March 22, 2022

Dear Faculty Member,

As stated in the 2021-2022 JWU Student Handbook under the section “Participation in Athletics or Other University-sanctioned Events, all students participating in university-sanctioned events, including but not limited to, athletics (games and related travel, student organizations, etc.), only on occasion may have to miss class. **Students must notify the faculty member in advance of the missed class.** Any student who misses class for this reason should not be penalized and any work should be allowed to be made up in a timely fashion as discussed between the faculty and the students. Students in this situation are responsible for all material missed in class.”

Please excuse this student on **Tuesday, March 22nd, 2022**, from your class as he or she will be attending the 8th Annual Sports, Entertainment, Event – Management Leadership Conference which will be taking place in Schneider Auditorium from 11am to 4:45pm. This event is particularly important for Sports, Entertainment, Event – Management majors as it will provide attendees with key insights and networking opportunities that will be beneficial to their careers.

In order to verify event attendance, all students who will miss a non-SEEM class have been instructed to have a SEEM faculty member sign off on this form. The student will then return this form to you as verification of their participation in the conference.

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Student Name SEEM Faculty Signature

Thank you for your cooperation.

Lee Esckilsen, Department Chair

Sports, Entertainment, Event - Management

401-598-1299

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