for relief in a term where the MSAF (Self-Report) tool has already been used once.

1. Supporting documentation may be required. 
   * If the reason for a request for relief is medical, the documentation provided should be the approved McMaster University Medical Form covering the relevant dates. The student must be seen by a doctor at the earliest possible date, normally on or before the date of the missed work and the doctor must verify the duration of the illness.
   * If the reason is non-medical, documentation provided should have verifiable origin and cover the relevant dates, and should normally be submitted within three (3) business days.
2. Normally, relief for missed work will **not** be provided:

* where the cumulative value of missed work within a course is greater than 35% (prior to the exam period); or
* for more than **two** MSAF (*Administrative Report)* requests within a single term.
* Students must come to the Program Office to discuss their options when the cumulative value of missed work within a course is greater than 35%, or they have exhausted their one *MSAF (Self Report)* and two *MSAF (Administrative Reports)*, and further work is missed.

1. The [*Policy on Requests for Relief for Missed Academic Term Work*](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/quick-link-students/) cannot be used:
   * for academic work that has already been completed or work that has been attempted (which includes the viewing and/or partial completion of on-line assessments (quizzes, tests, etc.);
   * to seek an accommodation to meet religious, Indigenous or Spiritual Observances (see the [*Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances*](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/quick-link-students/));
   * to seek an accommodation related to a permanent or temporary disability, or a retroactive accommodation (see the [*Policy Academic Accommodation of Students with Disabilities*](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/quick-link-students/)); or
   * to apply for relief for any final examination or its equivalent (see [Petitions for Special Consideration](https://academiccalendars.romcmaster.ca/content.php?catoid=53&navoid=10750#petitions-for-special-consideration)).

**Please see next page**

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| **COURSE CODE**  (e.g., ARTSSCI 1A03) | **ACADEMIC WORK MISSED**  (e.g., quiz, test, essay) | **% OF FINAL GRADE** | **DATE OF MISSED WORK** | **INSTRUCTOR NAME & EMAIL** |
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**Have you previously submitted an MSAF (*Self Report or Administrative Report*) for any other work in this course / these courses? (Y/N):**

**Note: You must check each box and sign below**

The information provided is complete and accurate.

I understand the notes listed above.

I have not already requested relief via an MSAF(*Self Report* or *Administrative Report)* for any piece of work listed in the chart above.

If approved, I will contact my instructor immediately regarding my missed work.

**Failure to comply with these instructions may result in forfeiting any consideration made for my missed work.**

**Student Signature:**  **Date:**

The information gathered on this form is collected under the authority of the McMaster University Act, 1976, and according to the University’s Notice of Collection, Use, and Disclosure Statement (<https://secretariat.mcmaster.ca/privacy/notice-of-collection-use-and-disclosure/>).

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| **FOR OFFICE USE ONLY**  Approved  Denied **Date Received:**  **Comments:**  **Authorizing Signature**: **Date:** |