

STUDENT REQUESTS UNIVERSITY OF UTAH / SCHOOL OF DANCE
1/9/2017

Student Requests are to be made by using the form found in MCD 106.

(Sara Francis' / Sean Carter's office)

Fill out the form and put it in the box of **Rob Wood**.

Policies effective SPRING SEMESTER 2017

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**.

Instructions: Fill out the request form and attach the required documentation. Put these 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.

PLEASE NOTE: 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 / free absences" for when you will need them. It should be noted that the total number of accumulative 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. (Some leeway MAY be granted for additional absences due to professional work / senior auditions in the dance field. This is decided by the faculty on a case-by-case basis.)

Any request for **ALTERNATIVE TECHNIQUE** or **TECHNIQUE LEVEL ADJUSTMENT** because of a course conflict should be directed to ROB WOOD.

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 prerogative 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 will 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 TUESDAY, APRIL 25TH (unless there is a last minute emergency).**

PLEASE NOTE: In both the Ballet and Modern Dance Programs, Rob Wood is the faculty member that facilitates the handling of requests regarding TRANSFER CREDITS, CURRICULUM ADJUSTMENTS and REDUCED CREDIT. This process begins by putting these requests in my box. Please direct all questions to me.

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

Faculty guidelines when granting additional absences over and above the normal student policy.

These decisions are always made on a case-by-case basis with a faculty vote in either the ballet or modern dance faculty meetings.

- 1. The student policy states that students have one week of allotted absences (free absences) as prescribed by each course syllabus.**
- 2. One additional week will be granted with approved documentation for various reasons as stated in the student policy. When a student requires additional absences, generally, reduced credit in technique is required and other classes may require some sort of graded response.**
- 3. Some consideration is granted for up to one more additional week of absences for professional work in the dance field. (This could total to up to 3 weeks of absences when one considers one week of allotted absences provided to the student with 2 additional weeks that have been approved.) This additional week for professional work is granted by the faculty with a faculty vote on a case-by-case basis. Faculty should probably consider the prestige of the professional contract when deciding on the amount of absences that will be approved. The student will still need to complete all required assignments and quality work as prescribed by each course instructor. It is expected that the student will be forthcoming in their communication in every way. They should express a desire to complete all work to the satisfaction of the instructor and the faculty at large. Their final grade should be a reflection of their work. An “approval” of the request must be granted before the student can proceed with this work opportunity and have any expectation to have their absences excused.**

During a student’s Senior and final year in the Ballet or Modern Dance programs, students are allowed and encouraged to audition for professional work and contracts. It would be assumed that the policies stated in #3 would also pertain to this situation.

As in every case, documentation is required to complete the student request process.