

Northwestern University Bienen School of Music

Short Term Absence Request Form

REGULATIONS/INSTRUCTIONS

To be used when a student is requesting to miss 2+ class sessions. Attendance: Students are expected to attend all sessions of courses and ensembles for which they are registered. Students 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. Special arrangements must be made in advance for such occurrences. Excessive absence is cause for failure in a course. Private lessons missed by the student and private lessons falling on University holidays are not rescheduled. (Graduate Student Handbook 2016-2017, 1.3)

PROCEDURE

1. Discuss the planned short term absence with your Applied Lesson/Faculty Advisor to obtain their signature.
2. Discuss and obtain signatures from all instructors, ensemble conductors, approving the absence.
3. Obtain your Program Coordinator signature and the Assistant Dean for Admission, Financial Aid and Graduate Services' signature. Submit the completed and signed form along to RCMA 2-115 along with either the letter of invitation or copy of program. This must be done BEFORE the short term absence is to occur.

STUDENT INFORMATION

Name _____ NU I.D. _____

Degree program ____MM ____DMA ____PhD Dates Missed From ____ To ____

Reason for Absence _____

COURSE INFORMATION/PERMISSIONS

Course Name: _____

Instructor Name: _____ Signature _____

Course Name: _____

Instructor Name: _____ Signature _____

Course Name: _____

Instructor Name: _____ Signature _____

SIGNATURES

Student Signature

Applied Teacher/Faculty Advisor Signature

Program Coordinator Signature

Assistant Dean for Admission, Financial Aid
and Graduate Services

OFFICE USE/APPROVAL

Date of Receipt

Bienen School of Music, Ryan Center for the Musical Arts, Room 2-115, Evanston, IL 60208-1200

Phone: (847) 491-5740

FAX: (847) 491-5260

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