



THE NORWALK CONSERVATORY OF THE ARTS

Leave of Absence Request Form

Student Information:

- Full Legal Name: _____
- Student ID: _____
- Date of Birth: _____
- Email Address: _____
- Phone Number: _____

Performance Opportunity Details:

- Name of Performance: _____
- Type of Performance: Play Musical Other (Specify) _____
- Expected Duration of Absence: From _____ to _____
- Date(s) of Absence: _____
- Relevant Academic Courses Affected: _____

Faculty & Department Chair Permission:

- Professors' Names (to be contacted for permission):

Leave of Absence Plan:

Request Submission: Complete this form and submit it to the relevant academic department.

Academic Adjustment Plan: Work with approved professors to create a plan for making up missed coursework, assignments, and exams.

Office Hours: Attend professors' office hours for additional support and guidance.

Lesson Recording: If necessary, professors may record lessons for remote access.

Duration of Leave:

- The duration of the Leave of Absence will align with the specific requirements of the performance opportunity. It is the student's responsibility to coordinate with professors and academic advisors to determine the appropriate leave duration.

Academic Integrity:

- Students on Leave of Absence must uphold academic integrity and follow the established academic adjustment plan. Failure to do so may result in academic penalties or the revocation of the Leave of Absence.

Reporting Back:

- Upon completion of the performance opportunity, students must promptly return to their academic responsibilities and submit any outstanding coursework or assessments as outlined in the academic adjustment plan.

Student Acknowledgment:

I, [Student's Full Name], understand and agree to the terms outlined in the Leave of Absence Policy. I will adhere to the academic adjustment plan and maintain academic integrity during the leave period.

Student Signature: _____ *Date:* _____

Conservatory Processing:

Upon completion of this form and approval, the Leave of Absence will be processed by the Department Chair and the Registrar.

If you have any questions or concerns, please contact the Registrar at registrar@thenorwalkconservatory.org.