

## **Student Absence**

(based on the UNCW Faculty Handbook)

Music department-related travel may occasionally require a student to miss one or more music class meetings. In those cases, the sponsoring faculty member **is expected to** notify **all** music faculty of the student's absence not less than two weeks in advance of the absence, allowing the student time to request alternate arrangements from faculty involved to complete missed work and, if necessary, to do any compensatory projects which faculty may assign. In addition, when planning for department-related student travel, sponsoring faculty should try to schedule travel to coincide with semester breaks to avoid missing regularly scheduled classes whenever possible.

**Approved March 1, 2013**