**Attendance**

In accordance with the WCU Undergraduate Academic Catalog (<http://catalog.wcu.edu>), the Faculty of the Theatre Program subscribes to a policy requiring students to attend class regularly. It is vital for theatre artists to establish professional work habits, especially punctuality.

Therefore, it is expected that Theatre students will attend each and every class and be consistently on time. Illness, religious holidays, or participation in athletic or other University sponsored activities are usually acceptable reasons for absences, but notification and arrangements should be made with the instructor by the student prior to the event, if at all possible.

**The attendance policies set forth below are the Theatre Program default. Individual instructors may establish their own attendance policy in their course syllabi which will supersede these:**

1. You are expected to attend every class, If you cannot be there due to illness or other personal needs (such as doctor’s appointments, University or School sanctioned activities, etc), you must notify your instructor by phone or email before class time. The instructor will determine if this is an excused absence. Any other failure to attend class or inform instructor ahead of time is an unexcused absence.
2. If your class meets three times a week, *anyone missing more than 5 classes*, excused or unexcused, for whatever reason *may receive a failing grade*.
3. If your class meets twice a week, *anyone missing 5 classes*, excused or unexcused, for whatever reason *may receive a failing grade.*
4. If your class meets once a week, *anyone missing 3 classes*, excused or unexcused, for whatever reason *may receive a failing grade.*
5. Please do not be late. It is inconsiderate of your classmates and the instructor. Two lates count as one unexcused absence.
6. *If a student does not receive a prior approval for an absence from the instructor, they may request a “Notification of Absence” through the University by contacting the Division of Student Affairs located in Scott East. If approved an email will be sent to each of the student’s instructors notifying them of the pending or past absence. Whether or not the absence is excused for a particular class is the decision of the instructor.*

***Drop for Non-Attendance***

***In accordance with the Academic Catalog Attendance Policy***

1. ***An instructor will have the discretion to cancel a student’s registration for a course if the previously-registered student fails to attend the first class meeting and fails to notify the instructor prior to the end of the first day of class.***
2. ***Students may re-register for the course on a seats-available basis up through the end of drop/add (5th day of the semester).***