

STUDENT REQUESTS

UNIVERSITY OF UTAH / SCHOOL OF DANCE

8/17/2016

Student Requests are to be made by using the form found in MCD 106 (Sara Francis' office). Fill out the form and put it in the box of **Rob Wood**.

Policies effective FALL SEMESTER 2016

Approvals for student **absences** are given for **documented illness or injuries**, dance related absences such as **workshops / auditions** and for **death or funerals of immediate family members or other emergencies**.

PLEASE NOTE: All students are expected to use their "allotted absences" (every class has a specific number of allowed absences that do not affect your grade as stated in the department handbook) for weddings, funerals for distant relatives and friends as well as other needed absences. The student request committee will carefully consider your reasons for being absent. However, don't just expect that you will receive an "approval". Save your "allotted absences" for when you will need them. It should be noted that the total number of accumulative absences allowed via a student request cannot exceed the number of unexcused absences for that class as specified in each syllabus, e.g. if one is allotted 3 absences, then 3 additional absences may be granted via student requests. Exceptions to this policy must be discussed with your PROGRAM HEAD or be accommodated by receiving reduced credit for technique classes with the approval of your PROGRAM HEAD.

Any request for **ALTERNATIVE TECHNIQUE** or **TECHNIQUE LEVEL ADJUSTMENT** because of a course conflict should be directed to me, Rob Wood, directly.

Students MUST read and follow these policies/procedures carefully in order for their request to be considered.

1. If you have a very large number of total absences in technique class (because of illness, injury, or some other extenuating circumstance), and after consulting with your teacher and your PROGRAM HEAD, you may need to consider "**reduced credit**". Consult with your advisor about "reduced credit". The student request committee does not make the final decision regarding a request for "reduced credit". That is the prerogative of your PROGRAM HEAD.
2. In every class, regardless of your total absences, **students are required to fulfill course requirements and execute quality work**
3. If you know that you will be absent because of an **upcoming event**, such as an audition or workshop, it is **required** that you will make a request **and** receive approval for the absence **before** you leave; **no exception**. You need to provide at least **one example of documentation** to receive an "approval". **1) You may need to provide information that will document the quality/rigor of the program/company so that we can determine if it is an appropriate replacement for your normal classes. This could include a web link or a scan of a workshop flier, 2) You must make a copy of your airline ticket or other correspondence that documents your attendance on the scheduled dates.** If you decide to attend at the **last minute**, do not bother to make a request, it will be **denied**. Use one of your "allotted absences" for this. Remember that this must be **documented** to receive approval.
4. Any "Happening" that represents an absence should have its own request. Do not "lump" several together into one request.
5. If your absence occurs during the last week of the semester, you need to submit your request immediately upon your return. The faculty will make every effort to facilitate the "last minute" nature of your request. **The deadline for submitting ALL requests is 12 NOON on THURSDAY, DECEMBER 8th (unless there is a last minute emergency).**

PLEASE NOTE: In the Ballet Program, all student requests begin with a request sent to me..

For Modern Dance Majors, the student request committee **does not** handle questions regarding **TRANSFER CREDITS**. Questions regarding **transfer credits** should be directed to Professor Satu Hummasti, transfer advisor for Modern Dance. The student request committee **does not** handle questions regarding **REDUCED CREDIT** for either Undergraduate or Graduate Students. Questions regarding **reduced credit for Graduate Students** should be directed to Professor Eric Handman, Graduate Student Advisor. Questions regarding **reduced credit for Undergraduates** should be directed to your student advisors.

If you have any questions contact me personally or email me at r.m.wood@utah.edu.

Rob Wood, Chair
801-362-4729

Student Request Committee

UNIVERSITY OF UTAH / SCHOOL OF DANCE – STUDENT REQUEST FORM

8/17/2016

Alternative Technique Request or Technique Level Adjustment because of a course conflict

Instructions: Fill out this request form, including any attached documentation and put it in **Rob Wood’s Box**.

_____ **BALLET MAJOR**

_____ **MODERN DANCE MAJOR**

NAME: _____ **DATE:** _____

STUDENT ID#: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____ **EMAIL:** _____

DETAILED REQUEST INFORMATION: _____

For committee use only:

STUDENT REQUEST COMMITTEE CHAIR: _____

_____ **APPROVE** _____

COMMITTEE NOTES: _____

_____ **PARTIAL APPROVAL** _____

_____ **DO NOT APPROVE** _____

_____ **NOT ENOUGH INFORMATION** _____

_____ **ON APPROVAL PLEASE INFORM YOUR INSTRUCTORS**

UNIVERSITY OF UTAH / SCHOOL OF DANCE – STUDENT REQUEST FORM for absences 8/17/2016

Instructions: Fill out this request form, including the attached required documentation and put it in **Rob Wood’s Box**. This form must be submitted 2 weeks prior to any known or planned absence or 1 week after an unplanned absence. You will receive a written response to your request within 2 to 3 weeks following your submission. If your request has been approved, you are required to show it to your teachers so that the attendance adjustments can be made.

_____ **BALLET PROGRAM** _____ **MODERN DANCE PROGRAM**

PLEASE NOTE: It must be understood that all students enrolled in classes must have used ALL of their allotted absences (or used them up with this request) before making a request to have any additional absences excused. (Allotted absences are those that are provided for you without penalty in each class syllabus.)

_____ **I HAVE USED UP ALL OF MY ALLOTTED ABSENCES**

PLEASE LIST HOW YOU USED YOUR ALLOTTED ABSENCES. _____

_____ I have read, understand and comply to these policies as it pertains to my absence request.

NAME: _____ DATE: _____

STUDENT ID#: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL: _____

SPECIFIC DATES AND CLASSES AFFECTED: _____

DETAILED REQUEST INFORMATION: _____

Check the boxes below that correspond to your request for needed clarification:

Status in program:

_____ Non-Major/Minor	_____ illness/injury with <u>doctor’s note</u> (if you didn’t see a doctor, <i>please explain</i>)	_____
_____ Freshmen	_____ doctor/dentist/physical therapy <u>appointment</u> with <u>documentation</u>	_____
_____ Sophomore	_____ workshop including a <u>document</u> that verifies the <u>rigor</u> of the program	_____
_____ Junior	_____ audition with <u>documentation</u>	_____
_____ Senior	_____ other professional opportunity with <u>documentation</u>	_____
_____ Graduating Senior	_____ funeral of <u>immediate</u> family member with <u>documentation</u>	_____
_____ Graduate Student	_____ other emergency with <u>documentation</u>	_____
	_____ Request to seek <u>reduced credit in technique</u>	_____

_____ **LIST YOUR TECHNIQUE LEVEL SO THAT WE KNOW WHERE TO FIND YOU TO RETURN YOUR COMPLETED FORM**

For committee use only:

STUDENT REQUEST COMMITTEE CHAIR: _____

_____ APPROVE _____ COMMITTEE NOTES: _____

_____ PARTIAL APPROVAL _____

_____ DO NOT APPROVE _____

_____ NOT ENOUGH INFORMATION _____

_____ ON APPROVAL PLEASE INFORM YOUR INSTRUCTORS