

Rutgers Jazz Studies

New Brunswick, NJ



Mason Gross School
of the Arts

Jazz Major Student Short-Term Leave of Absence Form

Per the Jazz-Program Handbook on rutgersjazz.net, an approved student short-term leave of absence will be reviewed and considered based on the information specified below.

If you are in good standing, you may request a short-term leave of absence. This form must be completed and returned to the Jazz Studies Faculty at least four (4) weeks prior to the proposed departure date for outside professional commitments. You should state in detail the reason for the request. A conference with the Chair of Jazz Studies may be required. A copy of the letter or contract confirming dates of the professional commitment must be attached to this form. Further details can be found in the online handbook at rutgersjazz.net

Student Name:

Today's Date:

Rutgers Student ID#:

Planned Departure Date:

Return Date:

Reason for this request:

Previously approved leave of absence requests, this school year:

Primary Lesson Instructor:

Primary Lesson Instructor Approval: x _____ Date:

Jazz Studies Director Approval: x _____ Date:

On the backside of this form, list the following required items:

- All current classes, with instructor names and meeting times
- All current ensembles, with instructor names and meeting times
- Name and contact information (phone# and/or email) of all substitutes secured for your ensembles during your absence

Note: A copy of the letter or contract confirming dates of the professional commitment must be attached to this request form before submitting for approval.