

## **ALL MUSIC GRADUATE STUDENTS**

### **Subject: DEPARTMENT POLICY REGARDING GRADUATE STUDENT TEMPORARY ABSENCES**

Academic life often presents graduate students with opportunities to travel away from UCSD (conferences, performances, research and workshops). Many such opportunities require only a day or two of leave, while some occasionally require a week or more. Because many graduate students have academic and employment obligations, ALL enrolled music graduate students must submit a *Graduate Student Leave Form* **before** leaving campus during the regular academic schedule of classes and final examinations. Exceptions may be granted only for compelling reasons beyond the control of the student.

If you expect to be gone while an academic quarter is in process, please do the following:

- 1) **Obtain a *Graduate Student Leave Form* outside the Graduate Office (Mandeville 109) 3-4 weeks before your departure.**
- 2) **Obtain your supervising faculty/staff approval** (i.e., instructor, advisor, committee chair, conductor, production manager, etc.) if you will be absent during any of your Teaching Assistant, Associate, Research Assistant, or Reader duties, to ensure that all those affected are informed early on of any intended absence.
- 3) **Make mutually agreeable arrangements with supervising faculty and staff**, and other graduate students if needed, for covering all academic and employment obligations, allowing adequate time to address any issues and make arrangements for covering TA assignments, sections, production responsibilities, etc. **Complete the form, including faculty/supervisor signature.**
- 4) **Submit the form** to Diana for Department Chair approval **2 weeks before the leave** begins.

If you have questions, please feel free to contact Diana or me.



Rand Steiger  
Chair