

# SKHS Graduate Seminar Series Attendance Exemption Form



## Background

The School of Kinesiology and Health Studies is an interdisciplinary department, which aims to promote diverse scholarship on human movement, health, and well-being. The SKHS graduate programs play a crucial part in fulfilling the School's interdisciplinary mission as students and faculty produce a breath of research showing the interconnectedness of different intellectual approaches and fields of study. The Graduate Seminar Series is a unique opportunity for students, faculty, and staff to celebrate the vast scope of our program and to advance the multi-disciplinary conversation across research fields, groups, and labs.

Full-time master's students (years 1-2) and full-time doctoral students (years 1-4) are required to attend a minimum of 80% of the sessions each year. We understand that there are occasions when you will be unable to attend a seminar session due to various circumstances. This form is to be used to track those occasions, and it must be signed by your Supervisor.

## Process

For **planned exemption requests** (e.g., data collection, conference travel, academic exchange), this form must be sent via email to the SKHS Graduate Assistant ([skhs.grad@queensu.ca](mailto:skhs.grad@queensu.ca)) no less than two days in advance of the requested exemption date (i.e., on Monday for a Wednesday seminar).

### Reason for Planned Request:

- Data collection
- Conference travel
- Academic exchange
- Other: \_\_\_\_\_

For **unplanned exemption requests** that are beyond the student's control (e.g., illness, emergency), this form must be sent via email to the SKHS Graduate Assistant ([skhs.grad@queensu.ca](mailto:skhs.grad@queensu.ca)) within one week following the missed seminar.

### Reason for Unplanned Request:

- Illness
- Emergency
- Other: \_\_\_\_\_

**Date of Exemption:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date