

Student Responsibilities:

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:

Send the following information via email to StudentAffairs@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.

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.

Event/Activity Details