



DKPE Graduate Seminar Series, McGill University Attendance Exemption Form

The purpose of DKPE seminar series is to provide graduate students with the opportunity to gain a greater understanding of the multidisciplinary research within Kinesiology and Physical Education fields.

Requirements

Graduate student within the DKPE are required to register to four 1.5 credit seminar courses (EDKP 621, 622, 623, 624).

Exemption Form

The exemption form was created to provide an official tracking mechanism for occasions when students are unable to attend a specific DKPE Graduate seminar. This form will be retained by the DKPE Graduate Program Director's office to verify attendance for each DKPE graduate student after each semester. It is the DKPE graduate student's responsibility to complete this form, have it signed by their supervisor and [email it](#) to the DKPE Graduate Seminar Coordinator (**with supervisor in CC**). Electronic signatures are accepted.

Complete one of the following two sections based on the request: planned or unplanned

A) Planned exemption request (e.g., conference travel, data collection, exchange)

This section must be completed and sent to the DKPE Graduate Seminar Coordinator at least two (2) working days prior to the seminar (i.e., on Friday for a Tuesday seminar).

Select the reason for planned exemption:

- Off-site data collection
- Conference
- Teaching assistantship
- Participation in a seminar outside of DKPE
- Other: _____

B) Unplanned exemption request (e.g., illness, emergency)

This section must be completed and sent to the DKPE Graduate Seminar Coordinator within one (1) week following the missed seminar.

Reason for unplanned exemption:

- Illness
- Emergency
- Other: _____

Student's Name: _____ Date of Exemption: _____

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____