



ROOSEVELT UNIVERSITY
CHICAGO COLLEGE
OF PERFORMING ARTS

Music Conservatory Ensembles Syllabus Exception Form (SEF)

Name: _____

Email address: _____

Instrument: _____

Ensemble Name: _____

Date(s) of requested exception (absence, tardy): _____

Reason for request (please be specific; attach additional paper as necessary):

Student Signature: _____ Date: _____

Signature of Studio Teacher or Program Head: _____ Date: _____
(Required only for requests for professional reasons)

Name of Studio Teacher or Program Head: _____

Office Use Only

Date received: _____

Excused Not excused

Comments: _____

Faculty/Staff signature: _____

Guidelines for using the Syllabus Exception Form (SEF)

I. Submitting an SEF

- a. To be considered for an excused absence, complete the form in its entirety, include a detailed explanation of why you are requesting to be absent, and attach all necessary documents. In general, absences are not excused for gigging opportunities or non-emergency personal reasons.
- b. Incomplete forms will not be processed and will be returned.
- c. Submit a completed form to the Ensemble Operations Manager in the Performance Activities Office (AUD 932).
- d. Absence requests will be given greater consideration four weeks (or more) before the date and minimal consideration after that time.
- e. After the request has been considered and a decision made, a copy of the form, designated excused or not excused, will be placed in the student's mail folder. No decision is official without the signature of a CCPA administrator.

II. Policies regarding conflicts

- a. In order to be considered, absence requests require written documentation from the host organization confirming your participation and including the following details:
 - a. Time/date of outside commitment
 - b. Contact information (name, phone number and/or email address) for host organization
- b. Additionally, requests for absences for professional reasons require the signature of your studio teacher or program head.

III. Policies regarding illness and other emergencies

- a. If you are ill, you must call or email the Ensemble Operations Manager before the rehearsal that you will miss and submit an SEF upon your first day back to school. A maximum of three rehearsals missed because of illness may be excused per semester. Supporting documentation (i.e. a doctor's note) may be required.
- b. If you must miss rehearsal on short notice because of an unexpected circumstance (for example, a cancelled flight or family funeral), you must call or email the Ensemble Operations Manager as soon as possible before the rehearsal for priority consideration and submit an SEF upon your first day back to school. Supporting documentation may be required.