

Request for Excused Absence for Significant Event

This form should be completed and submitted a minimum of two weeks before the event, or as soon as qualification/invitation occurs, if less than two weeks' notice is not available.

Please see reverse side for additional instructions regarding submission.

Student Name: _____ Student Number: _____

Queen's Email: _____ Phone Number: _____

Faculty/School: _____ Year of Study: _____

Courses: 1) _____ 3) _____ 5) _____
2) _____ 4) _____ 6) _____

Event Details (to be completed by student)

Varsity Athletic Event Athletic Event Other Significant Event

Level of Event: Provincial National International _____

Event Organizing Body: _____

Dates of requested absence: _____ Date(s) of event: _____

Nature of Invitation: _____

Description of Event:

For international events, students must register with the Off-Campus Activity Safety Policy (OCASP) after securing academic consideration. I agree to register with OCASP.

Event Verification

I verify that _____ (name of student) has a commitment to attend the event described above. I support this student's request to participate at this event. The student is aware of their obligation to negotiate a plan for the completion of all assigned work and academic obligations, and to comply with any conditions associated with the absence.

Varsity Athletic Events (to be signed by the Executive Director of Athletics and Recreation or delegate)

Name: _____ Signature: _____ Date: _____

Other Athletic and Significant Events (to be signed by the Vice-Provost and Dean of Student Affairs or delegate)

Name: _____ Signature: _____ Date: _____

Associated Conditions, if applicable: _____

Student Signature: _____ Date: _____

Student Responsibilities Varsity Athletic Events

Send the following information to your Faculty/School Office:

1. *Completed* Request for an Excused Absence for a Significant Event Form
2. Supporting documentation from Athletics and Recreation containing travel itinerary and team travel list
3. Course instructor's information (i.e., course code, name, and email address)
4. Specific details about deadlines that will be missed, including the course, name of deliverable and date (e.g., CHEM 112 midterm on October 1st, BIOL 102 assignment #4 due October 3rd, etc.)

Student Responsibilities Other Athletic and Significant Events

Send the following information via email to vpdean.sa@queensu.ca:

1. *Completed* Request for an Excused Absence for a Significant Event Form
2. Personal statement outlining why participation in the event is significant to both the student and Queen's University
3. Copy of invitation to participate
4. Other relevant details about the event (e.g., tournament information, name of team, countries participating in event, number of teams participating in event, tournament schedule, tournament website, etc.)
5. Course instructor's information (i.e., course code, name, and email address)
6. Specific details about deadlines that will be missed, including the course, name of deliverable and date (e.g., CHEM 112 midterm on October 1st, BIOL 102 assignment #4 due October 3rd, etc.)