CCM Opera Department
Non-Availability Policy

The CCM Opera Department encourages students to pursue professional engagements and to take part in competitions and auditions that will enhance student development and career preparation. Few departments are as flexible as the Opera Department in trying to accommodate students in this respect; however, students who have accepted roles in Opera Department productions have accepted a responsibility to see them through. Non-Availability approvals are a privilege, not a right, and must neither jeopardize performances nor disrupt the rehearsal process.

Failure to abide by the NA policy may lead to your dismissal from a production as well as other academic sanctions (such as a lower grade or failure of a class). Please do not ask for exceptions and do not rely on what you believe to be verbal agreements with members of the Opera Department faculty. Do not assume that a rehearsal or class will be canceled at any particular time or that you will not be called to rehearsal.

Please review the following Non-Availability policies prior to submitting your request:

- An NA request form must be submitted for **any and all absences** from Opera Department classes and rehearsals.

- A Leave of Absence granted by the Associate Dean’s office does not substitute for an NA from the Opera Department. If a student is taking a leave of absence, s/he must also complete an NA request form.

- NAs are granted on a case-by-case basis at the sole discretion of the Opera Department faculty. Students are responsible for obtaining the signatures of required faculty members as indicated on the NA request form.

- For students involved in productions, NAs will not be granted during the three-week period directly preceding performances.

- Whenever possible, NA request forms should be submitted at least 3 weeks prior to the planned absence. If you have an absence that is likely but not confirmed (such as participation in an outside competition or audition) please submit an NA form for this anticipated absence—do not wait to begin the approval process until you have received confirmation as these confirmations are sometimes extremely last-minute.

- Students may not book any travel arrangements prior to obtaining NA approval. If a student chooses to book travel prior to obtaining approval, the CCM Opera Department is not responsible for any travel expenses that may be lost if an NA request is not approved!

- NA request forms are reviewed each week at the Opera Department Faculty meeting, which takes place on Thursdays at 10:00 AM. Please consider this when submitting your requests (if you submit your request form on a Friday, it will not be approved until the following week).

- Please be reasonable—winning a place in the Metropolitan Opera Audition finals and your promise to sing at your friend’s wedding are not the same thing—don’t expect the Opera Department to treat them as such.

**If you have any questions regarding the Non-Availability request and/or approval process, please contact the Opera Department Chair or the Opera Department Graduate Assistants at ccmopera@gmail.com.**