Carnegie Mellon University School of Music

EXCUSED ABSENCE PETITION

Name

Class (junior, graduate, etc.)

Major (composition, violin, etc.)

I am requesting to be excused from the following academic activities:

CMU Academic Activity *(Harmony I class session, Baroque Ensemble rehearsal, etc.)*

Reason *(illness/emergency reason or outside professional opportunity/non-emergency reason – Please provide complete and detailed information.)*

Date(s) *(dates of the activity affected by the reason)*

Student: Please present your petition to all of the faculty whose lessons, ensembles, or classes you listed above.
Faculty: Please check the appropriate box, date and sign the petition, and return it to the student. It will be filed in the student's folder.

Signature:	Approved	Conditional Approved	Not Approved	Date
1. _____ *Studio Teacher/Ensemble Director/Faculty Instructor* *(applicable academic activity above)*	❑	❑ if grade is *incomplete* ❑ if grade is *pass/fail** **undergrad electives only*	❑ class cannot be passed ❑ grade may be lowered	___ /___ /___
_____ *Studio Teacher/Ensemble Director/Faculty Instructor* *(applicable academic activity above)*	❑	❑ if grade is *incomplete* ❑ if grade is *pass/fail** **undergrad electives only*	❑ class cannot be passed ❑ grade may be lowered	___ /___ /___
_____ *Studio Teacher/Ensemble Director/Faculty Instructor* *(applicable academic activity above)*	❑	❑ if grade is *incomplete* ❑ if grade is *pass/fail** **undergrad electives only*	❑ class cannot be passed ❑ grade may be lowered	___ /___ /___
_____ *Studio Teacher/Ensemble Director/Faculty Instructor* *(applicable academic activity above)*	❑	❑ if grade is *incomplete* ❑ if grade is *pass/fail** **undergrad electives only*	❑ class cannot be passed ❑ grade may be lowered	___ /___ /___
_____ *Studio Teacher/Ensemble Director/Faculty Instructor* *(applicable academic activity above)*	❑	❑ if grade is *incomplete* ❑ if grade is *pass/fail** **undergrad electives only*	❑ class cannot be passed ❑ grade may be lowered	___ /___ /___
2. _____ *Head of the School of Music* *(only if approval by the faculty is not unanimous)*	❑	❑	❑	___ /___ /___

Notes: _____

What

- **For one reason, submit one petition for all affected academic activities to all applicable faculty.**
- **If applicable, attach appropriate documentation, which can include but is not limited to the following:**
  for illness, a detailed note from the Carnegie Mellon Student Health Service or other medical office;
  for an outside professional opportunity, a complete schedule of rehearsals and/or concerts or productions, audition or competition dates, and the contact information for the organization.

When

- For an illness or other emergency reason, submit this petition, and applicable documentation, **as soon as possible after the tardiness or absence [see applicable syllabi for specific deadlines].**
- For an outside professional opportunity or other non-emergency reason, submit this petition, and applicable documentation, **as early as possible and before making a commitment [see applicable syllabi for specific deadlines].**

Misc

- Use this petition as specified in the excuse policies, especially the deadlines, for the affected studio lesson(s), ensemble(s), or class(es) [see applicable syllabi].
- Approval of an excused absence is not guaranteed. It is more likely that your petition to be absent for an outside professional opportunity will be approved if the following factors apply: **appropriate advance notice; reasonable amount of time absent; no dress rehearsals, concerts, or exams during the time absent; and you are in good academic standing.**