**YEAR 1 AND 2 EVENT APPROVAL FORM**

Please select appropriate option:

<table>
<thead>
<tr>
<th>ACADEMIC</th>
<th>NON-ACADEMIC</th>
</tr>
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In circumstances involving individual arrangements for a student to attend an event, a request for approval must be directed to the Office of the Assistant Dean for Student Affairs for review and consideration at least 4 weeks in advance of the event using the form available online or hard copy from Office of Student Affairs. The Assistant Dean in consultation with any course directors leading course activities affected by the student’s absence will approve or disapprove the request. It is at the discretion of the Assistant Dean to determine whether an approved absence is granted. In determining whether an approval will be granted, the Assistant Dean will take into consideration the ongoing performance of the student including their academic standing, the nature of the event, the number of excused and unexcused absences, and the justification provided by the student. The Assistant Dean for Student Affairs will notify the student of his/her decision within 10 days of receiving the form. If the form is received within less than 4 weeks of the event, it may be considered, but only approved under exceptional circumstances.

The Course Director in consultation with the Assistant Dean for Student Affairs will determine the option for makeup work due to valid absence(s).

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__________________________________________  __________________________
Student Name (Printed)  Student Signature

Name of event: __________________________________________________________

Date(s) of proposed absence: ______________________________________________

Courses/Assignments/Assessments that will be missed due to absence: ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Make up assignment/assessment plan: ______________________________________

________________________________________________________________________

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__________________________________________  __________________________
Review/signature by Assistant Dean/Student Affairs  Date