

LARGE ENSEMBLE ABSENCE POLICY

Absences

Musicians are required to inform the Ensemble Resource Administrator at ensembles.music@mcgill.ca of any possible professional engagements before they get placed into ensembles. Any student who cannot attend a Large Ensemble rehearsal is required to fill out an [Absence Request Form](#) as soon as they learn of their conflict.

Important: Only four (4) absences in the entire semester will be permitted (excused or unexcused); if a student foresees they will need to miss more than four rehearsals, efforts should be made to be reassigned into a different ensemble. No permission is given to be excused from a dress rehearsal or the concert itself.

Missing more than four (4) rehearsals in the semester will prevent the student from participating in the subsequent performance(s). In such a situation, the student will either receive a lower grade, be reassigned to another ensemble when possible, or be asked to complete additional work to make up for the missed rehearsals and performances.

If a student has a legitimate excuse (e.g., an illness) that results in more than four absences, they should contact Student Affairs at studentaffairs.music@mcgill.ca to explore whether they are eligible for a late withdrawal.

Any student who is experiencing pain or discomfort while singing should inform their practical teacher and their ensemble director and should seek proper medical attention. Students should not be reluctant to admit to injury. The School does not want students to perform with pain or with injury. If a student is experiencing pain while singing, they are invited to sit in rehearsal and take notes without singing. **Students who are unable to sing because of an injury or illness should still attend the rehearsal and take notes when possible.**

Absences or tardiness without an approved Ensemble Excuse Form will result in a final mark deduction as follows:

- Excused absences (up to 2 per concert cycle) result in no loss of grade
- A tardy* (10 minutes or less) to rehearsal without approval will result in loss of one grade point (i.e., B to B-)
- An absence (more than 10 minutes late) without approval will result in the loss of one entire letter grade (i.e., A to B)

***Please note, arriving after or during the warm-up or the tuning note is considered tardy.**

Students may be excused from a rehearsal of an ensemble for the following reasons; however, submitting a form with one of these reasons does not guarantee approval of a request:

Reason for Absence	Actions Required
Sickness, or emergency medical or dental work.	<p>Submit online absence request form in advance and within 48 hours (2 days) of the missed rehearsal. Failure to do so will result in an unexcused absence.</p> <p>Email the ensemble director and manager before the absence.</p>
<p>An audition for a permanent professional engagement</p> <p>A major competition</p> <p>A professional engagement deemed to be very important for a student's developing career</p> <p>A masterclass</p> <p>Family emergency or an especially important family occasion (e.g. weddings, funerals)</p> <p>A field trip for another ensemble or class.</p> <p>An authorized McGill function</p> <p>Religious Holy Days and Commitments</p>	<p>Submit online absence request form in advance and within 48 hours (2 days) of the missed rehearsal. Failure to do so will result in an unexcused absence.</p> <p>Email the ensemble director and manager before the absence.</p>