

Absentee Policy
May 1, 2017
Chair: Kathleen Weiss

The Department of Drama does not cancel classes. If you need to be away from a class, you must negotiate this with the Chair and get permission in writing to miss a class or classes and approval for your substitute. You are responsible for paying your replacement.

In case of a sudden illness or emergency, you still must notify the Chair by email, with a CC to Helen at the front desk. The Chair will arrange a replacement if possible. You are still responsible for the fees involved. Substitutes must be paid a minimum of \$75 an hour for in-class time.

Instructors must be present in all designated classes; students are not to be left unsupervised working on projects.