



# Graduate Seminar Series Attendance Exemption Form

## Background

As part of the degree program requirements all 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 graduate seminar series dates each academic session. There are occasions that arise wherein a student is unable to attend due to various circumstances. This form is to be used to track those occasions. The record will be retained by the SKHS Graduate Office to verify annual attendance for each SKHS graduate student.

## Process - Planned Exemption Request

For **planned exemption requests** (i.e., conference travel, data collection, TA responsibilities, exchange), this form must be submitted to the SKHS Graduate Assistant in KHS 206 two days in advance of the requested exemption date (i.e., on Monday for a Wednesday seminar). The student may submit one Exemption Form for a full Term where they will be unavailable due to an ongoing responsibility.

## Reason for Planned Request:

- Off-site data collection
- Conference
- Academic Exchange
- Other: \_\_\_\_\_

## Unplanned Exemption Request

Exemption requests for **reasons beyond** the student's control (i.e., illness, emergency) must be submitted to the SKHS Graduate Assistant in KHS 206 within one week following the missed seminar.

## Reason for Unplanned Request:

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date