

Attendance Policy for Undergraduate Music Theory Sequence

Please read the following statements carefully and sign in the space provided to acknowledge that you have read and understand the policies outlined.

Students are expected to attend all classes. The following policies will be strictly enforced:

- A. Students are allowed two unexcused absences without penalty.
- B. Each additional unexcused absence will deduct 3% from the overall grade for the semester — e.g., after a total of four unexcused absences, 93% (A) becomes 87% (B+).
- C. Students arriving more than five minutes after class has begun will be considered late. Three late arrivals count as one absence.

Absences will be excused only under exceptional circumstances such as the following:

- documented illness, call to jury duty, active military duty, or personal crisis (e.g., a death in the immediate family),
- religious holiday
- involvement in an official College of Music or Florida State University function

I have read the policies stated above and I understand them. In particular, I realize that excessive absences can result in failure of this course.

Name: _____

Signature: _____

Date: _____