

THE NEW YORK CONSERVATORY FOR DRAMATIC ARTS

Attendance & Lateness Policy

Attendance:

Learning to act, sing and/or dance requires consistent attendance and physical training. To maintain a professional atmosphere, students must commit to attending all scheduled classes. Any absences will affect learning outcomes and overall grades.

- If a student experiences an emergency that forces them to miss a class, they are expected to send an email to their teacher prior to class informing them that the student will be absent. Student Services must be copied on this email.
- Absences will affect the student's grades as follows:
- *For classes meeting once a week* – 1 absence is permitted. Any additional absences will lower the student's grade by half a grade point per absence.
- *For classes meeting twice a week* – 2 absences are permitted. Any additional absences will lower the student's grade by half a grade point per absence.
- Students are expected to attend all make up classes. Missing make up classes will affect the final grade in the class.
- Excused absences may be granted for medical and family emergencies. Documentation needs to be received by Student Services and Registrar for the absence to be excused within 2 weeks of the missed class.

Lateness:

Students are expected to attend every class session of each course in which they are enrolled and to be on time. A lateness is counted as an absence. The only distinction made between excused and unexcused lateness/absence is a medically excused documented appointment. Each student should be guided by the following NYCDA academic policy:

- September 19th - 24th students are allowed to enter class up to 15 minutes after class is in session. Start your class on time, close the door. The late student MUST enter the room quietly and efficiently as possible. They must orient themselves to the class in session. Note: We are enacting this grace period in response to post-pandemic NYC operating at full capacity. This will support students in learning their unique transit obstacles and in creating an optimal travel schedule that will promote on-time arrival.
- Starting Monday, September 26th, students who arrive after the start of class will be marked absent. Please see the updated Attendance/Grading policy for guidance on how absences affect grading.
- Students who are late/absent must communicate with their instructors about missed coursework and be prepared for the next class.
- NYCDA has the right to holistically assess all instances of absence on a case-by-case basis if extenuating circumstances require.