

OUTSIDE PROFESSIONAL OPPORTUNITIES POLICY

Outside professional opportunities may arise for music students. If such an opportunity directly interferes in any way with curricular responsibilities, students must first request permission from the faculty of record for each course potentially affected, including classes, opera or ensemble rehearsals and performances, etc., along with the signature of approval from the program coordinator, one of the co-chairs of the Music Performance department, and, if any course(s) in Music Studies are affected, the signature of the chair of Music Studies. The completed form with all required signatures should be submitted to the Office of Student Affairs (RCMA 2-115, undergraduate students) or the Coordinator of Graduate Services and Financial Aid (RCMA 2-114, graduate students).

Students are expected to attend all sessions of courses and ensembles for which they are registered. It is the responsibility of students enrolled in the Bienen School of Music to acquaint themselves with the attendance policy of their departments, class instructors and ensemble conductors. When one-time conflicts arise with a scheduled class or rehearsal, the student's obligation for the course or ensemble still stands. Students are welcome to work with professors on finding solutions to any schedule conflicts, however, the professor of the scheduled class has the right to uphold the attendance policy listed on the course syllabus.

Graduate students must check with the Assistant Dean for Admission, Financial Aid, and Graduate Services to make sure their absence doesn't affect aid.

STUDENT INFORMATION

Name _____ Student ID _____

Degree/s _____ Major/s _____

Instrument _____ Class Year _____

Studio Teacher _____

Dates affected by requested absence _____

Purpose of absence _____

SIGNATURES

List all courses registered for in quarter of this request

Course	Instructor Signature	Course	Instructor Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Faculty: Your signature indicates that the student may be absent without penalty for the dates affected by the requested absence.

Studio Teacher Signature _____ Date _____

Studio Teacher comments about purpose of absence _____

Program Coordinator _____ Date _____

Co-Chair of Music Performance _____ Date _____

Chair of Music Studies _____ Date _____
required if a course in Music Studies is affected by the absence

Assistant Dean _____ Date _____