

## APPLICATION FOR RELIEF FROM THE FACULTY'S ACADEMIC REGULATIONS UNDERGRADUATE STUDENTS ONLY

A student seeking relief from the School of Business Academic Regulations must apply in writing using this form. This application must be received by the Manager, Undergraduate Programs, DSB-112, by the deadline date indicated below:

Session starting in:            September            **Deadline Date:            June 30**

All applications are reviewed by the *Undergraduate Recruiting, Admissions and Student Affairs Committee*. Consideration is only intended for students who have experienced extenuating circumstances, which affect or have affected academic performance. As students will not have the opportunity to appear in person before the Committee, it is imperative that requests are clearly outlined and the extenuating circumstances well documented. Your submission should be typed and include the following information. **Please check off the boxes provided confirming the required information is in your letter.**

Your letter must answer the following questions **in detail** (please be as comprehensive as possible):

- 1) Contact Information: Full Name | Student Number | McMaster Email Address | Telephone
- 2) What specific relief are you seeking from this Committee?
- 3) What are the extenuating circumstances that were interfering with your performance?
- 4) When did you first notify the SE-Academic Office of your situation (who did you speak to)?
- 5) What advice were you given?
- 6) Has the situation been resolved? If so, how? If not, why not?
- 7) List of attached supporting documentation. It is highly recommended that you provide documentation to substantiate your case. This documentation should explain the duration, severity and impact of the situation as it relates directly to your academic performance. It should come from a party with first-hand knowledge of the situation.

The approval of this petition may result in significant **OSAP implications**. Please contact Student Financial Aid & Scholarships, GH-120 as supporting documentation may be required. More information is available at [sfas.mcmaster.ca](http://sfas.mcmaster.ca).

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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 DeGroote 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, DeGroote School of Business.