



Office of the Registrar

Registrar@saybrook.edu

SUBSTITUTE RESIDENTIAL CONFERENCE AUTHORIZATION REQUEST

This form is for students who wish to request a substitute conference for the Residential Conference.

INSTRUCTIONS:

- 1) Once you have identified an executive or teaching faculty member, or department chair, able to work with you, establish a Learning Agreement with that person. Have the faculty member approve the substitution and send the completed form to the Registrar's Office at least two weeks in advance of the substitute conference.
- 2) Provide documentation of attendance to the faculty member and complete the establish Learning Agreement. The faculty member must notify the Registrar's Office of completion of the Learning Agreement and dates of your attendance at the substitute event by completing and submitting the **Confirmation of Attendance at Substitute Conference** form.
- 3) 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:			
RC (Semester) to be Substituted:		Learning Agreement Established With:	
Substitute Conference to be Attended:			
Dates:	to	Location:	
Sponsoring Organization:			
Website:			
Have you completed a Substitute Conference Previously? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If so, What Semester?			

SECTION II: TO BE COMPLETED BY FACULTY/DEPARTMENT CHAIR

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

Learning Agreement Faculty	Date
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Department Chair	Date
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SECTION III: TO BE COMPLETED BY REGISTRAR'S OFFICE

FOR OFFICE USE ONLY			
Registrar Processed:		Date Processed:	