



## Approval Form for Attending Off-Campus Events

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|---------------|--|----------------|--|
| Student Name: |  | Student email: |  |
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**DESCRIPTION OF OFF-CAMPUS EVENT YOU WISH TO ATTEND:**

**DATE(S) OF EVENT:**

**CLASSES YOU WILL MISS:**

| Name of Class | Instructor | Instructor Signature |
|---------------|------------|----------------------|
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**RINGLING COLLEGE OF ART AND DESIGN ATTENDANCE POLICY REGARDING ATTENDING PROFESSIONALLY-RELATED OFF CAMPUS EVENTS DURING THE SEMESTER:**

A maximum of one class absence may be excused for students who are attending conferences directly connected to their major and future profession (e.g. Miami-Basel, AWP, GDC). Such absences must be certified in advance by the department head of the student's major, by the program director of Liberal Arts (if Liberal Arts class absences are affected), and by the Vice President of Academic Affairs by completing and submitting this form. Instructors of classes that will be missed must be informed in advance. Instructors may assign additional work in lieu of the students' attendance. (Ringling College of Art and Design catalog)

**Form must be completed at least 14 days in advance of event.**

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|---------------------------------------------------------------|----------------|
| Approved by Department Head of student's major:               | ____/____/____ |
| Approved by Program Director of Liberal Arts (if applicable): | ____/____/____ |
| Approved by Vice President for Academic Affairs:              | ____/____/____ |