

### BIENEN SCHOOL OF MUSIC

#### Policy

To be used when a student is requesting to miss 2 or more sessions of the same class.

Students are expected to attend all sessions of courses and ensembles for which they are registered, and are responsible for complying with the attendance policy of their program, class instructors, and ensemble conductors. Performance activities such as auditions, special rehearsals or concerts, and special travel opportunities for performance off-campus are not an automatic excuse for non-attendance. Excessive absence is cause for failure in a course, and special arrangements must be made in advance for such occurrences. Private lessons missed by the student, and private lessons falling on University holidays, are not rescheduled.

#### Procedure

1. Discuss the planned short term absence with your applied lessons professor or faculty advisor. Obtain their signature approving the absence.
2. Discuss the planned short term absence with your instructors, ensemble conductors, and GA supervisors. Use the second page of this form to obtain their signatures approving the absence.
3. Obtain the Program Coordinator signature. Find current Program Coordinators [here](#).
4. Submit the completed and signed form, with either the letter of invitation or copy of program, to the Assistant Director of Graduate Services **before** the short term absence is to occur. You will be notified when the Assistant Dean of Admissions, Financial Aid and Graduate Services approves the absence(s).

#### Student Information

**Name**

**7 Digit Student ID**

**Reason for  
Absence**

**Date(s) of Absence**

#### Signatures

**Student**

**Applied Lessons Professor or Faculty Advisor**

**Program Coordinator**

**Assistant Dean**

## Course Information

<b>Course</b>	<b>Instructor</b>	<b>Instructor Signature</b>
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<b>Course</b>	<b>Instructor</b>	<b>Instructor Signature</b>
<b>Course</b>	<b>GA Supervisor</b>	<b>GA Supervisor Signature</b>
<b>Course</b>	<b>GA Supervisor</b>	<b>GA Supervisor Signature</b>