

Special Permission for the Late Submission of a Film for SOFA Screenings

Student name _____

Title of Film _____

Class Name _____

Class Number _____

Note on Policy:

Students may only be granted permission to submit a film to screenings beyond the submission deadline for one of the following reasons:

- 1) The student has a medically documented illness, or family emergency that impacts their ability to submit by the deadline.
- 2) The student is completing the film from outside Rochester and the student's travel schedule will not allow the student to be in Rochester until after the deadline (Note, this accommodation is applicable only for fully remote students who do not have adequate access to the RIT servers for upload and submission).
- 3) The student had been completing the film according to schedule, before a documented and significant breakdown of RIT facility support prevented completion.

Instructor, please state reason for this late submission and confirm your advocacy.

Signature of Instructor

_____ Date _____

Signature of SOFA School Director

_____ Date _____