

McNally Smith College of Music

Academic Policies

Spring 2010

Attendance Policy

We the Faculty of McNally Smith College of Music are committed to preparing young professionals for success in life and in the workplace. Our collective experience has proven that success begins first and foremost with timely attendance and participation. Perfect attendance is expected of all students, but it is also understood that absences of a serious nature sometimes occur (e.g. contagious illness, death in the family, accidents, or other similar emergencies). Regardless, missing class for any reason is considered an “absence.”

The Attendance Policy is accepted and enforced school-wide and requires students to attend a minimum of 85% of the class hours for a given course (i.e. a maximum of 15% absenteeism, per class/per term).

In addition, tardiness and early departure from class are unacceptable. Students arriving 15 minutes late or leaving 15 minutes early are considered “absent.”

Students who exceed the maximum percentage of absences will be withdrawn from the class and receive a "W" when this occurs before the final withdrawal deadline of the semester. If the maximum percentage of absences occurs after final withdrawal deadline of the semester, the student will receive an "F" in the course.

- Courses that meet once a week 2 maximum absences
- Courses that meet twice a week 4 maximum absences
- Courses that meet three times a week 6 maximum absences
- Courses that meet four times a week 8 maximum absences

Consequences of Withdrawals

Students should be aware that there are a number of major negative ramifications for students who miss too many course instructional events.

1. The “W” will stay on your permanent transcript
2. You may need to extend your time in school because of the loss of credit
3. You may incur the expense of re-taking the course.

Exceptions to the Attendance Policy

There are several exceptions to the Attendance Policy. These exceptions which are available to students when they are absent for the equivalent of a week or more include: Military Leave of Absence, Medical Leave of Absence, Personal Leave of Absence, and Professional leave of Absence

A few examples of these possible leaves are:

- Military Leave of Absence
 - National Guard
 - Military Reserve
- Medical Leave of Absence
 - Car accident
 - Hospital stays
 - Operations
- Personal Leave of Absence
 - Death in the family
- Professional leave of Absence
 - Gigs

Important: The instructor may approve student's ability to attend McNally Smith College of Music sanctioned events such as a concert, studio opportunity, or master class. No further approval process is involved with this type of absence.

How do I apply for one of these Exceptions to the Attendance Policy?

To apply for any of these exceptions to the Attendance Policy, you must submit the *Academic Appeals Board Appeal Form* and any other documentation you wish to include at the 26 Exchange building Attention: the Dean of Academic Affairs. The Academic Appeals Board will then review your request and supporting documentation. You will be notified regarding their decision.

If your leave of absence is approved, it is done with the understanding that you are responsible for any material covered during your absence.

Appeals will be reviewed weekly. Until the full Academic Appeals Board is seated, the Academic Leadership Council will serve as the interim Academic Appeals Board.

Students should continue to attend course meetings while their appeal is being considered. If the leave of absence is approved, it is done with the understanding that the student is responsible for any material covered during their absence.

What happens after I miss too many course meetings?

1. Your instructor will inform the Registrar that you are to be withdrawn from the course and given a final grade of “W,” or an “F” if the maximum percentage of absences occurs after the final withdrawal deadline of the semester.
2. You should contact your advisor to discuss how this action will affect your overall academic situation.
3. You may not attend any further meeting of the course.

Statement Related to Influenza

McNally Smith is committed to a healthy campus community. To help limit the spread of both the H1N1 virus and seasonal influenza, the Centers for Disease Control has provided college campuses the following recommendation: students, faculty, or staff with influenza like illnesses (temperature of 100.0 or greater, plus a cough or sore throat) are directed to self-isolate (or stay home) for **at least 24 hours** after their fever is gone without the use of fever-reducing medicine. In the event that students are unable to attend classes due to this self-isolation recommendation, they should contact **Student Services at 651-361-3420 or email susan.brezny@mcnallysmith.edu**. Instructors will be notified of a student’s absence. Reasonable accommodations will be made to provide the opportunity for these students to participate in alternative educational delivery options due to this illness.

Academic Honesty Policy

Honesty and trust among students and between students and faculty are essential for a strong, functioning community. Students are expected to do their own work on all assignments, tests, projects, and papers. Academic dishonesty, which includes but is not limited to cheating, fabrication, plagiarism, and facilitating dishonesty of others, will automatically result in failure of that assignment and in the possible failure of the course. All instances of academic dishonesty will be referred to the Dean of Academic Affairs.

Diversity Statement

The faculty and staff of McNally Smith College of Music strive to provide an educational experience free from discrimination based upon culture, ethnicity, gender, sexual orientation, or religious affiliation. Therefore, McNally Smith College of Music will provide reasonable accommodations for students, faculty, and staff to help develop, maintain, practice, and celebrate individuality.

Disability Statement

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. In addition, it is the student's responsibility to contact Sue Brezny in Student Services (susan.brezny@mcnallysmith.edu or 651-361-3420) to document and help facilitate these requests. This process should be completed by the end of the first week of classes to ensure reasonable accommodations for the semester.

Academic Assistance Statement

McNally Smith College of Music strives to provide quality-learning experiences in and out of the classroom environment. The Learning Center (TLC), located in the McNally Smith Library, provides tutoring and academic assistance for students in Music Theory, Liberal Arts, Music Business, and Technology. The TLC offers regular drop-in hours 6 days a week throughout the semester and is staffed by faculty and trained student tutors. Ongoing academic support, as well as temporary tutoring assistance for a specific subject, is available.

For information and access to private tutoring, contact the Office of Student Services.