



Office of the Registrar
Registrar@saybrook.edu

CONFIRMATION OF ATTENDANCE AT SUBSTITUTE CONFERENCE

This form is for students to confirm their conference attendance to meet the substitute conference requirement.

FACULTY INSTRUCTIONS:

- 1) Please fill out the form below upon receiving student's documentation of attendance at the substitute conference indicated in the Conference Substitution Form. Return from the Registrar's Office.
- 2) Please note that this process substitutes for meeting the conference residency requirement ONLY. Attendance at a substitute event does not earn units of credit.

SECTION I: TO BE COMPLETED BY STUDENT

| | | | |
|--|-----------|------------------|--|
| Student Name: | | | |
| Program: | | | |
| Substitute Conference to be Attended: | | | |
| Dates: | to | Location: | |

SECTION II: TO BE COMPLETED BY FACULTY/DEPARTMENT CHAIR

(All signatures must be obtained before submitting to the Registrar's Office.)

(by signing, I confirm that the student has met the requirements of the Learning Agreement) **Date**
Learning Agreement Faculty

Department Chair **Date**

SECTION III: TO BE COMPLETED BY REGISTRAR'S OFFICE

| FOR OFFICE USE ONLY | | | |
|-----------------------------|--|------------------------|--|
| Registrar Processed: | | Date Processed: | |