

THE NEW YORK CONSERVATORY FOR DRAMATIC ARTS

Attendance & Lateness Policy

Attendance:

For classes that meet 2x a week:

- At 3 absences, the student will be required to meet with Student Services and will be given an Academic Attendance Warning.
- If the student continues to incur absences after being put on Academic Attendance Warning, they will be required to meet with the Registrar to formulate a plan of action.
- If the student continues to incur absences, their Programmatic Head may make the determination of dismissal.
- Any student that misses 14 consecutive classes without an LOA on file will be dismissed from their program. Students may fill out a reinstatement application with the Registrar to return to the program.

For classes that meet 1x a week:

- At 2 absences, the student will be required to meet with Student Services and will be given an Academic Attendance Warning.
- If the student continues to incur absences after being put on Academic Attendance Warning, they will be required to meet with the Registrar to formulate a plan of action.
- If the student continues to incur absences, their Programmatic Head may make the determination of dismissal.
- Any student that misses 7 consecutive classes without an LOA on file will be dismissed from their program. Students may fill out a reinstatement application with the Registrar to return to the program.

All absences are treated as unexcused and should be documented as such by the faculty member in Campus Cafe. Students may, within 48 hours of the absence, appeal to the Registrar (rhighsmith@nycda.edu) to have their absence reviewed by providing circumstantial documentation. The Registrar will communicate directly to faculty if any absence should be amended on their attendance roster in Campus Cafe. The faculty member is responsible for making the amendment.

Faculty will make their own determinations on how absences impact grading in their classroom. This policy should be clearly communicated to students in writing. I would advise having students sign off on your policy for purposes of documentation and to mitigate any confusion regarding one instructor's policies vs another. The Registrar is available to scan your individual classroom policy for any course to the portal for future use.

If health or life circumstances require a student to be absent from classes for multiple days in succession, an Emergency Leave of Absence Form should be filled out with Student Services. Absences incurred during an Emergency Leave of Absence will be reviewed by the Academic Committee on a case-by-case basis.

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:

- For the first week of school, 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 the first day of the second week of school, 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.