



January 2019

Dear University of Utah Faculty,

The College of Fine Arts will hold its annual Scholarship Recognition Tea on **Wednesday, February 13, 2019** in the G.W. Anderson Family Great Hall at the Utah Museum of Fine Arts 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. The student would be responsible to make up any work missed from the absence. The Chair/Director of the student's academic area within the College of Fine Arts has received a list of the scholarship recipients for their reference. If you have any questions regarding the Scholarship Tea, please contact Blake Bratcher, *Development Specialist*, at blake.bratcher@utah.edu or (801)585-9859.

A copy of this letter is available on the College of Fine Arts website at:
<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
Associate Dean for Undergraduate Affairs
CFA Deputy Title IX Coordinator
College of Fine Arts