

08-13-2025

Standing Medical Appointment Policy- ACTING PROGRAM 2025-2026

It is the policy of the Acting program that, barring a health-related or personal emergency, Students are expected to schedule doctors appointments outside of scheduled class times.

During the course of any semester, some Acting students may request written permission from the chair of the Acting program to schedule weekly doctor's appointments after 2:00pm. In such cases, the Acting program usually gives a "blanket approval" to the student to make those appointments, as needed. It's expected that the director and stage manager will make a good faith effort to release an Acting student from rehearsal to attend their regularly scheduled appointment. In any other circumstance, the director and the stage manager have the authority to call an actor at any time within the permitted rehearsal hours. In addition, if the actor's presence in rehearsal is deemed *necessary* at a time that conflicts with one of their regularly scheduled doctor's appointments, then the director and stage manager can call that actor for rehearsal during that time, and the actor must cancel and/or re-schedule their appointment. (For example, if Wednesday at 4:00 is the only time a run-thru can be scheduled, and the actor's appointment is normally on Wednesday at 4:30, then the director and stage manager have the authority to call the actor to rehearsal, instead. In which case, the actor should be informed of this as far in advance as possible.)

It's understood that both technical rehearsals and performances take precedence over regularly scheduled doctor's appointments. ***It is the actor's responsibility in advance to reschedule such appointments in order to avoid any conflicts.*** Any requests for absences during this period must be made directly to the Chair of Acting.