Student Requests are to be made by using the form found in MCD 106 (Sara Francis’ office). Fill out the form and put it in the box of Rob Wood.

Policies effective FALL SEMESTER 2016

Approvals for student absences are given for documented illness or injuries, dance related absences such as workshops/auditions and for death or funerals of immediate family members or other emergencies.

PLEASE NOTE: All students are expected to use their “allotted absences” (every class has a specific number of allowed absences that do not affect your grade as stated in the department handbook) for weddings, funerals for distant relatives and friends as well as other needed absences. The student request committee will carefully consider your reasons for being absent. However, don’t just expect that you will receive an “approval”. Save your “allotted absences” for when you will need them. It should be noted that the total number of cumulative absences allowed via a student request cannot exceed the number of unexcused absences for that class as specified in each syllabus, e.g. if one is allotted 3 absences, then 3 additional absences may be granted via student requests. Exceptions to this policy must be discussed with your PROGRAM HEAD or be accommodated by receiving reduced credit for technique classes with the approval of your PROGRAM HEAD.

Any request for ALTERNATIVE TECHNIQUE or TECHNIQUE LEVEL ADJUSTMENT because of a course conflict should be directed to me, Rob Wood, directly.

Students MUST read and follow these policies/procedures carefully in order for their request to be considered.

1. If you have a very large number of total absences in technique class (because of illness, injury, or some other extenuating circumstance), and after consulting with your teacher and your PROGRAM HEAD, you may need to consider “reduced credit”. Consult with your advisor about “reduced credit”. The student request committee does not make the final decision regarding a request for “reduced credit”. That is the prevue of your PROGRAM HEAD.

2. In every class, regardless of your total absences, students are required to fulfill course requirements and execute quality work

3. If you know that you will be absent because of an upcoming event, such as an audition or workshop, it is required that you make a request and receive approval for the absence before you leave; no exception. You need to provide at least one example of documentation to receive an “approval”. 1) You may need to provide information that will document the quality/rigor of the program/company so that we can determine if it is an appropriate replacement for your normal classes. This could include a web link or a scan of a workshop flier, 2) You must make a copy of your airline ticket or other correspondence that documents your attendance on the scheduled dates. If you decide to attend at the last minute, do not bother to make a request, it will be denied. Use one of your “allotted absences” for this. Remember that this must be documented to receive approval.

4. Any “Happening” that represents an absence should have its own request. Do not “lump” several together into one request.

5. If your absence occurs during the last week of the semester, you need to submit your request immediately upon your return. The faculty will make every effort to facilitate the “last minute” nature of your request. The deadline for submitting ALL requests is 12 NOON on THURSDAY, DECEMBER 8th (unless there is a last minute emergency).

PLEASE NOTE: In the Ballet Program, all student requests begin with a request sent to me.

For Modern Dance Majors, the student request committee does not handle questions regarding TRANSFER CREDITS. Questions regarding transfer credits should be directed to Professor Satu Hummasti, transfer advisor for Modern Dance. The student request committee does not handle questions regarding REDUCED CREDIT for either Undergraduate or Graduate Students. Questions regarding reduced credit for Graduate Students should be directed to Professor Eric Handman, Graduate Student Advisor. Questions regarding reduced credit for Undergraduates should be directed to your student advisors.

If you have any questions contact me personally or email me at r.m.wood@utah.edu.

Rob Wood, Chair  Student Request Committee
801-362-4729
UNIVERSITY OF UTAH / SCHOOL OF DANCE – STUDENT REQUEST FORM

Alternative Technique Request or Technique Level Adjustment because of a course conflict

Instructions: Fill out this request form, including any attached documentation and put it in Rob Wood’s Box.

_____ BALLET MAJOR    _____ MODERN DANCE MAJOR

NAME: ___________________________ DATE: ___________________________

STUDENT ID#: ___________________________

ADDRESS: ___________________________

CITY: ___________________ STATE: __________ ZIP: ___________________

TELEPHONE: ___________________ EMAIL: ___________________

DETAILED REQUEST INFORMATION: ___________________________


For committee use only:
STUDENT REQUEST COMMITTEE CHAIR: ___________________________

____ APPROVE _____________ COMMITTEE NOTES: ___________________________

____ PARTIAL APPROVAL ___________________________

____ DO NOT APPROVE ___________________________

____ NOT ENOUGH INFORMATION ___________________________

____ ON APPROVAL PLEASE INFORM YOUR INSTRUCTORS
UNIVERSITY OF UTAH / SCHOOL OF DANCE – STUDENT REQUEST FORM for absences 8/17/2016

Instructions: Fill out this request form, including the attached required documentation and put it in Rob Wood’s Box. This form must be submitted 2 weeks prior to any known or planned absence or 1 week after an unplanned absence. You will receive a written response to your request within 2 to 3 weeks following your submission. If your request has been approved, you are required to show it to your teachers so that the attendance adjustments can be made.

BALLE PROGRAM  MODERN DANCE PROGRAM

PLEASE NOTE: It must be understood that all students enrolled in classes must have used ALL of their allotted absences (or used them up with this request) before making a request to have any additional absences excused. (Allotted absences are those that are provided for you without penalty in each class syllabus.)

I HAVE USED UP ALL OF MY ALLOTTED ABSENCES

PLEASE LIST HOW YOU USED YOUR ALLOTTED ABSENCES.

________________________

________________________

I have read, understand and comply to these policies as it pertains to my absence request.

NAME: ___________________________ DATE: ___________________________

STUDENT ID#: ___________________________

ADDRESS: ___________________________

CITY: ___________________________ STATE: ___________________________ ZIP: ___________________________

TELEPHONE: ___________________________ EMAIL: ___________________________

SPECIFIC DATES AND CLASSES AFFECTED: ___________________________

DETAIL REQUEST INFORMATION: ___________________________

Check the boxes below that correspond to your request for needed clarification:

Status in program:

Non-Major/Minor

Freshmen

Sophomore

Junior

Senior

Graduating Senior

Graduate Student

illness/injury with doctor’s note (if you didn’t see a doctor, please explain)

doctor/dentist/physical therapy appointment with documentation

workshop including a document that verifies the rigor of the program

audition with documentation

other professional opportunity with documentation

funeral of immediate family member with documentation

other emergency with documentation

Request to seek reduced credit in technique

LIST YOUR TECHNIQUE LEVEL SO THAT WE KNOW WHERE TO FIND YOU TO RETURN YOUR COMPLETED FORM

For committee use only:

STUDENT REQUEST COMMITTEE CHAIR: ___________________________

APPROVE _____________ COMMITTEE NOTES: ___________________________

PARTIAL APPROVAL _____________

DO NOT APPROVE _____________

NOT ENOUGH INFORMATION _____________

ON APPROVAL PLEASE INFORM YOUR INSTRUCTORS