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: ____________________________

<table>
<thead>
<tr>
<th>Course code</th>
<th>Instructor</th>
<th>Deliverable(s)</th>
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**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 ordelegate)

Name: ____________________________  Signature: ____________________________  Date: ____________________________

Associated Conditions, if applicable: ____________________________

Student Signature: ____________________________  Date: ____________________________

Completion of this form constitutes a request.

Date of last update: May 2021
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