

## 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 2-1115).

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.

### 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	_____
<i>required if a course in Music Studies is affected by the absence</i>			
Assistant Dean	_____	Date	_____