

## Request for Excused Absence for Significant Event/Activity

**This form shall be completed and submitted a minimum of two weeks before the event, or as soon as dates are known, 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/Program: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Course code	Instructor	Deliverable(s)

### Event/Activity Details (to be completed by student)

Varsity Athletic Event    Non-Varsity Athletic Event    Student Reserve Forces    Other

Nature of Event/Activity (check all that apply):  Provincial    National    International    Mandatory/Required

Optional Participation    Other \_\_\_\_\_

Event/Activity Organizing Body: \_\_\_\_\_

Dates of requested absence: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

Role in Event/Activity: \_\_\_\_\_

Description of Event/Activity:

For **university sanctioned 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 \_\_\_\_\_ 's(name of student) request meets the [Policy's](#) criteria to attend the event/activity described above. I support this student's request to participate at this event/activity. The student is aware of their obligation to work with their instructor(s) 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: \_\_\_\_\_

**Non-Varsity Athletic, Student Reserve Forces, or Other 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 per their academic considerations instructions:**

1. *Completed* Request for an Excused Absence for a Significant Event/Activity Form
  - Including: course codes, instructor names, deliverables with specific details (e.g., CHEM 112 midterm on October 1<sup>st</sup>, BIOL 102 assignment #4 due October 3<sup>rd</sup>, etc.)
2. Supporting documentation from Athletics and Recreation Varsity Coach or Coordinator containing travel itinerary and team travel list

## **Student Responsibilities: *Non-Varsity Athletic, Student Reserve Forces, or Other Significant Events/Activities***

**Send the following information via email to [supportservices@queensu.ca](mailto:supportservices@queensu.ca):**

1. *Completed* Request for an Excused Absence for a Significant Event/Activity Form
  - Including: course codes, instructor names, deliverables with specific details (e.g., CHEM 112 midterm on October 1<sup>st</sup>, BIOL 102 assignment #4 due October 3<sup>rd</sup>, etc.)
2. Personal statement outlining why participation in the event/activity is significant; and other relevant details about the event (e.g., tournament information, name of team or Reserve class, countries or members participating in event, event/organization website, schedule, etc.)
3. Copy of invitation to participate or supporting documentation from chain of command
4. Any other relevant materials/documents/information to support your request