### Attendance Policies

#### Class Attendance
School of Music students are expected to adhere to all attendance policies for those classes for which they are registered and all final examinations required for those classes at the times scheduled by the University and by the School of Music. Each member of the School of Music faculty has an attendance policy specific to his/her classes, which are made available at the start of every semester. You may request a clarification of the attendance policy if questions remain; however, under no circumstances should attendance in School of Music classes ever be considered optional. All required courses are essential for your professional development. Classes may not be missed for rehearsals, lessons, or coachings. You must not assume that either private work with a faculty member or attendance at a master class is automatically constitutes an excused absence. To petition to be excused, you must submit a Excused Absence Petition Form: [http://music.cfa.cmu.edu/](http://music.cfa.cmu.edu/) or CFA 108

#### Private Studio Attendance
Students are guaranteed the opportunity to take 14 fifty-minute private studio lessons per semester. It is never acceptable to miss a lesson without contacting the professor in advance. Studio instructors are under no obligation to make up missed studio lessons, and unexcused absences will adversely affect the students' grades.

#### Ensemble Attendance
All Carnegie Mellon music majors will be held to a professional standard of behavior and this includes while participating in ensembles. Grading for ensembles depends in part upon attendance, dependability, overall cooperation and musicianship. The director of each ensemble will state the specific attendance policy for his/her group at the beginning of the academic year. Policies on excused absences vary within the various activities of the School, and should be clearly understood at the outset. Students are responsible for knowing these policies and following them.

#### Convocation / Graduate Forum Attendance
School of Music Convocations and Graduate Forums take place each Thursday from 1:30 - 2:20pm in Kresge Recital Hall. These meetings bring the School together for special programs designed to enrich the educational experience. The yearly schedule of convocations includes guest artists, guest lecturers, career seminars, and departmental meetings. All undergraduate Bachelor of Fine Arts music majors are required to attend Convocation every Thursday during every semester in residence as a graduation requirement. All graduate Master of Music majors are required to attend Graduate Forum as announced during every semester in residence. Attendance is taken.
Absence Policies

School of Music students are expected to attend all classes and final examinations, studio lessons, rehearsals, performances, convocations, graduate forums, and to complete all scheduled work-study assignments.

Bereavement
A student who experiences a death in the family will be excused from all classes for as long as is personally necessary. The School of Music office should be notified immediately. The faculty will do everything possible to help the student through this difficult period; however, if the absence is so long that the student is unable to make up the work missed, a leave of absence will be recommended. Upon returning to campus, the student will be encouraged to seek help from the Counseling and Psychological Services center in working through any personal problems that result.
http://www.cmu.edu/counseling/

Faculty Absence
If a faculty member must miss a regularly scheduled class, a sign will be posted on the door of the classroom or studio as early as possible. When faculty must be out of town (typically due to professional performing commitments), arrangements will be made for a qualified substitute teacher. If an absence must continue for an extended period of time, a new person will be hired to replace the faculty on leave. Classes are rarely cancelled in the School of Music, or the University.

Student Leave Of Absence
A leave of absence should be taken when a student is, for any reason, unable to participate fully in the professional program of the School for an extended period of time. A Leave of Absence Form must be submitted and can be found here: http://www.cmu.edu/hub/forms.html

If the leave is taken before the drop deadline for a semester, all courses will be dropped from the student's transcript for that semester and this will not reflect adversely on the student's record. All payments will be refunded if a leave is taken before the first day of the semester. Information about tuition adjustment after a semester begins can be found here: http://www.cmu.edu/hub/tuition/adjustment.html

Student Professional Opportunities
Musical performance opportunities do not wait until you’re out of school to present themselves, but all are not equally important. Your private instructor is your primary source of information on the value of an opportunity. Or, if the opportunity conflicts with your School responsibilities, the affected instructor’s approval must be obtained.
If an opportunity arises that does not conflict with any of your School responsibilities, check with your studio teacher for advice. If an opportunity comes up that conflicts with your responsibilities either during the semester or at the beginning of the semester or at the end of the semester, but it appears to be a rare opportunity, check with your studio teacher and with the professor(s) whose class(es) or rehearsal(s) you would need to miss. You must not commit yourself until you have received permission to participate from the School, and in the case of an audition opportunity, until you have contacted the applicable organization about scheduling your audition to minimize conflicts with your School of Music responsibilities. You must submit an Excused Absence Petition Form, available here: http://music.cfa.cmu.edu/ or CFA 108