

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 work outside of class and level of achievement for each skill.

One absence in each course is permitted for illness, emergencies, and pressing family matters. To be excused from class, send an email with the reason for your absence to your instructors, Erin Jackson, Karen Rathje, and Michael Mendelson. If the absence is due to a last-minute emergency, please text, call or email Erin Jackson, and your instructor. Please also respect the specific communication requirements of individual teachers. "No Shows" are unacceptable. Except for extreme emergencies, classes at TAC are rarely canceled. If your instructor is unable to teach the class, we will secure a substitute teacher. If classes cannot be held in-person, they may be held over Zoom.

- For the first absence beyond the one permitted, your grade in that course will be lowered by one-half letter grade.
- For the SECOND absence beyond the permitted one, an additional half-point grade may be deducted from your final grade. A conference will be scheduled with the Managing Artistic Director.
- 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.
- If you are observing class due to illness or injury and cannot fully participate, please consult with your teacher.
- Please discuss extraordinary circumstances with Erin Jackson, Karen Rathje or Michael Mendelson only, not with your instructor.
- If you miss class, you are still responsible for the work missed and to be prepared for the next class.
- If for any reason you are unable to attend class in-person due to COVID-related circumstances, you will be asked to attend class via Zoom.

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 may need to withdraw from the program. Once the student's personal conflict has been resolved the student may apply for reentry into the program.

Outside Work

Students are strongly discouraged from taking any outside theatre or film commitments during the first year of training. TAC cannot make accommodations for outside employment that conflicts with the program curriculum schedule. If outside employment affects the student's ability to meet the credit hour requirements to graduate from the program, they will be asked to withdraw.