

## LARGE ENSEMBLE ABSENCE POLICY – December 22, 2023

### Absences

Musicians are required to inform the Ensemble Resource Administrator at [ensembles.music@mcgill.ca](mailto: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.

If a student has been excused for a rehearsal, **they are responsible to find a substitute to cover their part during the absence**, unless discussed with the Director.

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

Missing more than two rehearsals per concert cycle will prevent the student from participating in that concert cycle. In such a situation, the student will either receive a lower grade, be reassigned to another program when possible, or be asked to complete additional work to make up for the missed concert cycle. If a student has a legitimate excuse (e.g., an illness) that results in more than two absences, they should contact Student Affairs at [studentaffairs.music@mcgill.ca](mailto:studentaffairs.music@mcgill.ca) to explore whether they are eligible for a late withdrawal.

Students who are unable to play/sing because of an injury or illness should still attend the rehearsal 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
<p>Sickness, or emergency medical or dental work.</p> <p><b>Important Note:</b> Any student who is experiencing pain while playing should inform their practical teacher and the Director of their ensemble(s) and should seek proper medical attention. Students should not be reluctant to admit to injury; it is entirely acceptable for students to be excused from ensemble rehearsal(s) for health reasons. The School does not want students to perform with pain or with injury. If a student is experiencing pain while playing, then he/she is permitted to sit in rehearsal in their assigned place without playing in the rehearsal.</p>	<ul style="list-style-type: none"> <li>• Submit <a href="#">online absence request form</a> in advance and within 48 hours (2 days) of the missed rehearsal. Failure to do so will result in an unexcused absence.</li> <li>• Email the ensemble director and manager <b>before</b> the absence.</li> </ul>
<ul style="list-style-type: none"> <li>• An audition for a permanent professional engagement, graduate school or a summer program</li> <li>• A major competition</li> <li>• A professional engagement deemed to be very important for a student's developing career</li> <li>• A masterclass</li> <li>• Family emergency or an especially important family occasion (e.g. weddings, funerals)</li> <li>• A field trip for another ensemble or class.</li> <li>• An authorized McGill function</li> <li>• Religious Holy Days and Commitments</li> </ul>	<ul style="list-style-type: none"> <li>• Submit <a href="#">online absence request form</a> in advance and within 48 hours (2 days) of the missed rehearsal. Failure to do so will result in an unexcused absence.</li> <li>• Email the ensemble director and manager <b>before</b> the absence.</li> </ul>