

## Request for Full-Time Study Off Campus

Students registered in a master's or doctoral program at Queen's University may be permitted to study at another approved university, institution, library or laboratory under certain conditions. Full-time off campus registration must be recommended by the Department and approved by the School of Graduate Studies.

<i>Student Name:</i>	<i>Student Number:</i>	<i>Degree Program:</i>
<i>Department:</i>	<i>Student Email:</i>	
<i>Address:</i>	<i>City/Province:</i>	<i>Postal Code:</i>

### Which term(s) do you wish to be registered Full-Time Off campus?

Term(s) Requested	
<input type="checkbox"/>	Fall (September 1 – December 31)
<input type="checkbox"/>	Winter (January 1 – April 30)
<input type="checkbox"/>	Spring/Summer (May 1 – August 31)

This change of status can be approved for a term or terms in the current academic session (an academic session runs from September to August each year) and, if your request is made in August, for the upcoming session. If approved, off campus status will only be granted for the term(s) requested, to a maximum of three terms. Retroactive requests cannot be approved.

### What is the name and location of the research facility you plan to study at?

What is your academic reason for leaving campus? Briefly describe the research/work you plan to accomplish during this time.

### By what means and how often will you be in contact with your supervisor?

Approval Signatures	Date
<i>Student:</i>	
<i>Supervisor:</i>	
<i>Graduate Coordinator or Dept Head:</i>	
<i>Associate Dean, SGS (or delegate)</i>	

### SCHOOL OF GRADUATE STUDIES DECISION

You will be contacted by email about the decision. Note: It is your responsibility to review the [Full-Time Off Campus](#) regulation on the SGS website. If your request is NOT approved you will be given an explanation.

(If approved) SGS will grant Full-Time Off Campus status for the following period of time:

Copies:

Records (O.U.R.)

Department

Student File