

THE NEW YORK CONSERVATORY FOR DRAMATIC ARTS

Attendance & Lateness Policies

Students are expected to attend every class session of each course in which they are enrolled and to be on time.

Attendance

- There are no excused absences.
- If a student will be absent, they must communicate with Student Services and their individual Instructors via Conservatory email.
- Students are responsible for contacting Instructors for missed assignments.
- After 2 absences, a 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 who misses 14 consecutive calendar days without a Leave of Absence Form on file may be dismissed from their program. Students may fill out a reinstatement application with the Registrar to apply for permission to return to the program.

Attendance comprises 25% of the Participation component of the student's overall grade. The overall breakdown of grading for each course is listed in the course syllabus, which will be provided to students by the Instructor.

If health or life circumstances require a student to be absent from classes for multiple days in succession, a Leave of Absence Form should be filled out with Student Services. Absences incurred during a 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.

- Classes begin on time.
- For the first 10 minutes after class has started, a yellow sign will be on the door stating:
Class has started. You are late and will be marked absent. Please wait at the door until your faculty member gives you permission to enter.

Students who are permitted to enter will be marked absent. This absence will be factored into 25% of the Participation component of the student's grade. Instructors will determine whether the student may work in class that day or simply observe.

- After the first 10 minutes of class, a red sign will be on the door stating:
*Class has started. **You may not enter** and will be marked absent. Please contact your faculty member directly for missed assignments or preparation for the next class.*