

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 1st, BIOL 102 assignment #4 due October 3rd, 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:

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 1st, BIOL 102 assignment #4 due October 3rd, 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