

RSO/ RWE Leave Request Policy for “Exceptional Opportunity”

All students at Mason Gross are expected to meet the curricular requirements of the Department of Music as set and outlined in course syllabi.

Ensemble placements and seating assignments are decided through auditions at the beginning each semester for woodwind, brass and percussion and the beginning of the fall semester for strings. The department makes assignments based on your audition and departmental need. Your assignments are to be considered your ensemble course workload.

- Exceptions for short-term leave may be granted only in rare and unique cases of ‘exceptional professional opportunity’ with **only one** approved request permitted each semester.
- Exceptions WILL NOT be granted for engagements with per-service regional orchestras, pit bands, teaching or any type of ‘gig’. Professional full-time auditions may be considered, along with engagements with full-time orchestras.
- Should leave be granted you will be required to provide an acceptable substitute approved by the ensemble director and at the director’s discretion be required to make up missed coursework/ project in a subsequent semester.

If you are presented with an exceptional professional opportunity that meets the criteria, then you may submit the attached application for approval of a leave.

All applications must be submitted to the appropriate ensemble director by the first day of classes, each semester, or in the event of emergency leave, 60 days prior to the event.

Kynan Johns – Director of Orchestras – Copy to Area Coordinator

Darryl Bott – Director of Bands – Copy to Area Coordinator

Your application will be reviewed and acted upon by the conductors and the Area Coordinators for your instrument:

Maureen Hurd – Woodwinds

Joseph Tompkins – Percussion

Alan Baer – Brass

Jonathan Spitz – Strings

IMPORTANT

- submission of leave request does not guarantee approval.
- approval of this leave request **DOES NOT** grant you leave from other classes and other course requirements. It is imperative that you communicate professionally with all of your professors to make sure that you meet the requirements for each of your courses.

Leave Request Form for an Exceptional Opportunity

This application needs to be submitted in duplicate; one to the appropriate ensemble director and one to the appropriate area coordinator.

Name _____ Degree Program & Year of Grad _____

Dates of requested leave: _____

Reason for requested leave: (Please attach supporting documents to this application)

Classes that conflict with this leave request (list professor, course and date of conflict)

It is your responsibility to communicate with each professor and determine the issues with your leave.

Please submit this document to both the appropriate conductor and area chair by 5pm on the first day of classes each semester

Approved _____ Not Approved _____

Conditions:

Signature of Conductor _____

Date of Approval _____

Signature of Area Chair _____

Signature of Student _____