

**INSTRUCTIONS:** Mandatory fields outlined in red (N/A excusal reason not being used). Once you have the form filled out -  
1) Contact your advisor to verify no other section is available to avoid an excusal request; have advisor sign statement below.  
2) Deliver to appropriate **Deputy Commandant for approval.** 3) Submit as attachment to [leketa@vt.edu](mailto:leketa@vt.edu) before deadline listed at bottom.

### **CORPS LAB EXCUSAL REQUEST FORM**

Date of Request:  
Last Name: First Name:  
Email: Company:

**Class that conflicts with Corps Lab:**  
Course / Course #: CRN:  
Instructor:  
Day(s) class meets:  
Time class meets:  
Reason for Conflict:  
Steps taken to resolve conflict:

**Activity that conflicts with Corps Lab:** (see Corps Regulations for valid Corps Lab excusal reasons)

Activity:  
Advisor/Employer:  
Day(s) activity meets:  
Time activity meets:  
Reason for Conflict:  
Steps to resolve conflict:

If this excusal request is approved, I understand I am responsible for obtaining all information announced at each Corps Lab and will participate in all other Corps events outside Corps Lab. Additionally, I am responsible for attending Corps Lab if the conflicting class/activity is cancelled or ends prior to the end of Corps Lab.

\_\_\_\_\_ signature of requesting cadet

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I, \_\_\_\_\_, affirm that this cadet must take this section of this  
academic/activity advisor printed name  
course/activity this semester.

\_\_\_\_\_ signature of academic/activity advisor Date

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**Corps Lab excusal is:**

**Signature:** \_\_\_\_\_  
Deputy Commandant Date

**NOTE:** Corps Lab is mandatory for ALL Cadets, regardless of class year. The schedule of Corps Lab Events will be promulgated before each semester by the Director of the Rice Center and accountability at Corps Lab will be coordinated by the Cadet Chain of Command to the Regimental/ Battalion S-1 and the Deputy Commandants.

***(Completed form due [leketa@vt.edu](mailto:leketa@vt.edu) no later than noon on Friday of the First week of classes)***