



September 5, 2025

Dear University of Utah Faculty,

The College of Fine Arts will hold its annual CFA Gala **on September 24, 2025**, in Kingsbury Hall from 10:45 AM-12:15 PM. This annual event is **an officially sanctioned** University activity (Policy 6-100, III, Section O), and it is an important event for College of Fine Arts students (undergraduate majors and graduate students) to attend.

We respectfully request that instructors allow students 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.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Liz Leckie', with a stylized, scribbled flourish at the end.

Liz Leckie, PhD
Associate Dean for Undergraduate Student Affairs