

# The Actors Conservatory

## **Attendance and Grading Policy**

Each student receives a written evaluation and a grade for each course. The scores are based on class participation, professional behavior, attendance, execution of homework and level of achievement for each skill.

One absence in each course is permitted for illness, emergencies, and pressing family matters. Advanced Acting I, II, III and performance in the second year do not allow absences. To be excused from class, write a note with your name, date and reason for your absence and bring it to the Artistic Director's office. If the absence is due to a last-minute emergency, please call and email the Administration Office, **and** your instructor. Individual teachers may have specific communication method requirements. "No Shows" are unacceptable. Except for extreme emergencies, classes at TAC are not canceled. If your instructor is unable to teach the class, we will secure a substitute teacher.

- For the first absence beyond the one permitted, your grade in that course will be lowered by one-half letter grade.
- For the SECOND and THIRD absence beyond the permitted one, additional half-point grade deductions will factor into your final grade.
- Being late three times to one class equals one absence.
- You will be marked late if you arrive at the assigned classroom space after the posted start time.
- Once class has started, student will not be allowed entrance, and only allowed in class at break.
- If you are observing class due to illness or injury and cannot fully participate please consult with your teacher.
- Please discuss extraordinary circumstances with the Artistic Office only, not with your instructor.
- If you miss class, you are still responsible for the work and to be prepared for the next class.
- Excessive absences will result in probationary status or your expulsion from the program.

## **Leave of Absence**

Students are required to attend all classes per the attendance policy above. Students with extenuating circumstances who are not able to complete the academic term must withdraw from the program. Once the student's personal conflict has been resolved the student may apply for reentry into the program. Because of the compulsory nature of our program this option is only available to first year students.

## **Outside Work**

Students considering taking outside theatre or film commitments that conflict with the curriculum schedule of the program should understand that if it affects their ability to meet the credit hour requirements to graduate from the program, they will be asked to withdraw.