

DeGroot School of Business

PETITION FOR RELIEF FOR MBA MISSED TERM WORK

Date: _____ Student #: _____

Name: _____ E-Mail: _____

Level: _____

Phone #: _____

PLEASE NOTE: An Application for Deferred MBA Final Examination form must be completed for FINAL exams that are missed.

Supporting documentation must be attached.

COURSE CODE	TERM	INSTRUCTOR	ACADEMIC WORK MISSED	DATES MISSED

- If the relief sought is for compassionate circumstances (i.e. death in the family), documentation must be provided.
- Approval of this Petition for Relief form does not exempt the student from any component of the course for which they are requesting special consideration. I understand that it is my responsibility to speak with my Instructor immediately regarding missed work.

Date Student Signature

Approved

Not Approved

Notes:

Authorizing Signature:

This request must be submitted to RJC-316 five working days upon returning to school.

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, and statistical purposes of the DeGroot School of Business including, but not limited to, maintaining records; academic counseling and the administration of examinations. Personal student information provided on this form will not be used for any unrelated purpose without the consent of the student. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the Associate Dean, DeGroot School of Business.