

## Attendance Policy

UNIVERSITY POLICY: "The University expects regular attendance at all class meetings. Instructors must communicate any particular attendance requirements of the course to students in writing on or before the first class meeting. Students are responsible for acquainting themselves with and satisfying the entire range of academic objectives and requirements as defined by the instructor." PPM, Policy 6-100III-O)

The School of Dance Faculty are bound by the above. In order to clarify the attendance policy for the school, faculty wish to more distinctly convey are the following School of Dance attendance requirements. Students are expected to be proactive, communicating with faculty in a timely fashion. Please note the following: For classes meeting 5 days per week, 1 week of classes = 5 days. For classes meeting 3 days per week, 1 week of classes = 3 days. For classes meeting 2 days per week, 1 week of classes = 2 days. Etc.

### Absence Allowance per class

There are 5 types of Absences you can accrue in class.

- 1) Absences approved by the Student Request Committee.
- 2) Automatic No-Questions-Asked absences.
- 3) Sudden exceptional emergencies.
- 4) Reduction of Course Credit. (Student Request Committee approved.)
- 5) Professional Opportunities (Student Request Committee approved.)

#### 1) Absences approved by Student Request Committee.

Students must submit a Student Request Form to the Student Request Committee for absences that include but are not limited to: physical or mental illness, injury, doctor appointments, academic appointments, dance related workshops outside the program. This must include supporting paperwork such as notes from doctors, PT's, Professors or Advisors, an airline ticket for workshops or auditions, etc. The Student Request Committee may excuse up to one week's worth of classes in an entire semester. Students must submit excusable absences to the Student Request Committee within one week of the absence or it will not be approved. Students are still responsible for the content of the class.

#### 2) Automatic No-Questions-Asked Absences.

Beyond #1, a student may accrue up to an equivalent of one additional week of class over a semester without any negative impact on the grade. These absences are allowed for ANY REASON, No-Questions-Asked. Use these days judiciously. They might include occasions such as a wedding, car trouble, oversleeping, missing the bus, or needing a "down" day. Students are still responsible for the content of the class.

#### 3) Sudden exceptional emergencies.

In rare cases, it may not possible for students to wait for the Student Request Committee's approval (ex: death, car accident...). In such cases the student should directly contact the School of Dance Director or appropriate Program Coordinator, and the School of Dance Director and Program Coordinator will work with students on a case-by-case basis.

#### 4) Reduction of Course Credit.

The option to reduce credit (for technique courses only) may be available rarely and only under special circumstances on a case-by-case basis. These circumstances might include

extended absences or long-term modifications (ex: sitting out of portions of class) due to injury, mental or physical illness, and exceptional emergencies. For additional information on this option, students must meet with an Academic Advisor, Program Coordinator and School of Dance Director who can explain options already in place for making up course credit (ex: Ririe-Woodbury or Repertory Dance Theater's summer programs, Salt Dance Fest summer program, Ballet Program's Summer Intensive, to name a few). After approval by the Program Coordinator and School of Dance Director, the student must submit all paperwork for reduced credit to the Dean's office and Student Services Building at least 2 weeks prior to the end of the semester.

#### 5) Professional Opportunities.

If a student has an exceptional professional opportunity or audition beyond the allowable two weeks (included in #1 and #2), she/he may submit a Student Request Form that must be approved by the program faculty, appropriate Program Coordinator and the School of Dance Director prior to the activity. If a student is involved in a School of Dance sponsored special event (ex: American College Dance Festival, collaborations with professional companies in town...), the student need not submit a Student Request; The coordinating faculty member will excuse the student(s) separately.

#### Special Notes:

- If a student accrues more than the allowed number of unexcused absences in any class, her/his grade will be lowered as outlined in the Student Handbook.
- This policy does not apply to School of Dance sponsored rehearsals, performances, and special events. Please refer to those courses' individual syllabi for the specific absence policies.

#### Observations:

Observing is not equal to the physical practice of taking class. Students should refer to each instructor's syllabus for observation expectations. Beyond this, all School of Dance faculty adhere to the following: 2 observations (with notes) count as 1 absence.

#### Arriving late to class. Leaving early from class:

Lateness and leaving early are considered partial absences. If a student is more than 10 minutes late to a studio class, they are not permitted to dance. They may opt to observe. Leaving early from class without prior communication with, and permission from, the instructor constitutes an absence.

#### Make ups:

There is no option for making up missed classes.