ATTENDANCE
Good attendance (participating in a minimum of 90% in all assigned courses) is required of all full-time Professional Division students. Excessive absences may result in a deduction of the student’s grade (see chart below). Injured students are expected to observe all of their classes until they are well enough to participate again and must submit a note from The Ailey School physical therapist or a doctor.

All Professional Division Students (ages 16 and older) are required to meet with their Faculty Advisor, as well as communicate with their teachers, regarding all absences. All International Students are also required to discuss the reasons for any absences with The Ailey School's International Student Advisor.

GRADING AND ATTENDANCE POLICY CHARTS

NOTES:
• 2 observed classes = 1 unexcused absence (Medical or PT observances with a note are not penalized)
• Classes missed the day before or after a School holiday will be marked as a double absence.
• Students will NOT be excused for Physical Therapy appointments that are scheduled during their class times. Students must make every effort to see the PT when they do not have class. If no time slots are available that do not conflict with classes, students must notify their Advisors prior to seeing the PT to get approval for the appointment.
• Reasonable accommodations will be made for absences due to religious observances. Students are encouraged to tell their instructors and Faculty Advisor in advance of any planned absences for religious observances.
• Satisfactory artistic and technical ability in class do not outweigh a deduction in grade due to poor attendance.

CERTIFICATE, INDEPENDENT STUDY & SCHOLARSHIP PROGRAM CHART

Students who are in danger of falling below a “B minus” grade due to excessive absences will be required to meet with The Ailey School Co-Directors and risk being placed on probation and/or dismissal from The Ailey School.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 7</th>
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</thead>
<tbody>
<tr>
<td>#of times per week class meets</td>
<td>#of unexcused absences permitted without penalty</td>
<td>Grade lowers to “B+”</td>
<td>Grade lowers to “B -”</td>
<td>Grade lowers to “C”</td>
<td>Automatic “D”</td>
<td>“F”</td>
</tr>
<tr>
<td>1 X per week</td>
<td>2 absences per semester</td>
<td>3 absences per semester</td>
<td>4 absences per semester</td>
<td>5 absences per semester</td>
<td>6 absences per semester</td>
<td>7 or more absences</td>
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<tr>
<td>2 X per week</td>
<td>3 absences per semester</td>
<td>4 absences per semester</td>
<td>5 absences per semester</td>
<td>6 absences per semester</td>
<td>7 absences per semester</td>
<td>8 or more absences</td>
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<tr>
<td>3 X per week</td>
<td>5 absences per semester</td>
<td>6 absences per semester</td>
<td>7 absences per semester</td>
<td>8 absences per semester</td>
<td>9 absences per semester</td>
<td>10 or more absences</td>
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<tr>
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<td>absences permitted</td>
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<td>Failing grade</td>
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AILEY II ATTENDANCE POLICY

Ailey II students are required to attend company class every day before rehearsal begins. During periods when rehearsals are not scheduled and Professional Division classes are in session, Ailey II students are required to attend one class per day (during the academic year), and two classes per day (during the summer session). These classes must include ballet three times a week, and Horton or Graham-based modern twice a week. Attendance in a daily company class is required when Ailey II is on tour. Absences will be monitored by instructors in each class or by the Ailey II Artistic Director.

LEAVES OF ABSENCE

Students must take the following steps for extended medical or personal absences:

Medical Absence/Leave

Students who miss, or expect to miss, 5 consecutive days or more due to illness must take the following steps:

1. Contact their Faculty Advisor by email to request a ‘Medical Absence/Leave’ in writing on the first day of the absence. The Advisor will send a Medical Absence/Leave form for the student to complete and submit by email within 36 hours.

   BFA students - email the completed request form to BFA-Leave@alvinailey.org AND their Faculty Advisor.

   Certificate, Independent Study, and Scholarship students - email the completed request form to PD-Leave@alvinailey.org AND their Faculty Advisor.

2. Upon the student’s return/recovery, they must submit a Medical Excuse Form (doctor’s note downloadable at http://www.theaileyschool.edu/ailey-school/professional-division/current-students) and submit it to Mr. Inman or Ms. Person. The Medical Excuse Form must be signed by a Physician or Physical Therapist and state the expected start and end dates of the student’s absence and the diagnosis. Student must sign the Medical Absence/Leave form at that time.

3. The Ailey School Co-Directors will review the request and determine if the absences can be excused without compromising the students’ grades. Medical Absences/Leaves will not be approved without a signed doctor’s note indicating the diagnosis/cause for absence.
Personal Leaves of Absence
Students may request a Personal Absence/Leave for emergencies beyond the students control and other extraordinary, mitigating circumstances. As soon as the student is aware that they will miss classes they must take the following steps:

1. Contact their Faculty Advisor by email to request a Personal Leave. The Faculty Advisor will send a Personal Absence/Leave form for the student to complete and submit by email within 36 hours.
   - BFA students- email the completed request form to BFA-Leave@alvinailey.org AND their Faculty Advisor.
   - Certificate, Independent Study, and Scholarship students - email the completed request form to PD-Leave@alvinailey.org AND their Faculty Advisor.
2. The student must attach written proof verifying the reason for the absence.
3. The Ailey School Co-Directors will review the request and determine if the absences can be excused without compromising the students’ grades.

Make-up for absences: Students are required to make up the coursework they have missed during a Medical or Personal leave by observing additional classes upon their return and submitting a written journal, or other agreed upon written assignment, to their Faculty Advisor and to The Ailey School Co-Directors. Students must observe one technique class (to be agreed upon by the student and Faculty Advisor) and complete one journal entry for each day of the Leave (ie: two week Leave = 2 weeks of observation and journaling). The make-up work must be completed and submitted within two weeks of the students return to class. If a Leave is longer than 2 weeks, the student may receive additional time to complete their make-up work.

Duration of leaves / Multiple leaves - If a medical absence or personal leave is for a total of 10 days or more the Co-Directors may ask the student to take a leave of absence for the remainder of the term or the academic year. Requests for reinstatement will be considered on a case-by-case basis by the Co-Directors. Credit will not be given for courses taken when a student withdraws before the end of the term. Tuition will be charged according to The Ailey School's refund policy. At The Ailey School's discretion, tuition may be prorated for medical leaves of absence.

OTHER ABSENCES
Workshops
Participating in repertory workshops is a crucial part of our students’ training. When they are chosen to participate in a repertory workshop, and if they have courses that conflict with the rehearsal times of the workshop, they must meet with The Ailey School Co-Directors’ assistants before the workshop begins. If necessary, a new schedule will be made that removes the students from the conflicting courses. The Student Record Specialist will mark this workshop period as “Wksp” in the faculty roll books. Students may or may not be placed in courses that substitute for those they dropped or not, depending on several factors, such as the number of classes and rehearsals they have on any given day and the proximity of their classes and rehearsals to one another. Students are requested to communicate with their teachers regarding any absences they have.

Ailey School Approved Performances – “Ailey Events”
Certificate Program seniors and BFA seniors (and selected students from other programs) are members of our School's two performing groups, the Ailey Student Performance Group (ASPG) and the Ailey/Fordham Student Dancers (AFSD). Each group is booked for performances throughout the tri-state area as an important part of their professional training. The Student Record Specialist will mark them “P” for performance in the faculty roll books. Students must go to http://www.theaileyschool.edu/ailey-school/professional-division/current-students and fill out the “School Event Form” for all classes missed due to an approved Ailey Event. This must be submitted within one week of the absence.

Please note: Ushering for a performance does not fall into this category, as students should not miss class to do this.

External Audition
Student must see their advisor before attending an external audition. This must be pre-approved from the advisor before attending the audition and an External Audition Form must be filled out between the advisor and the student. Final Approval will be determined by the School Director for absences to be excused.
As a courtesy, Ailey II students must inform the Ailey II Artistic Director prior to attending an external audition or participating in outside projects or performances.