

Absence and Late Policy for The School of Theatre & Dance, University of Houston

1. Each student is allowed absences without penalty based on the number of contact credit hours for the specific course. The allowed absences are made available to students for unavoidable circumstances that cause an absence to occur. NOTE: ALL (both allowed and excessive) ABSENCES ARE REVIEWED IN APPEAL PROCESS, SEE #4.

If a class meets three hours a week, the student may be absent for three hours during the semester without penalty. Absences in excess of this number will result in a final grade drop in accordance with the following scale:

- The class meets three times a week for an hour:

Four absences	=	1/2 letter drop
Five absences	=	one full letter drop
Six absences	=	two full letters drop
Seven absences	=	Automatic "F" grade
- The class meets two times a week for an hour and a half:

Three absences	=	one full letter drop
Four absences	=	two full letters drop
Five absences	=	Automatic "F" grade
- The class meets one time a week for 3 hours: At the discretion of the instructor.
- For Production classes (Theatre 111, Theatre 112, Dance 3208, Dance 3109):

Absent one required rehearsal	=	one full letter drop
Absent two required rehearsals	=	Automatic "F"
Absent one performance	=	Automatic "F"

2. Students with legitimate problems resulting in excessive absences should drop affected courses in accordance with cut-off dates for such action as announced by each College. Students who fail to drop will NOT automatically be dropped by instructor. IT IS THE RESPONSIBILITY OF THE STUDENT TO DROP THE CLASS.

3. Tardiness (entering class after the roll has been taken.) Being tardy twice is equivalent of one absence. (DANCE NOTE: In dance technique classes, if a student arrives more than 5 minutes after the warm up has begun, he/she will not be allowed to take the class but must "sit out." If a student cannot dance due to an injury or non-contagious illness the student should "sit out." During a "sit out", the student must participate through assignments given by instructor. Students are allowed two "sit outs." Sit-outs are equivalent to tardies in this policy.) Leaving class early has the same penalties as a tardy.

4. Students may appeal excessive absences to the Executive Committee of the School of Theatre & Dance. **ALL ABSENCES (allowed and excessive) MUST BE JUSTIFIED IN AN APPEAL.** Appeals must be accompanied by a clear written statement regarding the rationale for the appeal, as well as documented (medical or otherwise). Only appeals that aptly indicate unavoidable and catastrophic circumstances will receive favorable consideration. Students are urged not to risk losing the advantage of allowable absences by using for unnecessary reasons.

5. Work, professional jobs, athletics, and/or other external, university, or department obligations that conflict with a theater/dance course will not be excused or considered for appeal.

ALL APPEAL FORMS/DOCUMENTATION MUST BE SUBMITTED TO THE SCHOOL SECRETARY IN THE WORTHAM THEATRE BUILDING NO LATER THAN THE LAST DAY OF CLASS.