

Carnegie Mellon Wind Ensemble Rehearsal /Attendance Policies

Part Assignments

1. Part assignments are made by the Music Directors in consultation with the studio faculty. Any concern with an assignment should first be directed to your studio teacher.
2. Assignments will be posted two weeks in advance of a rehearsal cycle by the following methods: 1) Email, 2) Website

Rehearsal Schedule

Rehearsal schedules for the WE will be posted by the following methods: 1) Email, 2) Website. The posted rehearsal schedule for any given day is subject to change until 10:00 a.m. of the day of that rehearsal. It is the student's responsibility to be informed of any changes to the daily rehearsal schedule and to plan accordingly to fulfill his/her assignment.

Rehearsals typically run Tuesday through Friday from 3:30 p.m. to 6:00 p.m. The complete rehearsal and concert schedule for the WE can be found on the WE website or the events calendar on the Inside Music website. Although individual assignments within these time periods may vary, students are nevertheless obligated to the ensemble for all of the applicable scheduled time periods. As in the professional music world, rehearsal and program schedules are subject to change.

Excused Absence Process

Although assignments are made on a per-concert-cycle basis (typically two weeks before a rehearsal cycle begins), all wind, brass and percussion students should assume that they will be assigned to every WE cycle and should submit petitions for an excused absence accordingly.

As soon as you become aware of a potential conflict with the WE schedule, submit a petition for an excused absence as this increases the likelihood of that petition being granted. **Do not wait until you are assigned to a cycle to declare your need for an excused absence or release from a cycle.**

To request that a tardiness or absence be considered for an excuse, fill out an absence petition form from the Inside Music website (<http://music.cfa.cmu.edu/>) and submit it to Stephen Story.

In order for your request for an excuse to be considered,

1. Your petition must be submitted on time, except in unavoidable circumstances, according to the deadlines below.
2. Your studio teacher must sign the petition or email Stephen Story

(story@andrew.cmu.edu) if they are not available for a signature.

Deadlines for an Excused Absence Petition

1. Illness or Emergency: **PETITION WITHIN 3 DAYS** of the date of the tardiness or absence. Also submit **documentation** from a doctor or Carnegie Mellon Student Health Services.
2. Professional Opportunity: **PETITION AT LEAST 2 WEEKS** before the first rehearsal of the cycle in which the tardiness or absence is requested.
3. Other Requests (*family funerals, weddings, etc.*): **PETITION AT LEAST 2 WEEKS** before the first rehearsal of the cycle in which the tardiness or absence is requested.

If you have missed the deadline, still submit a petition. In unavoidable circumstances (emergency or sudden illness), your request for an excuse may still be considered.

Please note that approval or disapproval of an Excused Absence Petition is the decision of the Wind Ensemble Directors only.

Unexcused Absences or Tardy

Attendance is required at every rehearsal, concert, and recording session. An unexcused tardiness or absence will lower your grade. For example, 1 unexcused absence would lower an "A" to a "B". 4 unexcused absences will result in an "R". An unsatisfactory grade (D or lower for undergraduate students, C or lower for graduate and Performance Residency Program students) may result in loss of good standing in the School of Music or being dropped from the School of Music.

- tardy to 1 rehearsal	= 1/2 letter grade
- tardy to 1 dress rehearsal	= 1 letter grade
- tardy to 1 concert or recording session	= 4 unexcused absences
- absence from one rehearsal	= 1 letter grade
- absence from one dress rehearsal	= 2 unexcused absences
- absence from one concert or recording session	= 4 unexcused absences

Music

1. Your music is your responsibility. Librarians will distribute music folders at least one week before a cycle begins. You must pick up your music well before the first rehearsal. All music is to be kept in the labeled folders.
2. If you are missing a part or have a problem with a part, notify the librarian before it is needed for a rehearsal or a concert in enough time for him/her to take care of the problem.
3. Take your folder after a rehearsal. Don't leave it! However, do give your folder to the librarian following a concert. Rental parts are expensive! In many cases, the librarian(s) will issue legible copies of original parts. **You will be responsible for any lost music!**

Dress

The official dress code for the Wind Ensemble is concert black. Men: black tux (no tails), white shirt, black bow tie, black socks and shoes. Women: long black gowns or two piece ensemble, long sleeves, black shoes (no open toes). Student concerto soloists may wear appropriate but professional performance outfits.

Technology/Media

No alarm/beeper watches, cell phones, pagers, newspapers, books or any portable device allowing internet access allowed on any stage or ACH during rehearsals or concerts.

TEXTING OR USE OF ANY ELECTRONICS ON STAGE BEFORE, DURING OR IMMEDIATELY FOLLOWING CONCERTS WILL RESULT IN AN IMMEDIATE FAILING GRADE. TEXTING OR USE OF ANY ELECTRONICS DURING ANY WIND ENSEMBLE REHEARSAL WILL DROP YOUR GRADE TWO LEVELS.