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

Students must contact the Arts & Science Program Office to report their absence within **one (1) calendar day** after returning to their academic activities. Failure to contact and report an absence promptly will negate the opportunity for relief.

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

**Dates of absence:**

**Reason for missed course work:** (Please explain the extenuating circumstance(s) that led to the missed work, including the timeframe when you were unable to complete work. You do NOT need to disclose specific personal details like a medical diagnosis; simply describe the nature of the limitation or restriction such that the University can assess needs and determine whether the request for relief will be granted and/or if it should be referred for processing under another policy or procedure.)

**Please read the following carefully:**

1. The MSAF *(Administrative Report)* can be used for:
* extenuating circumstances 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, but students should **not** send documentation unless it has been requested by the Program Office.
	* When requested by the Program Office, students shall submit the McMaster University Student Health Certificate (completed by the licensed/registered health practitioner).
	* Supporting documentation does not require the disclosure of a medical diagnosis but must be sufficient to allow the University to determine reasonable relief and/or explore reasonable alternatives.
2. Students must arrange a meeting with the Program Office:
* for absences that last **more than two weeks** or relief may not be provided.
* when the cumulative value of missed work within a course is **greater than thirty-five percent (35%);** and/or
* they have exhausted their one MSAF (Self Report) and two MSAF (Administrative Reports), and further work is missed.
1. Normally, relief for missed work will not be provided:
	* where the cumulative value of missed work within a course, prior to the exam period, is **greater than thirty-five percent (35%)**; or
	* for more than two (2) MSAF (Administrative Report) requests within a single term.
2. Students may only apply the MSAF Policy once to a single piece of work. A second MSAF submission for the same piece of work is not permitted.
3. 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)).
4. For approved MSAF (*Administrative Report)* requests, Students must contact their instructor(s) no later than **one (1) calendar day** after being notified that their request has been processed unless the course outline states otherwise. Failure to do so may negate the opportunity for relief.

 **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 (no later than **one calendar day**) regarding my missed work.

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

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

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

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