



University at Buffalo
The State University of New York

Department of Media Study
College of Arts and Sciences

MEMORANDUM

TO: Director of Graduate Studies
FROM: _____
DATE: _____
RE: REQUEST FOR ABSENCE FROM TEACHING

Date(s) of intended absence: -----

Reason: Please list specific conference/exhibition and your participation.
Include titles of papers, lectures, works shown, panels, etc.

Arrangements to cover class(es):

Approved: _____

Disapproved: _____

cc: _____