

# SCHOOL OF THEATRE & DANCE FACULTY HANDBOOK

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## **I. MISSION OF THE SCHOOL OF THEATRE & DANCE**

The central objective of the University of Houston School of Theatre & Dance is to develop the well-educated artist and scholar in the liberal arts setting. As a major constituency and as a resource for the community in the fourth largest city in the nation, we are committed to producing quality theatre and dance.

### **1. OBJECTIVES:**

The School of Theatre & Dance seeks to provide students in varying fields of specialization with a full comprehension of the craft and art of theatre/dance and to provide an efficient curriculum in each of the areas of specialization. These include acting, directing, dance performance, choreography, technical theatre, playwriting and the design areas of costumes, lights, and scenes. Provision is also made for the theatre generalist. As a pre-professional program, we prepare students for advanced conservatory training, professional practice or teaching, both on the secondary and college level.

During the academic year we have a four-play major season and a main stage dance concert, the Musical Theatre Workshop, and the Edward Albee's Playwright's Workshop. Our Shakespeare Outreach program tours schools, community centers and institutions for troubled youth, doing performances and residencies. In the summer, we produce the Houston Shakespeare Festival (an AEA company) at Miller Theater, the Children's Festival, and are managing partners in the Big Range Dance Festival.

The School of Theatre & Dance houses the Division and the Center for Choreography (founded in 2000).

### **2. THE DANCE PROGRAM**

University of Houston School of Theatre & Dance provides the only university degree program for dance in the Houston/Harris County. Dance at University of Houston strives to create confidence in the student through both the disciplined practice of dance and the transferable skills of creative interaction with others. We are committed to providing a center for dance in metropolitan Houston through workshops, collaboration, performances, and service.

University of Houston School of Theatre & Dance offers three programs in dance:

1. Bachelor of Arts in Dance
2. Minor in Dance
3. Secondary Certification for Dance Educators

**Dance at University of Houston emphasizes the following:**

- An Athletic Component: To develop disciplined bodies and minds by integrating physical strength flexibility, stamina, coordination, with retention and speed of comprehension. To develop the wide range of dynamic qualities which shape the performance skills of the dancer.
- An Intellectual Component: To encourage creative and thoughtful individuals, fostering students as innovative choreographers and teachers with the ability to clearly articulate ideas. To analyze movement within the contexts of tradition, history, art, music, and dance theory.
- A Human Interaction Component: To balance individual thinking with collective collaboration, and develop individuals who are able to effectively work with others to realize their potential in dance and in life.

### **The Center for Choreography**

The Center for Choreography seeks to train students through both the disciplined practice of dance and the creative skills of choreography, to provide a venue for choreographers from this country and abroad to exchange ideas and methods, and to bring a new dimension of artistic and educational endeavor to Houston. The Center focuses on choreography as the fundamental building block of creativity in dance.

## **II. COLLEGE COMMITTEES**

### **1. Undergraduate Studies Committee**

- A. The Undergraduate Studies Committee shall consist of each departmental undergraduate director or a faculty member appointed to represent a department. The associate dean who oversees undergraduate studies and curricular matters shall serve without a vote. The committee shall elect its own chair and select two voting undergraduate representative from nominees solicited by the committee from the departments.
- B. The committee shall meet at least twice a semester/
- C. The committee shall:
  1. Recommend to the faculty changes in the College's undergraduate degree requirements and programs.
  2. Approve additions, alterations or deletions of courses at the undergraduate level.
  3. Review and coordinate the undergraduate curriculum, including the core curriculum and interdisciplinary courses and programs.
  4. Concern itself with procedures and standards for admissions, candidacy, and graduation from undergraduate programs.
  5. Elect representatives from the CLASS faculty to the Undergraduate Council who will serve as liaison with undergraduate programs in other colleges in the University as well as the Undergraduate Council.

Additionally, the School of Theatre & Dance departmental rep will work with the faculty and our student advisor to inform them deadlines, and help process forms and paper work that may be required by the Undergraduate Studies Committee (such as course change/addition forms – such as “CBM” forms). The Undergraduate Studies Committee is, at times, also responsible for the review and selection of candidates for several of the CLASS Teacher Excellence Awards.

## **2. Graduate Curriculum Committee**

The committee typically consists of the graduate directors or representatives from each department and the associate dean of graduate studies. It meets when necessary to give advice on graduate oversight, admission policies, financial aid, and curriculum issues. The committees act as liaisons between the college and department on decisions and planning instituted by the provost’s office.

## **3. Faculty Governance & Advisory Committee**

FGAC is a faculty liaison committee to the Dean of CLASS. This committee is responsible for College ballots/votes, relaying information from the Dean to the departments, and meeting with Dean on regular basis.

## **4. Technology Committee**

The Technology Committee is a CLASS committee comprised of members from each academic unit within the college. It provides the Dean with information and advice in terms of the planning, requesting, and allocating personnel and financial resources for (primarily) computer and computer-related technology and serves as a conduit for information back to the units.

## **5. Grievance Committee (7 tenured faculty from college)**

The CLASS Grievance Committee is elected from among the tenured faculty of the college and is charged with reviewing grievance petitions that may be filed by college faculty, primarily concerning employment-related issues within the college.

## **6. Tenure & Promotion Committee (9 Tenured full professors from college)**

- A. The Tenure and Promotion Committee shall consist of nine full professors. Five shall come from PhD degree granting departments, two from master’s degree granting departments, and two from the arts. The Chairs and Directors Committee, in consultation with the Dean shall consider appropriate rotation when selecting the nine departments that shall provide members to serve two-year staggered terms.
- B. A Committee member from a candidate’s department shall rescue him or herself from discussion and votes on that person’s candidacy. The candidate may invite the chair of his or her department to name a faculty college representative of the candidate’s choice to provide information to the committee.

- C. The committee shall make recommendations to the Dean regarding promotions and tenure as well as the continuance of faculty members in the College standards to University procedures, departmental criteria, and the College standards set forth in Section XIII of the bylaws of the College of Liberal Arts and Social Sciences.

Criteria for Tenure and Promotion to Associate and Full Professor and for faculty Reviews in from our class Bylaws:

- A. Candidates for tenure and promotion to Associate Professor, which normally occur together, shall be evaluated on the basics of their record of scholarship. Creative work or performance, teaching, and service to the University, community, and/or to their profession. Successful candidates shall demonstrate excellence in scholarly and creative activities, teaching, and effective service. The awarding of tenure shall be based on the promise of national visibility and the prediction of continued excellence in these areas throughout the candidate's career.
- B. Candidates for promotion to Full professor shall be evaluated in the same three areas of achievement delineated above. In addition to continued excellence in teaching and a commitment to service, successful candidates shall have achieved a national reputation in their scholarship, creative work, or performance.
- C. The purpose of the Third Year Review shall be to ascertain whether the candidate is making acceptable progress toward tenure. Departments shall conduct this important review during the third year and forward the copy to the Dean.
- D. Departments shall develop their own procedures and criteria for both the annual merit and post-tenure reviews, subject to the approval of the Dean. Department chairs shall forward to the Dean, at his or her discretion, the annual faculty activity reports and updated curriculum vitae along with the outcomes of the annual merit and post-tenure reviews.

**III. FACULTY SENATE**

The Faculty Senate, which operates under its own constitution and bylaws, considers and makes recommendations to the President of the University of Houston on matters of interest to the faculty. The Faculty Senate is composed of 52 members elected for three-year terms by the faculties of their representative colleges and the Library. Leadership is provided by the Executive Committee which includes the elected officers: President, President-elect, Secretary, and two Members-at large; and the appointed chairs of the five Faculty Senate standing committee: Budget and

Facilities, Educational Policies and Student Affairs, Faculty Affairs, Legislative and Community Relations, and Committee on Committees.

#### **IV. SCHOOL OF THEATRE & DANCE COMMITTEES**

##### 1. Executive Committee

Executive Committee is responsible for evaluating School of Theatre & Dance Activity Reports (merit review), third year reviews, and reviews of School of Theatre & Dance tenure and promotions candidates.

##### Merit (Activity report) Process with TIMELINE:

Merit review forms must be completed by faculty in September for previous academic year.. Format: School faculty members should list activities in their reports with dates, title, role, and venue. If a faculty member feels an activity requires additional explanation, they may attach a short appendix regarding that activity. Note: Faculty members are advised to decide which category best represents the activity they are submitting-and to only submit that activity in one area. For example: A faculty member may submit the direction of a student performed main stage event as a creative activity or as a teaching activity, but not both.

##### Week Four of Merit review:

- Executive committee reviews submitted merit forms & views faculty
- Committee individually assesses information and marks merit for each candidate in the areas of teaching, creative activity or research, and service:
  - a. Teaching: the committee will consider the following areas: student evaluations, contributions in individual student projects and special problems courses, overload contributions, curriculum development and implementation, and development and implementation of other educational opportunities for the students.
  - b. Creative Activity and Research: the committee will consider the following areas:
    - Directing of theatrical productions
    - Designing (costumes, lights, sets, sound, props) for theatrical productions including dance
    - Movement and/or fight direction for theatrical productions
    - Vocal coaching for theatrical productions
    - Performance in theatrical productions (acting, dancing, and/or singing)
    - Choreography for concert dance performance and theater
    - Other specialized coaching for theatrical productions
    - Dramaturgy
    - Producing of theatrical productions
    - Publications of articles and/or books in area of specialty
    - Juried conference presentations
    - Writing theatrical scripts

c. Service: the committee will consider service to the department, service to the university, and service to the regional, national, and international communities in specialized field.

- Executive committee submits numerical assessments to committee chair, committee chair calculates final combined numerical assessments for three areas at a 2:2:1 ratio (with service receiving the 1 ratio).

Week Three of merit review:

- Executive committee meets to hear numerical assessments. If there are any assessments that a committee member strongly disagrees with, the committee discusses the concern at this time.
- Executive committee approves assessments and submits them to Director of School
- Director makes full assessments of merit based on committee recommendations
- Director returns final numerical decisions in letter to faculty
- Post approval of assessments, committee reviews the candidates who are moving toward tenure and promotion. The purpose of this open discussion will be to review expectations for tenure and promotion for applicable faculty members. In this way, the merit committee will have an opportunity to annually assess the non-tenured faculty, and to mentor faculty moving towards tenure and promotion.

Week Two of merit review:

- Appeals submitted to director
- Appeals reviewed by Executive Committee
- Letters from Committee and Director and generated for necessary candidates

Week One merit review:

- Merit recommendations submitted to Dean of CLASS.

**INFORMATION ON TENURE & PROMOTION:** See section VII.

**2. Recruitment Committee:** To promote visibility for purposes of attracting high quality students regionally and nationally. While the University of Houston attracts students through its location and its programming, the goals of our recruitment committee is to create active methods of recruitment to attract the highest quality students into our program.

**3. Scholarship Committee(s)**

Theatre Scholarship Committee: Committee posts availability for application of scholarships in April. Interested students pick up application from SOT secretary. Application is due back with complete form, two letters of character recommendation (excluding faculty and staff). Students who have established themselves in the department as “movers and shakers” are given priority consideration. Second priority goes to new students. The school has approximately \$10,000 in scholarship funds. This money is distributed to as many ranked

applicants as possible, usually in \$500 (applied to one semester of tuition) or \$1000 (two semesters of tuition) increments. (Average number of students served is 12)

Dance Scholarship Committee: The Joanna Friesen Scholarship will be awarded to an outstanding upper class student (of sophomore or junior standing) on an annual basis. The scholarship is based on the exceptional qualifications of the student as a leader, a dancer, and/or a choreographer, as well as academic excellence.

Requirements:

1. Cumulative GPA of 3.0 or above
2. Declared Dance Track Major in Theatre or Dance Minor or Dance Certification.
3. Enrollment at the University of Houston during the current and upcoming academic years.
4. Leadership and active involvement in more that one of the following: University Dance Theatre, ESEMBLE, student dance concert, student teaching.

Judging Committee: Dance Faculty

Deadline for Application: April 2nd Submit to Dance Director, Wortham Theatre.

Notification: Spring Faculty Dance Concert

Application Form includes:

Name:

Address:

Telephone:

1. What activities have you participated in that qualify you for this award?
2. What would you like to accomplish in the dance field after graduation?

**4. Play Selection Committee:**

**5. Ad Hoc Committees /Task Forces**

- Grievance Task Force
- Handbook Committee: updates School of Theatre & Dance Faculty Handbook annually.

**V. POLICY FOR COSTUME CHECK FOR FACULTY IN SCHOOL OF THEATRE & DANCE:** The costume check-out policy is outlined in a detailed information sheet distributed annually to faculty by the costume shop.

**VI. SCHOOL MEETINGS:**

1. Purpose: Communication regarding issues concerning the School
2. Agendas/Scheduling: Agenda items should be submitted to School secretary a minimum of two days prior to a meeting. Meetings are scheduled at the beginning of each semester.
3. Minutes taken by assigned faculty member & submitted to faculty via email w/in week following meeting.

## **VII. TENURE AND PROMOTION**

Departmental guidelines and policies are subject to policies promulgated at the college and university levels. In the case of promotion and tenure, guidelines provided by the Office of the Provost form the basis of all promotion and tenure decisions. While a college or department may choose to implement more rigorous standards than those detailed in the university-level promotion and tenure guidelines, a college or department may not implement policies that result implicitly or explicitly in the application of less rigorous standards than detailed in the in the university-level promotion and tenure guidelines. It is the obligation of the chair of the department to make all new tenured or tenure-track faculty members aware in writing of not only the university-level promotion beyond tenure guidelines but also any college or departmental level policies or procedures that may impact their tenure and/or promotion.

These guidelines for professional evaluation of tenured and tenure-track members of the University of Houston's School of Theatre & Dance are prepared as a general document without reference to particular individuals or configurations of accomplishment. They do not prescribe a uniform roster of accomplishments that must be achieved by all candidates for tenure or promotion. Rather, they suggest ways of evaluating accomplishments in research, teaching, and service by allowing flexibility in assigning relative weights to these three activities.

### **1. Expectations for Tenure:**

To receive tenure, the Assistant Professor should prove to be an excellent teacher in beginning level and general college courses, and to be a promising scholar/artist. More specifically, the expectations include:

- Productivity in the area of scholarship/creative activity/research. This area includes quantity and quality of work compared with similarly ranked faculty within and outside our institution, recognition of work by peers regionally and nationally, and grants, awards, or commissions for completed work. Work can include public performances (including design elements) in regional and national venues and/or publications in referred journals, chapters in a book, etc.
- Teaching: A solid record of teaching within the department, as demonstrated through student evaluations, student mentoring, and initiatives in curricular development.
- Service: Includes contributions to the School, the College, and the University. Equally we would expect contributions to the growth of our School.
- Overall continuity: Growth and progression towards identified goals, focus and implementation of new knowledge, establishment of expertise and leadership in the field, contribution to intellectual and creative life of institution and community.

### **2. Third Year Review for Tenure Purpose & Procedures**

Purpose of third-year review is to evaluate the assistant professor in the expectations for tenure. In this process, the candidate can expect to receive constructive and realistic feedback on their trajectory to tenure. The overarching goal of the review is to provide guidance to the candidate in meeting tenure expectations.

Procedure:

- Candidate submits a third-year portfolio to Director of the School of Theatre & Dance Executive Committee in August of review year in three-ring binder. As a preparation for tenure review, the third year review portfolio should follow the format of a tenure-review portfolio. Information on the format of tenure portfolio is available through the Dean's office in CLASS.
- Portfolio should include copy of the position offer letter(s), updated curriculum vitae, and documentation about the three critical areas of review: teaching, creative activity or research, and service. Documentation can include contributions to theatrical productions, courses taught with teaching evaluations and student numbers, reviews and programs, awards, grants and other relevant professional recognition.
- Candidate submits teaching schedule to Executive committee in September of review year. Executive Committee schedules teaching observations for the peer review.
- Department Director reviews materials including teaching observations by the Executive Committee. Director submits his letter of review (including information from the peer review and the portfolio) to the Dean and candidate by mid-December.
- Candidate urged to schedule a follow-up meeting with the Director to review any questions or concerns arising for the Third-Year Review process in January.

**3. Tenure and Promotion Review Procedures:**

Tenure review generally occurs in year six, but the review timeline may vary depending on the candidate. In spring prior to review year, candidate meets with Director to assist in identifying list of external reviewers. Candidate prepares external review packet, to be sent with Director letter to external reviewers. Letters from external reviewers are due to Director third week of August.

Candidate submits portfolio (with 2 copies) to School at the beginning of Fall semester of the review year. Portfolio should follow the format provided by the College, binders provided by CLASS in summer of review year. Portfolio provides documentation necessary for the candidate to prove he or she has met the expectations for tenure as described by the School, the College, and the University. Tenure timeline can be obtained through the Dean's office in the College of Liberal Arts and Social Sciences.

Director appoints a portfolio review committee and chairperson for candidate in August, usually comprised of all tenured faculty not serving on the Executive Committee. School P&T Committee Chair responsible for scheduling review committee meetings, teaching observations for candidate, and for compiling the committee review letter on the candidate, to be submitted to the School Director prior to deadline set by college (end of September). Director, along with Executive Committee, conduct a final review of materials. P&T Committee letter and a letter from the Director are included in the candidate binders.

Director submits completed portfolios (3 binders) with internal letters and external letters to Dean's office in College by deadline set by College. With the submission of binders to the College, Director notifies candidate of his/her promotion review from the School of Theatre & Dance in writing.

#### **4. Promotion to Full Professor:**

Candidate in general follows same guidelines and deadlines given in promotion to associate professor with tenure. Candidate should meet expectations for promotion to full professor in alignment with best practices in their area of discipline on a national level. Candidate should meet expectations outlined by college and university for promotion to full professor.

### **VIII. STUDENT AREAS:**

#### **1. Academic advising in the School of Theatre & Dance**

The Academic Advisor's office at the School of Theatre's advises students, prepares degree plans for undergraduate and graduate students; coordinates student registration; maintains student records; and disseminates information to students about the resources available to them within the University. Advisors work closely with prospective undergraduate and graduate students to ensure that applications and admission requirements are processed in a timely manner. This is especially important with International students. Advisors coordinate with the Academic Advisors at the College of Liberal Arts and Social Sciences to ensure that students fulfill all requirements of State, University, College and School for graduation.

As part of recruiting efforts for the School of Theatre & Dance, the Advisors' office has created brochures outlining in detail the various areas of specialization available to students. These brochures are modified periodically to remain current with the requirements for each specialization and address the requirements for Theatre, Dance, Honors students, and teacher certification.

The Advisors work with faculty to coordinate and prepare class schedules, faculty rosters, secure classroom facilities for all classes offered by the School including classrooms not in the Wortham theatre building, and create classes for inclusion in the College catalog and University class schedule. In addition, advisors assist faculty with outgoing changes in

academic procedures during the semester, such as grade changes, student petitions, leaves of absences, class rolls and grade sheets and general student complaints and problems.

Advisors work with faculty and administration to identify applicants suitable for assistantships.

## **2. Campus Counseling Services: (713) 743-5454**

### **3. Absence and Late Policy:**

Each student is allowed absences without penalty based on the number of contact credit hours for the specific course. For example, if a class meets three hours a week, the student may be absent for three hours during the semester without penalty. Absences in excess of this number will result in a final grade drop in accordance with the following scale:

- The class meets three times a week for an hour:

Four absences	=	½ letter drop
Five absences	=	one full letter drop
Six absences	=	two full letters drop
Seven absences	=	Automatic “F” grade
- The class meets two times a week for a hour and a half:

Three absences	=	one full letter drop
Four absences	=	two full letters drop
Five absences	=	Automatic “F” grade
- The class meets one time a week for 3 hours: At the discretion of the instructor.
- For production classes (Theatre 111, Theatre 112, Dance 3208, Dance 3109):

Absent one required rehearsal	=	one full letter drop
Absent two required rehearsal	=	Automatic “F”
Absent one performance	=	Automatic “F”

Students with legitimate problems resulting in excessive absences should drop affected courses in accordance with cut-off dates for such action as announced by each College. Students who fail to drop will NOT automatically be dropped by instructor. IT IS THE RESPONSIBILITY OF THE STUDENT TO DROP THE CLASS.

Tardiness (entering class after the roll has been taken.) Being tardy twice is equivalent of one absence. (DANCE NOTE: In dance technique classes, if a student arrives more than 5 minutes after the warm up has begun, he/she will not be allowed to take the class but must “sit out.” If a student cannot dance due to an injury or non-contagious illness the student should “sit out.” During a “sit out”, the students must participate through assignments given by instructor. Students are allowed two “sit outs.” A third “sit out” will count as an absence.)

Students may appeal any final grade to the Executive Committee of the School of Theatre & Dance. Appeals must be documented (medical or otherwise), accompanied by a clear written statement regarding the rationale for the appeal. Only appeals which aptly indicate totally unavoidable and catastrophic circumstances will receive favorable consideration. (Students are urged not to risk losing the advantage of allowable absences by taking absences for unnecessary reasons.)

ALL APPEALS MUST BE SUBMITTED TO THE SCHOOL SECRETARY IN THE WORTHAM THEATRE BUILDING NO LATER THAN THE LAST DAY OF CLASS. Absence appeal forms are available on-line at the SOT website.

#### 4. THEATRE AND DANCE ADMISSION/AUDITIONS

All students in the School of Theatre & Dance are expected to meet high standards of work and discipline. Those who fail to maintain these standards will be permitted to continue in their program.

The faculty of each area of study is responsible for setting these standards, and for guiding and evaluating each student's development. Criteria for advertisement include the student's fitness and potential for a career in the field (as an actor, director, designer, technician, etc.), as determined by the faculty.

- **DESIGN / TECHNOLOGY**

Admission to the design /technology program is open to all incoming students. Transfer admission and proper placement in the program is at the discretion of the faculty based on the quality of the student's portfolio and an interview.

All design/technology majors must undergo a portfolio evaluation and interview at the end of the first year's study. Retention in the program is based on

- a) Successful completion of THEA 1331 (Introduction to theatre)
- b) Successful completion of THEA \*\*\*\* (Introduction to design)
- c) Continual growth of the student as determined by the faculty through the successful completion of the portfolio review and interview, d) the maintenance of an overall grade point average of 2.5
- d) Achievement of a grade of 2.5 or higher on all school of theatre courses required for your major. (See grade policy below.)

The evaluation of the faculty is final.

- **ACTING/DIRECTING**

Admission to the acting /directing program is open to all incoming students. Transfer admission and proper placement in the program is at the discretion of the faculty based on the quality of the student's audition and an interview.

All acting/directing majors must undergo an audition and interview at the end of the first year of study. Retention in the program is based on

- a) Successful completion of THEA 1331 (Introduction to the theatre)
- b) Successful completion of THEA 1338 and THEA 1339 (Acting I & II)
- c) Continual growth of the student as determined by the faculty through the successful completion of the audition and interview.
- d) Maintenance of an overall grade point average 2.5
- e) Achievement of a grade of 2.5 or higher on all school of theatre courses required for your major (see grade policy below).

The evaluation of the faculty is final.

- **DANCE**

Dance auditions are required for acceptance into the Dance Degree programs (BA in Dance, dance minor, dance certification). Auditions are held the last week of October and March annually. Students must be accepted into degree plans for eligibility in pre-enrollment.

Retention in the program is based on

- a) Successful completion of required dance curriculum in the recommended time frame.
- b) Continual growth of the student as determined by the faculty through the successful completion of the audition and interview.
- c) Maintenance of an overall grade point average of 2.5
- d) Achievement of a grade of 2.5 or higher on all School of Theatre & Dance courses required for your major (see grade policy below).

The evaluation of the faculty is final.

## **5. POLICY ON GPA FOR THEATRE/DANCE MAJORS**

### *PROTOCOL FOR STUDENTS WHO MAKE LESS THAN A 2.5 GRADE IN A MAJOR CLASS*

Student will be immediately placed on Probation as a Theatre major if they receive less than a C grade in a School of Theatre & Dance major class.

Student must retake the class and complete it with a minimum of a 2.5 grade. In the event that the class is not offered the following semester, students will be advised to take another THEA major class of equal (or higher) level and complete that class with a minimum grade of 2.5. This class may be substituted for the below-standard class, and will remove the student from probation status if completed with a minimum grade of 2.5. When the class for which the student made the low grade comes around in rotation it must be repeated and the student will be required to complete the class with a minimum grade of 2.5.

While the student is on probation as a Theatre major, all involvement in School of Theatre & Dance stage productions will cease, whether Main Stage shows, student productions or Albee Workshop productions. No auditioning for upcoming shows will be allowed. If the student has already been cast in any show, he/she will be replaced. If the student has been assigned a design or stage management project for a show, he/she will be replaced-this will include current or upcoming assignments. Officers in APO will take a leave of absence from their current or upcoming office until the probation status has been lifted. Dance students may not perform in Spring or Fall public concerts while on probation.

Chronic absenteeism (regardless of reason) can result in a grade of less than a C. During probation, student must adhere to the School of Theatre & Dance Attendance Policy for all other theatre/dance courses. Chronic absences should result in the student dropping/withdrawing from the class before earning a less than satisfactory grade.

An appeals process will be available to students placed on probation. The process will be as follows:

An appeals meeting with the following personnel in attendance:

- Director of the School of Theatre & Dance
- Professor or Instructor for the class in question
- Professor who oversees the major focus area of the student
- Student Advisor
- Student

At the meeting every effort will be taken to ensure that the student is able to explain the situation(s) that led to a less than satisfactory grade.

The appeals meeting must take place before the end of the semester (this includes finals week). This meeting will be separate from the faculty's absence appeals meeting. If the student is unable to attend the meeting due to illness or due to an unforeseen emergency situation, the meeting should be rescheduled to take place before the end of the semester, or, must take place before or within the first week of the following semester.

Any student placed on probation for two semesters in a row will be dropped as a Theatre major and will not be allowed to take any upper division classes. Absence from the School of Theatre & Dance and all activities within the School of Theatre & Dance for a semester will follow.

Reinstatement of a student into the School of Theatre & Dance will require a meeting with the following personnel in attendance: Director of The School of Theatre & Dance, Professor or Instructor for the class in question, Professor who oversees the major focus area of the student, Student advisor.

The student will be required to show proof of grades of 2.5 or greater earned in a given class for the semester of absence from the School of Theatre & Dance. The student should be prepared to support his/her case for reinstatement. If, after a successful appeal for reinstatement, a student again is placed on probation, the student will be dropped as a Theatre major. Students placed on probation for two semesters that are not consecutive must be prepared to meet with an advisory committee consisting of the following personnel:  
Director of the School of Theatre & Dance  
Professors or Instructors for all of the classes in question  
Professor who oversees the major focus area of the student  
Student advisor

*Additional Information:*

All School of Theatre & Dance majors must maintain a minimum cumulative GPA of B- (2.67) of all classes taken within the School of Theatre & Dance major. If a student drops below the cumulative B- GPA, probationary actions will go into effect.

Complete information on the School of Theatre & Dance GPA Protocol will be included in the School of Theatre & Dance Admissions Packet

**6. Student Handbooks**

Student Production Handbook: The Production Handbook outlines information regarding all aspects of production at the School of Theatre & Dance, including scripts, production assignments (job descriptions and duties), production meetings, technical procedures, rehearsal, performances and strike. Available on-line.

**7. Injury/Classroom Disturbance Procedures** Information pending.

**8. APO and UDT** are the student organizations for theater and dance. Information regarding these organizations are available through their faculty advisors and student presidents.

**IX. ALUMNI**: Information pending.