Attendance

Regular and punctual attendance is required at all lessons, classes, and rehearsals. Faculty set the specific attendance policies for their courses, and publish these policies in the course syllabus or handbook. Any exceptions, such as excused absences for reasons of illness or other compelling emergencies, may be considered and granted at the discretion of the individual faculty member. Absences due to illness must be reported by the student to the Office of Student Engagement, and should be accompanied by documentation from a physician or the MSM Campus Health Nurse. In cases of serious illness the Dean of Students will communicate with all the teachers of an individual student in order to make sure that faculty are aware of the student’s situation.

Absence affects learning and performance. Any student who misses lessons, classes, and rehearsals for reasons that the teacher considers insufficient may be referred to the Dean of Students for permission to continue in the class. Students with excessive or unexcused absences from lessons, classes, or rehearsals may receive a lowered or failing grade. Even in cases where absences are excused, it may be necessary for a student to withdraw from a course because of excessive absence.

Private lessons constitute the core performance study for every student. If a student needs to cancel a studio lesson for any reason, the student should immediately inform the studio teacher. In cases of documented illness or other emergency, the teacher will attempt to make up missed lessons at a mutually convenient time. The studio teacher is not obligated to adjust lesson times or make up lessons that were canceled for non-illness, non-emergency reasons. Any student who has two consecutive unexcused absences in his or her private lessons may be required to see the Dean of Students before lessons may resume.

No student may be absent from the school for professional engagements unless permission for such absence is granted by the Dean of Students well in advance of all such engagements. Students who wish to pursue a professional opportunity over several days must apply for a professional leave, using the form available in the Dean of Students office. Typically the professional leave may not extend for more than two weeks.