

January 2018

Dear University of Utah Faculty,

The College of Fine Arts will hold its annual Scholarship Recognition Tea on **Wednesday, February 21, 2018**, in David P. Gardner Hall from 4:00-5:30 PM. This annual event is **an officially sanctioned** University activity (Policy 6-100, III, Section 15), and it is an important event for College of Fine Arts scholarship recipients to attend.

We respectfully request that instructors allow the student presenting this letter to miss class and attend this official University event. Of course, the student would be responsible to make up any work missed from the absence.

A copy of this letter is available on the College of Fine Arts website at: [Donor Scholarship http://www.finearts.utah.edu/giving/donor-scholarships](http://www.finearts.utah.edu/giving/donor-scholarships)

Thank you for your consideration of this request and your support of our students.

Sincerely,



Liz Leckie
Assistant Dean for Undergraduate Affairs
College of Fine Arts