

SCHOOL OF PERFORMING ARTS

STUDENT HANDBOOK - THEATRE

UNDERGRADUATE STUDENT HANDBOOK

Revised August 2018

The purpose of this document is to provide all undergraduate students with an overview of the major policies that guide our curriculum and production work. This Handbook is utilized by faculty, staff, and students as a basis for decision making regarding academics, production work and graduation. As needed, the Handbook is revised and input from students is encouraged.

Students are bound by the Departmental rules and regulations of the most recent handbook - not the handbook under which they entered the program. Students should assume the handbook is updated every year and check for a new version every fall. If the handbook is revised in the middle of the academic year, an email will be sent to the departmental listserv as notification.

Students should also read the Stage Management Handbook, Production Handbook and Internship Manual for a clear and detailed overview of departmental operations.

UPDATED SECTIONS FOR 2018

While it is best to always review the entire handbook every year for small updates, returning students should pay special attention to these larger sections which have been substantially updated for 2018:

Social Media Policy

Conduct, Probation, and Program Removal Policies for all Theatre Majors

Off-Campus Theatre Work

Auditions and Casting

Hardship Policy

Program Removal

Probation

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DEPARTMENT MISSION STATEMENT

At Theatre UCF...

We provide a competitive edge to undergraduate and graduate students seeking to achieve excellence as professional theatre practitioners and creative intellectual leaders while inspiring them to be aware and enlightened human beings. We enhance the life and culture of the University and community through the arts and collaborate with professional partners to build a stronger community.

Vision

Theatre UCF will continue to expand our national and international presence as a performing arts program, and become recognized for our intellectual, cultural, technological and professional environment with nationally and internationally recognized faculty, state-of-the-art facilities and professionally successful alumni.

Values

We believe in process, integrity, versatility, discipline, collaboration, creativity, respect, passion, diversity, and responsible use of resources in the pursuit of excellence.

DEPARTMENT PHILOSOPHY

All degree options emphasize excellence in production work as well as excellence in the classroom and the laboratory. To be an artist, it is necessary to have an understanding of one's time and place in society as well as something to say about it. We believe this is best accomplished by combining a strong liberal arts education with intensive practical training in theatre history, theatre arts, crafts, and skills. In addition, we strive to instill within our students the importance of process as well as product. A successful theatre product, though ultimately essential, is of little long-term benefit to the student who does not understand and appreciate how that success was achieved. Regardless of degree, or career choice, all theatre majors must demonstrate continued growth and development as theatre artists and practitioners with high professional standards of competency if they are to successfully complete their course of study.

DEPARTMENT FACULTY AND STAFF

For the most current listing of faculty and staff please visit www.theatre.ucf.edu

BFA ADMISSION AUDITIONS

All students who wish to attend UCF must apply to and be accepted by UCF. Departmental auditions and interviews have no bearing on University acceptance. Apply as early as possible for the greatest chance for University acceptance. Students wishing to become BFA theatre majors must audition or interview (depending on the specific major) with the Theatre Department. See the audition web site at theatre.ucf.edu which will provide information on the pre-screening process through Acceptd (<http://getacceptd.com/for-students>)

If a student is released from a theatre program for any reason, they must complete a full semester of coursework as a theatre pending, undeclared, or other major before re-auditioning or re-interviewing for ANY theatre program to ensure that the problem that caused the initial removal has been rectified.

BA AND MINOR ADMISSION

All students who wish to attend UCF must apply to and be accepted by UCF. Departmental interviews have no bearing on University acceptance. Apply as early as possible for the greatest chance for University acceptance. Students wishing to become BA theatre majors or minors must interview/apply to the Theatre Department. Visit our website at theatre.ucf.edu to find the deadlines and requirements.

FIRST YEAR STUDENTS

New students are accepted into BFA programs on a provisional basis the first year. Faculty evaluate class and production work each semester and in audition juries to determine whether or not those first year students will continue in the program. BA students are accepted directly into their program of study without a provisional period.

CURRICULUM

Students are expected to follow the departmental curriculum process. Specific courses required for each program are outlined in the University Catalog. Requirements may be waived only with approval of Undergraduate Coordinator after consultation with the Program Coordinators. Attendance is required in all theatre courses. Examinations must be taken on days scheduled unless officially excused. Some courses require practical work in theatre productions or time spent in shops outside of regularly scheduled class times. Such work shall be specified in the beginning of each term. A detailed course syllabus will be provided the first day of class. Samples of curriculum for all undergraduate programs in the Theatre Department can be found on the web site at www.theatre.ucf.edu.

ACADEMIC ADVISING

The Department of Theatre assigns a theatre faculty advisor to each student and continuation in the program requires students see their advisor every semester. Students who do not attend an advising appointment (or audit check when applicable) will be contacted by knights mail. Students will be given a window of time to respond and see their advisor/make contact with their advisor. By the last day of classes each semester, if a student has neglected to see his or her advisor, they will be placed on departmental probation through the following semester. In order for the probation to be lifted at the end of the semester the student must see their advisor during their probation semester. Two events of probation for non-advising could lead to removal from the program. These events need not be consecutive. Please see the probation section to see the limitations of being on department probation.

It is the responsibility of the student, not the Department, to schedule advisement meetings. All students are encouraged to meet with their advisor whenever they have questions, concerns or problems with academic, professional or personal matters. Should an advisor be unable to assist the student directly, they will direct them to those persons, offices, or agencies best qualified to help. Students must not add or drop classes or change class sections without first consulting with their advisor. The Department will not be held responsible for any unauthorized changes which adversely affect the student's progress toward graduation and no accommodations should be expected from the Department under such circumstances.

LISTSERV

If you are not already receiving email announcements from the department, you should sign yourself up for the listserv as soon as possible. Send an email to: listserv@news.cc.ucf.edu.

In the email type: SUBSCRIBE THEATRE YOUR_FIRST_NAME YOUR_LAST_NAME

If you change your email address you will need to subscribe again with your new email address.

CALL BOARDS

All students are required to check the call boards twice daily as this is a major form of communication with information pertinent to all production activities.

Current Production call boards, located in the Performing Arts Center, are for the express use of the Theatre Department and its related activities. As a general rule all daily calls for rehearsals or other work sessions will be posted on the call boards.

Production Shops callboard is located in the Theatre building outside the Scene Shop and includes important information for DT & SM students as well as any student involved in a production class or crew assignment.

STUDENT ASSISTANTS

The department welcomes the opportunity to hire students who have work-study funding. Please contact the department ASAP if you have been awarded Work Study through your FAFSA application.

TECHNICAL CREWS AND ASSIGNMENTS

Be sure to read the Department Production Handbook. All aspects of technical work including scenery, props, lighting, costumes and make-up will be carried out under the leadership of the various designers, technical directors, and other faculty/staff members in the design/technical areas or student assistants working under their supervision. Crew head duties are assigned by the appropriate supervisor who is responsible for coordinating all crew assignments. All crew heads shall meet at a weekly production meeting with the Artistic Director, the Stage Director, the Designers, the Technical Director, the Production Manager and/or their representatives for schedule changes, needs, problems, etc. All crew members are expected to check the call board at least twice a day each day for announcements and necessary schedule changes. All crew members must attend crew watch and are expected to participate on a regular basis as assigned by the faculty/staff. Any unexcused absence from a work call, crew meeting, technical or dress rehearsal, or performance will most likely result in the student being relieved of their assignment, dropping of his or her grade, and/or disciplinary action.

THEATRE PARTICIPATION – PRODUCTION ASSIGNMENTS

Because of the professional nature of Theatre programs at UCF, it is important for Theatre students to realize and understand that participation in productions is an important part of a Theatre UCF education. Production work gives you the opportunity to experience different aspects of theatre and the opportunity to practice the ideas and skills you have learned in the classroom.

Participation in productions is a privilege to be earned and not a right guaranteed by payment of tuition. Tuition pays for, among other things, classes and the right to study and work with UCF Theatre faculty, staff and visiting guest artists. Tuition does not buy the student the right to participate in productions. Participation in productions is based upon each student's talent, ability, level of training and experience which are determined through auditions, interviews, faculty recommendations, and the needs of the production.

THEATRE PARTICIPATION GUIDELINES

Students will be evaluated and graded by the director and/or their supervisor following the close of each production using the rubric which can be found on the department web site. Final evaluations will be placed in the student's permanent file at the end of the year. Students who fail to successfully satisfy the participation requirement, will be placed on probation for one (1) semester. Continued failure to successfully participate will likely result in dismissal from the Theatre program. Unprofessional behavior in a production will result in the lowering of a student's grade, disciplinary action, or dismissal from the program.

Prefixes have definitions For ALL Majors:

THE—Theatre Participation—Management is for Front of House (Box Office, Ushering, etc.)

TPA—Theatre Participation—Production is for Technical Work (stage manager, scene shop, costume shop, run crew, designer, board operator, light operator, wardrobe, etc.)

TPP—Theatre Participation—Performance is for Acting/Directing Roles (actor, assistant director, etc.)

Course prefixes and numbers:

THE 2925—Theatre Participation—Management I (Take the first time)

THE 4093—Theatre Participation—Management II (Can repeat up to 8 times)

TPA 2290—Theatre Participation—Production I (Take the first time)

TPA 4298—Theatre Participation—Production II (Can repeat up to 8 times)

TPP 2190—Theatre Participation—Performance I (This is for OAF. Can be repeated)

TPP 4193—Theatre Participation—Performance II (This is for mainstage. Can repeat up to 8 times)

EVERY STUDENT CAST IN A SHOW OR WORKING ON A SHOW IN ANY CAPACITY MUST BE REGISTERED. If the required participation credits are completed, the zero credit participation credit (THE 2925) is an option. . Additional Participation Credits can be taken and used as electives. Students are discouraged, however, from taking additional excess hours that are not needed for their degree.

IMPORTANT NOTES:

- Any one production or performance role fulfills one participation credit (running the light board for one production (TPA), performing a role in one play (TPP), etc.).
- Ushering TWO productions satisfies one THE credit
- Performing in ANY UCF sponsored production to which tickets are sold or available to the general public (mainstage, blackbox,) satisfies an upper division TPP participation credit.
- Technical Theatre Production Lab is a 1 hour per week commitment and is not a participation credit—it is a lab for your Technical Theatre Production course.
- Stagecraft I & II Labs are a 6 hour a week commitment and are not participation credits—they are labs for your Stagecraft course.
- Students cast in a show and enrolled in Intro to Technical Theatre Lab must fulfill both their commitment to the weekly lab AND their rehearsal/performance responsibilities.

- Any student involved in a UCF production in any way must be registered. Any participation credit satisfies this requirement.
- If a student is enrolled in Introduction to Technical Theatre or Stagecraft Labs and is either cast in a show or doing an additional show assignment not related to their class, they must register for the appropriate participation credit or THE 2925—0 credit participation credit.
- Any assignments not project based are 6 hour per week assignments (scene shop, costume shop, etc.)
- Students performing in the Dance Concert must register for the DAA prefix participation credit and must also be enrolled in a technique class the same semester as the dance concert.
- Student choreographers for the Dance Concert must be enrolled in Choreography practicum.

UNDERGRADUATE SCHOLARSHIPS

There are a limited number of scholarships available to outstanding theatre majors. These grants are awarded on the basis of talent and potential. Competition for scholarships is based upon audition, portfolio review, interview, and recommendations, GPA and theatre participation. Scholarship Applications will be available to incoming students at their interview/audition and to continuing students in the spring semester every year. Departmental scholarship recipients volunteer four (4) hours weekly for a total of 60 hours per semester in addition to all class requirements. Scholarship renewal is available for those who continue to meet the scholarship criteria. Scholarships require you maintain a 3.0 Theatre GPA. A list of scholarship and application requirements can be found on our departmental website.

SCHOLARSHIP HOURS EXCEPTION

As a scholarship recipient you are required to work within the department four hours per week with only one exception:

Enrolled in a class requiring lab shop hours while being cast in a show (i.e., enrolled for Technical Theatre Lab/Stagecraft at the same time being a performer in a production) Hours are waived during rehearsal and performance dates only. In order to have your hours waived, you must submit a request, in writing (email) and receive permission from the Undergraduate Coordinator stating the show, role, scholarship assignment, and dates impacted. This must be done before any hours can be waived.

ITEMS MAJORS AND MINORS ARE EXPECTED TO PROVIDE

The items listed below are required of all Theatre students but are not supplied by the Department. We consider it the responsibility of each student to supply those items appropriate to their gender and area of concentration. It is further strongly recommended that all students purchase their own computer and appropriate software. Computer competency is a University requirement for graduation.

PERFORMERS	
<p><i>There will be additional expenses and required materials beyond this list for your coursework. On the first day of class each professor will provide you with a list of required materials as part of the syllabus. The items below may not all be needed immediately.</i></p>	
Women	Men
<ul style="list-style-type: none"> • 8 X 10 photos and resumes • (2) long rehearsal skirts (one full and one tight) • Black leotard • Pink tights • Pink ballet shoes • Black jazz shoes • Makeup kit (including towel, wash cloth, sponges, makeup remover. Makeup kits will be on sale at the UCF Campus Bookstore.) <p>Performers are required to provide dance shoes for all productions as assigned by the Costume Designer. The most common shoes are listed below, but shoe choice will depend on the show.</p> <ul style="list-style-type: none"> • Black and beige character shoes (not t-straps) • Black Tap shoes (character) 	<ul style="list-style-type: none"> • 8 X 10 photos and resume • Rehearsal/scene work sport coat, slacks, shirt and tie • Rehearsal hat (Fedora) – no baseball caps • Black tights • White t-shirt • Nude dance belt • Black dance belt • Black hard-soled rehearsal dress shoes • Black jazz shoes • Black ballet shoes • Tap shoes • Makeup kit (including towel, wash cloth, sponges, makeup remover. Makeup kits will be on sale at the UCF Campus Bookstore.) <p>Performers are required to provide dance shoes for all productions as assigned by the Costume Designer.</p>

DESIGN/TECHNICAL THEATRE & STAGE MANAGEMENT MAJORS

<ul style="list-style-type: none"> • Steel tape measure (min 12 ft.) • Safety goggles or glasses 	<ul style="list-style-type: none"> • 8 in. crescent wrench • Safety shoes 	<ul style="list-style-type: none"> • Stop watch (Stage Mgmt.) • Updated typed resume
<p>Additional Tools and Supplies: Design Tech and Stage Management students also will be required to supply additional materials for design and technology courses including additional tools and art supplies. An extensive list of additional supplies will be provided the first week of classes. <i>You should anticipate art materials to cost an average of \$100 - \$200 per semester.</i></p>		

PERFORMANCE PORTFOLIOS

It is recommended that each student build a professional dossier of photos, reviews, and other information in a portfolio for their future personal use.

DESIGN, TECHNOLOGY, AND STAGE MANAGEMENT PORTFOLIOS

All design and technology and stage management majors are *required* to compile a portfolio of art/design/production work (drafting, scenic, costume, and light designs, paperwork, photographs of designs, construction projects, and visual art pieces). The purchase of a formal portfolio book will be discussed in your first semester coursework and need not be expensive.

BOX OFFICE POLICY

Theatre majors may purchase one \$5 ticket to each production. This is an unadvertised “perk” for theatre majors only. These tickets must be purchased prior to the Monday of the production’s opening during regular business hours (until 6pm the Monday before opening) and may not be exchanged. After that, you must pay the regular student ticket price of \$10 during regular business hours (until 6pm on the night of the show) or online. Exchanges within the same production is possible for full price student tickets for a \$2 exchange fee with at least 24 hours notice prior to the curtain time printed on the ticket. At 6pm on the night of the show all tickets are full adult price with no discounts.

OFF-CAMPUS THEATRE WORK

It is the department expectation that your coursework and production work takes priority over other outside commitments.

For BFA Acting and Musical Theatre majors, responsibilities include auditioning and being available for any production being cast from that audition (Fall auditions/callbacks in August – all Fall productions and the first show in the spring...Spring auditions/callbacks in October – all Spring productions).

For all students pursuing a Stage Management or Design & Technology degree, responsibilities include being available for all productions in the academic year until assignments are distributed and once assignments are made, being available for all meetings and rehearsals associated with the production to which you are assigned. Design & Technology and Stage Management students must also be available for and participate in one summer theatre season and must enroll in 6 credits of summer theatre (typically the summer after the first year at UCF).

Refer to the DEPARTMENT OF THEATRE CONDUCT, PROBATION AND PROGRAM PROBATION AND CONDUCT POLICIES for additional information on the impact of conflicting outside commitments.

EVALUATIONS/PORTFOLIO REVIEW SCHEDULE

Evaluations are available to all theatre students but are required of BFA students who wish to continue in the program. Students will be evaluated on academic and production endeavors as well as professionalism and attitude. Students may be called to evaluations/reviews at any time due to problems the student is encountering or due to meritorious performance that the faculty would like to commend in person. Sample evaluation forms can be found at www.theatre.ucf.edu.

The following programs conduct regular evaluations at the end of the following semesters:

Acting:	Freshman/ 1 year Transfers All other students	Fall and Spring Spring
Musical Theatre:	Freshman / 1 year Transfers All other students	Fall and Spring Spring
Design & Technology:	Freshman/ 1 year Transfers Sophomore	Fall and Spring Spring
Stage Management:	Freshman/ 1 year Transfers Sophomore	Fall and Spring Spring

The Design & Technology and Stage Management programs require that you register for zero credit courses for BFA review and Portfolio Reviews. DT and SM portfolio review/exhibit for Junior and Senior Level students takes place during the spring semesters. DT and SM students must complete two portfolio reviews prior to graduating. Transfer students, check with your advisor and Area Coordinator to be sure you meet this requirement

Design & Technology:	Juniors, Seniors, All Transfers	Beginning of Spring Semester
Stage Management:	Juniors, Seniors, All Transfers	Beginning of Spring Semester

PORTFOLIO REVIEW AND EXHIBIT

The Design/ Tech Exhibit is a showcase of student designer, technician, and stage management work (class and/or show projects). Also included in the display is the student's resume and portfolio. The Design/Tech Exhibit takes place in January in conjunction with Portfolio Reviews. It is similar to a science fair exhibit. There will be student projects and portfolios on display the entire day. Everyone is invited and encouraged to take a walk through the displays at any time and see the work of the design/tech and stage management students.

This exhibit is in addition to the usual portfolio review. You are required to sign up for a review time and your formal review will take place in front of your display. It is mandatory for all Junior, Senior, and Transfer BFA Design/Tech and Stage Management Majors. At the very least you are required to have your portfolio on display the entire time. More creative and substantive displays are encouraged. You must sign up for a table on the bulletin board outside the shop. Details will be announced on the department listserv.

AUDITIONS AND CASTING

Casting for all mainstage and black box productions are open to all enrolled UCF students. BFA Acting and Musical Theatre majors are required to audition for all productions. Announcement of auditions shall be made via the ListServ with casting information and directions provided in advance. Prior to auditions, directors shall announce any special requirements or other specific information desired for the productions. Casting will be the responsibility of each individual director, with input from the Artistic Director and in collaboration with the other directors.

Stage Management majors are required to assist with auditions every semester. BA, Stage Management and Design and Technology majors are not required to audition. Students are expected to carefully prepare for each audition including: a study of the complete script (when available), determination of roles most suitable, and preparation of scenes, songs and/or dances as the audition requires.

Students must provide the announced number of copies of a resume and headshot for each of the directors present at the audition. Photocopies of the headshot are acceptable, but it will be student's responsibility to provide these. Stage Managers will not be responsible for copying headshots for students who show up without them.

Students must sing a minimum of 16 bars of a song and present sheet music in the correct key to the Staff Accompanist provided at the audition. Students will not be allowed to use any other musical instrument for their audition, nor will they be allowed to bring their own accompanist to play for them. Students will not be allowed to sing a capella. Unless the directors have specified, you may choose the order of your audition pieces and song.

Performers will be asked to declare body piercings and tattoos on their audition forms. Be aware that tattoos and facial or tongue piercings may have a negative impact on casting with some directors because tattoo cover products are not 100% effective. Any products specified by the costume shop to hide or diminish tattoos including but not limited to cream makeups, powders, and sealers will be the financial responsibility of the actor. Actors may be required to remove piercings for performances.

Performers may NOT change their appearance in any way following auditions and casting (including but not limited to hair color, hair length, body art, etc.) without the approval of both the director AND costume designer.

You may be required to change your appearance as part of performing your assigned role which may include cutting or coloring your hair, using self-tanning products, etc. If the production requires such alterations, the department will pay for the products or treatments.

Refer to the CONDUCT, PROBATION AND PROGRAM REMOVAL POLICIES for additional information on expectations.

CONDUCT, PROBATION AND PROGRAM REMOVAL POLICIES FOR ALL THEATRE MAJORS

The Department of Theatre has established these policies to instill in its students the degree of professionalism required and desired in the industry; to insure the efficient and productive operation of all its production teams; and to aid the students when necessary in pursuit of their academic degree program. The goal of departmental probation is to ensure that a student is committing appropriate time to academic and departmental responsibilities without distraction of productions. When a student is on department probation, he or she cannot hold a leadership position on a production to include cast, designer, or other area head on a mainstage, OAF, Downtown Arts Festival, or any other department affiliated production. ACTF participation for acting nominees is acceptable, but the probationary student may not participate as a partner for a nominee. Non-class, extracurricular, or volunteer performance projects are not allowed during a student's probation semester.

DEPARTMENT - It is assumed that students will conduct themselves in a professional manner in their academic pursuits and as they execute their responsibilities in production. This department includes the following guidelines:

ACADEMIC PROFICIENCY -All theatre and dance students are expected to maintain a 3.0 cumulative GPA in all theatre and dance coursework. All students are also expected to receive at least a C (2.0) in every theatre or dance class. Failing to receive at least a C in a required theatre or dance course will require the student to re-take the course and will prevent him or her from continuing into higher level courses. No courses for which a student receives less than C will count toward total theatre credits. Failure to maintain this standard will result in immediate probation. If a student's theatre/dance GPA falls below a 3.0, the student will be placed on probation and have one semester to raise his or her grades and demonstrate satisfactory academic progress. The GPA must not be so low that attaining a 3.0 is no longer possible.

CASTING/PRODUCTION ASSIGNMENTS - ALL students who audition are required to "perform as cast" with a professional attitude. Auditioning for department productions implies your availability and you are expected to accept the role you have been given in the company. All members of the company are required to attend all rehearsals and performances as scheduled, and are expected to clear their schedules to enable that time commitment.

BFA acting and musical theatre students are required to audition for and be available for all departmental productions and accept any roles offered, including understudy roles. BFA Acting and Musical Theatre students are required to audition for every fall and spring production season. Other students are welcome to audition. Students accepted into the BFA programs become the "ensemble members" of the department on which casting, production assignments, and other decisions are based. The productions give the faculty opportunities to train students in the production environment, which is an integral part of the training experience. If students are not participating in those experiences, then we are not fulfilling our contract to our students. Our accrediting body also requires that BFA students participate in productions throughout their time at UCF.

Failure to perform all components required at an audition (monologues, singing, dancing, as required) could result in removal from the BFA Program.

All Design & Technology and Stage Management students are required to be available for all production assignments for all department academic year productions (and one summer season of productions), accept the positions as assigned, and to remain with the production through strike and completion of all duties.

For theatre majors, failure to adhere to audition and casting policy or production assignment policy will result in immediate removal from the program unless standards for permission to be excluded are met. Exceptions will be considered for health reasons, family emergencies and other exigent circumstances.

These are policies that theatre students must remain in compliance with. Failure to comply with any one of the policies will result in removal from the program.

The following will result in removal from the BFA program:

- 1) Failure to audition for a UCF season production (A and MT)
- 2) Failure to accept the role as cast (A and MT)

- 3) Failure to accept the production position as assigned including crew positions (A, MT, DT and SM)
- 4) Failure to remain with the assigned UCF production during pre-production, rehearsals, performances, strike, and post-production (as appropriate to the assignment).

The following actions are cause for removal from the theatre program after review by the faculty and SPA Director:

- 1) Excessive lateness
- 2) Unpreparedness
- 3) Disrespectful attitude

The following Exceptions apply only if arranged in advance:

- a. A production conflict that falls within the guidelines of excused absence by the University (attendance at a University-sponsored activity, observance of a religious holiday, etc.) may be submitted at the season auditions or prior to season production assignment.
- b. All students who have been nominated for Irene Ryan Acting or Barbizon Design competition may request, at the time of auditions, (by filling out the appropriate information on the audition form) to attend the American College Theatre Festival (typically in January).
- c. Seniors may also request to attend 1 (one) of the following auditions in order to secure either an internship or to audition/interview for a graduate program (this must be noted at the time of auditions): Southeastern Theatre Conference, United States Institute for Theatre Technology, Unified Professional Theatre Auditions, University and Regional Theatre Association.

HARDSHIP POLICY

If you feel you have an extenuating circumstance precluding you from being cast or assigned a production position, you are required to submit documentation to the Director of the School of Performing Arts at least 2 weeks before auditions for A and MT students, and prior to the last day of class in the fall for DT and SM students for assignments for the following academic year. If you believe you should be released from your obligations after casting and/or assignments have been made, you must submit an appeal to the Director of the School of Performing Arts immediately upon discovering your conflict. The Decision of the Director of the School of Performing Arts will be final.

It is expected that students present their cases honestly. If it is discovered that the student has misled or lied to faculty in order to work around these policies, this will result in immediate dismissal from the program as well as a formal report being submitted to the Office of Student Conduct for violation of the Rules of Conduct in the Golden Rule Student Handbook.

- 1) **Financial hardship.** If the student is claiming they cannot continue due to financial hardship the student will present their case to the School Director. If casting or production assignments have already taken place, this must be done no later than 30 days prior to the first rehearsal or 30 days prior to the first meeting or other obligation for non-cast positions. No exceptions will be made for financial hardship presented after that time.
- 2) **Health emergency.** Student must show proof from a medical professional, but health issues will be considered paramount. This can happen anytime during the process.
- 3) **Family emergency.** With evidence, short- or long-term excuses will be granted for family emergencies, on a case-by-case basis. The student must provide proof of the emergency to

the Director of the School of Performing Arts. Family financial hardship will not be considered a family emergency.

- 4) **Professional opportunities.** Any work outside of UCF that would conflict with a UCF production in which you are cast must be cleared with the show director. If the outside opportunity negatively affects the production, the School Director will make a decision regarding the request. Because your primary obligation is to the department, only exceptional opportunities will be considered. The student must prove that this opportunity rises to the level of exceptional. Local short-term gigs like performing at a local theme park or in a local theatre will not be considered exceptional.

PROFESSIONAL CONDUCT

A professional attitude is expected at all times during production rehearsals and performances as well as in the classrooms, stairwells, and hallways.

Promptness – Directors set rehearsal schedules according to department guidelines. Performers are expected to arrive at rehearsals up to fifteen (15) minutes early (as required by the director) for warm-up exercises (which may be led by a directorial assistant or another person assigned by the director). The Stage Manager will function in the capacity of rehearsal supervisor, and it is expected they will be treated with respect. Production schedules will be set according to departmental guidelines.

Performers, stage managers, and technicians are expected to be punctual at all production calls. Production team members (stage managers, assistant stage managers, student designers, technical, running and box office crews) are expected to meet all assigned schedules for rehearsals and production meetings.

Hallways - Conduct in the hallways of our theatre buildings must respect the classes and rehearsals that are taking place. Our spaces are not soundproof! Behave professionally. Keep frivolous noise outside.

Absence – All student designers, technicians and performers are expected to be present for all assigned tasks except in the case of emergency. An emergency shall be determined according to University guidelines. It is expected that the student will make every attempt, when possible, to notify the stage manager or supervisor in the event that attendance is impossible.

Backstage Conduct – It is expected that all student performers, designers and technicians shall provide their services to the best of their ability while backstage in preparation for a performance at all times. This includes respecting all equipment and its function (props, technical equipment, etc.) and the resultant rules established (i.e., do not touch props that you do not use, remain focused on the production, etc.), respecting the physical property of the theatre (cleaning up after yourself and respecting all regulations regarding consumption of food and beverages), and respecting the theatrical experience for the audience (i.e., remaining backstage after call time and during a performance, unless otherwise dictated by the production requirements, washing make up off before leaving the theatre following a performance, etc.) No performers in costume in the lobby. No family or friends in any backstage areas.

Respect for the Production Team – It is expected that all student performers, designers and technicians shall demonstrate a mutual respect for each other and their functions within the

production team. This includes recognition of the production hierarchy. Your peers will have production responsibility above you and you must respect them as you would any supervisor.

Production Requirements – Following the audition, performers are required to maintain their appearance including cut/color of hair and should not change their appearance in any way without discussing the change with the director and costume designer for any show in which they are cast. Performers may be required to change his or her appearance as part of performing the assigned role which may include cutting or coloring hair, using self-tanning products, etc. If the production requires such alterations, the department will pay for the products or treatments. Altering your appearance is considered part of your professional responsibility.

PROGRAM REMOVAL

If a student is removed from a theatre program they will be required to select a new major and are subject to the acceptance policies of that new major. Students are not automatically placed into a different theatre major. If a student is released from a theatre program for any reason, they must complete a full semester of coursework as a theatre pending, undeclared, or other major before re-auditioning or re-interviewing for ANY theatre program to ensure that the problem that caused the initial removal has been rectified.

PROBATION

When a student is placed on department probation he or she is not eligible for the privilege to occupy a position of leadership or responsibility within the department or to represent the department in an official capacity. This includes casting and design/production leadership positions for the duration of the probation period (typically one semester). During the probation period, any further violation of department policy will result in removal from the theatre program even if the second offense is unrelated to the initial probationary status. Further, multiple instances of probation even if not sequential can result in program removal. Students on probation can still fulfill required participation credits on a run crew, in a shop, or with FOH. Students on probation should not pursue production work outside the university.

50% RULE FOR PROBATION

When a student is placed on probation within the department he or she is generally removed from casting and design positions for the length of the probation with one exception. If a student has completed 50% or more of the project before the probation becomes effective, he or she will be allowed to complete the project, but will be removed from future projects and may incur an additional semester of probation. Remounting a production constitutes continuation of the same project.

UNIVERSITY PROBATION

It is strongly recommended that each Theatre student become familiar with the UCF Golden Rule Student Handbook governing acceptable student conduct. This handbook can be found on the UCF Website. In this handbook you will learn that conduct violation charges can be brought against you if you violate the Rules of Conduct on campus or off. You are held to the conduct standards at all times while a UCF student.

If you are found in violation of any of the Rules of Conduct through the UCF Student Conduct Office, possible sanctions include Probation, Suspension, or Expulsion. **IF YOU ARE PLACED ON UNIVERSITY PROBATION, YOU ARE NOT PERMITTED TO PERFORM A ROLE ON STAGE OR HAVE A LEADERSHIP POSITION ON A PRODUCTION DURING YOUR PROBATION AS IT WOULD BE CONSIDERED A VIOLATION OF YOUR UNIVERSITY PROBATION AND COULD**

RESULT IN SUSPENSION OR EXPULSION. If you are placed on University Probation, you should notify your area coordinator immediately. Students placed on University Probation have the same limitations within the department as someone on Departmental Probation. If the University Probation is for more than one semester, the student can request departmental support to apply for a waiver from Student Conduct to be able to resume leadership positions in production work. The student must complete a full Fall or Spring semester before the department can consider supporting the student's petition for a change in probation. A waiver must be granted before a student can perform a role or hold a leadership position.

THEATRE FACILITIES AND SAFETY PRACTICES

You can find our faculty and students on the UCF campus and in residence at area professional theatres. On the main campus, you will find the department's mainstage and black box theatres, the scene shop, costume shop, sound studio, and associated offices. At the Performing Arts Center are three multipurpose studios, rehearsal spaces, a design studio, computer lab, and faculty and administrative offices. Our professional partnerships provide additional performance space with our TYA grad students in residence at The Orlando Repertory Theatre and acting graduate students as associate company members at the Orlando Shakespeare Theater.

LOCKERS

There are a very limited number of lockers for student use in the Theatre. Students are responsible for cleaning out their lockers by the end of the year. Locks on lockers not cleaned out will be cut and the contents thrown away.

COPY ROOM

THE COPY ROOM IS FOR FACULTY AND STAFF ONLY. UNDERGRADUATES ARE NOT ALLOWED TO MAKE COPIES. Violation of this policy will result in an incident report being filed. Graduate students who share copy codes with others will be subject to disciplinary action. A student copy machine is located on the first floor of the Performing Arts Center.

COMPUTER LAB

In order to use the computer lab you must be enrolled in a course that requires use of the technology in the lab. Your key will be programmed accordingly. Check with Sam if you have any questions about access.

Computers, printers, software and other equipment are to be used for official Theatre Department class work and production-related projects only. The printer and plotter may not be used for non-design-related printing. (Printing of Drawings, Plots, Designs, etc. is allowed. Printing of class papers, course schedules, personal projects, etc. is not allowed). Computer labs on campus must be used for personal printing needs. Food and drink ARE NOT ALLOWED in the lab at any time.

The lab must be kept clean in order for the computers to function properly – PLEASE CLEAN UP AFTER YOURSELF. Anything left in the lab will routinely be thrown away.

The computers are set to reset themselves at midnight every night. This will happen with no warning so any work open or not saved will be lost at that time. The computers are also set to restore

to the default hard-drive whenever they are re-started. Any files saved to any location other than the *STUDENT WORK* drive will automatically be deleted. ABSOLUTELY NO software of any kind is to be installed on any computer without authorization from the Design and Technology Area Coordinator (Bert Scott). Any problems with the lab should be promptly reported to Bert Scott. This room follows the same building hours as the rest of the building. Don't wait until the middle of the night to do your homework!

USE OF THEATRE FACILITIES AND PROPERTY

- Absolutely no smoking, drinking or eating is permitted in the theatres except that which is required by the action of the play. Theatre UCF complies with the University's no-smoking policy and smoking is not permitted inside or outside of the facilities.
- No visitors are allowed backstage, Green Room, dressing room, or control rooms during technical rehearsals and performances.
- The scene shop and costume shop are not to be entered after regular shop hours without direct permission of the shop staff. This includes during down time during productions.
- Scheduling of theatre facilities shall be coordinated through the master schedule kept by the Production Manager. Mainstage rehearsals and performances maintain priority followed by class activities.
- Damages or necessary repairs should be reported to the Production Manager or Technical Director immediately.
- Use of stage lighting equipment is authorized only for mainstage or workshop theatre productions. Students desiring to use lighting equipment for class work must secure the permission of the Technical Theatre/Design Area Coordinator.
- Use of costumes, scenery, and props are restricted. You may not use them for class projects.
- Mainstage flying facilities are to be used only as authorized by the technical director or student assistants. Only qualified persons may operate any of the control equipment.
- Sound equipment may be utilized only under the direct supervision of the Technical Director, the Assistant Technical Director, Sound Designer or Sound Technician.
- Scene and Costume Shop equipment may be utilized only under the direct supervision of the responsible faculty supervisor of each area.
- Every actor is required to check out every costume piece with wardrobe prior to leaving the theatre at the end of each night costumes are worn. It is the responsibility of the actor to ensure all costume pieces are returned to wardrobe.
- **FOOD AND DRINK IS NOT PERMITTED IN THE MAKE UP OR COSTUME AREAS AT ANY TIME. THEY ARE NOT ALLOWED IN THE GREENROOM DURING PRODUCTION.** Doing so will result in an incident report being filed with the department.
- **EATING IS DISCOURAGED IN THE TRAILERS AND THEATRE BUILDING AT ALL TIMES**
- **KEEP ALL THEATRE FACILITIES ORGANIZED AND CLEAN AT ALL TIMES**

- Special care must be taken to maintain dance floor surfaces.

SMOKING, EATING, AND DRINKING POLICY

Theatre UCF complies with the University's no-smoking policy and smoking is not permitted inside or outside anywhere on campus.

Eating is not allowed in costume at any time except for hard candies/cough drops or eating as required in the action of the play. Food should NEVER be in the dressing rooms or makeup areas. Drinking anything but water is not allowed in costume at any time unless required in the action of the play. Water must be in a closed top container to prevent spills. Beverages other than water should NEVER be in the dressing rooms or makeup areas.

Stage Management must remind their cast of this rule at the beginning of the rehearsal process to give actors time to locate an approved robe. Stage Management should remind actors of this rule prior to the first night in costume. Anyone in violation of these policies must be documented in the Stage Management report and the Costume Shop will file an incident report. If this policy is routinely violated the policy must be reviewed toward disallowing smoking in costumes at all times.

THEATRE SAFETY PRACTICES

The following safety requirements and practices are established and will be enforced for anyone working in the scene shop, costume shop or on stage. These regulations are made for *your* safety as well as those around you. Everyone is expected to follow these requirements and practices, and help enforce them when others are forgetful. If you disregard these rules, or willfully misuse tools or technical equipment, disciplinary action will result. **STUDENTS MAY NOT USE DEPARTMENT TOOLS OR FACILITIES WITHOUT A FACULTY OR STAFF SUPERVISOR.**

NO SMOKING, DRINKING, EATING OR LOITERING on stage or in other technical theatre areas.

Whenever unsure about the operation of a tool or piece of equipment-**ASK BEFORE YOU USE IT!**

Make sure there is clear access to all fire extinguishing equipment. **NEVER COVER SUCH EQUIPMENT! KNOW WHERE ALL FIRE EXTINGUISHING EQUIPMENT IS LOCATED!**

If you disregard these rules, or willfully misuse tools or technical equipment, disciplinary action will result.

THE SCENE SHOP:

- Wear hard soled, closed toe shoes. **NO BARE FEET, FLIP FLOPS, CLOGS OR SANDALS!**
- Tie down loose clothing and remove loose jewelry. **IT IS RECOMMENDED THAT STUDENTS WEAR LONG PANTS IN THE SHOP. SHORTS ARE WORN AT THE STUDENT'S OWN RISK!**
- Tie long hair back.

- Safety goggles, glasses or shields are required whenever operating any power tool. Hearing protection is recommended when operating any power tool but is required when using tools that produce high sound levels (grinders, saws, routers, etc.).
- Be sure all power tools are electrically grounded or double insulated.
- Place only the materials you plan to saw, rout, or drill on power tool table.
- Always use the correct tool for the job being done.
- Concentrate on the task or tool in operation.
- Be aware of people around or near your work area.
- Never walk away from a power tool that is still running.
- Put all tools, hardware and materials away at close of a work session.
- Always leave the shop clean and uncluttered for others.
- If you are not in the shop to work, stay out of the work area.
- Eating, Drinking and Smoking Is Not Permitted!
- Rear Door of the Scene Shop must remain closed at all times. It should never be blocked open!
- Never leave tools or hardware on top of a ladder. Chairs are for sitting on, not for standing on.

ON STAGE:

- Apparel is the same as for shop (hard-soled shoes, especially important at strike). Wear gloves, especially when rigging and working the counterweight system.
- Be alert to uneven surfaces, etc.
- Be sure of a safe and clear path when moving scenery.
- When operating counterweight system:
 - Check line for balance and clearance (use spotters if necessary)
 - Announce intentions -call "*heads*" when a batten is descending or when something is dropped from any height.
 - Turn on "fly light" when moving battens or loading weight.
 - Get permission from a supervisor before operating lifts, battens, or rolling set pieces.

GREEN ROOM

The Green Room is intended to be a resting place for casts and crews during production and rehearsals. The Green Room is not intended for use as a rehearsal space.

ALCOHOL POLICY

It is the policy of the School of Performing Arts in the College of Arts and Humanities at the University of Central Florida to follow the provisions of The UCF Golden Rule and the UCF Student Handbook. The handbook is available on the UCF website.

Beyond the mere statement of the applicable rule regarding use of alcohol or illegal drugs by students it is also the case that students and employees have a right to a safe and productive educational and work environment. There is sufficient reason to assume that a person who is working or present in an educational environment in an intoxicated condition may pose a risk to herself or himself or others. Further, the university “highly encourages students and student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol” (UCF Golden Rule, p. 9). Similarly, faculty members and students are encouraged to call for medical assistance for and to report to the Director of the School of Performing Arts any faculty member who is impaired by intoxicating substances in the performance of University duties.

Out of respect for student and employee rights, and to uphold the integrity of the educational experience of our students, it is the position of the School of Performing Arts at UCF that all students adhere to the spirit and letter of the UCF Golden Rule and this written policy (SPA/CAH Policy for Students). UCF Regulations 3-1151.1, 4.035, 5.006 and 5.008 also pertain to the use of Alcohol on Campus, Student Rights and Responsibilities and Rules of Conduct.

MARKETING AND MEDIA

SOCIAL MEDIA

Students are encouraged to help publicize department productions and events through social networking sights such as Facebook, YouTube, Snapchat, Instagram, Twitter, etc. However, students may not, present themselves AS the UCF Department of Theatre or Theatre UCF, or UCF School of Performing Arts or post any information as if the Department is posting the information. This includes, but is not limited to, posting ‘Theatre UCF’ or similar name as the title for a page or site, or using any UCF or departmental logo or artwork without permission. Official UCF School of Performing Arts and Theatre UCF Theatre UCF pages include:

- <https://www.facebook.com/TheatreUCF>
- <https://www.facebook.com/PerformingArtsAtUCF>
- <https://www.twitter.com/TheatreUCF>
- <https://www.instagram.com/UCFPerformingArts>
- <http://www.youtube.com/c/UCFSchoolOfPerformingArtsTV>

- <http://www.snapchat.com/add/artsatucf>

Students are not allowed to post images/video/audio of rehearsals, class activities, shop hours, lessons, etc without permission from those featured in the media (student and instructor/supervising faculty member). Any discovery of this material posted without the subjects' permission can result in automatic failure for the course and can result in immediate removal from the program. Those violating this policy may also be reported to Student Conduct.

LOGO USE

The Theatre UCF logo may be used for department-related activities, including on advertisements for events by student organizations, independent studies, and on classes. The logo must be used in its original colors and dimensions, and may not be distorted in any way. The Marketing Director will provide the logo and must approve the final design before it is published. Also be very cautious when using Theatre UCF artwork, posters, or images publicly. There are often limitations on advertising imposed by royalty holders and violating these limitations could result in the department losing the rights to produce specific productions. Student-designed t-shirts are discouraged, and any t-shirt designs that include "Theatre UCF" or are for a show we are producing must be approved by the Marketing Director before printing. Also note that unauthorized use of any UCF logo is a violation of the Rules of Conduct and can result in a student conduct hearing. Be sure you have reviewed the Rules of Conduct related to this before using any UCF logo, monogram, seal, or other graphic identity symbol

MEDIA

Students should be very cautious about discussing any department events that the department has not yet announced to the public. Social Networking and word of mouth allows rumors to quickly make their way to the media, which can cause damage to the department's reputation and may block plans for productions or events. There are often limitations on advertising imposed by royalty holders and violating these limitations could result in the department losing the rights to produce specific productions.

INTERVIEWS

Students may be asked to speak with the media. Interviews will be arranged by the Marketing Director. Under no circumstances should students speak with any member of the media about Theatre-related topics before discussion with the Marketing Director.

PHOTOGRAPHY

Anyone working on or attending a Theatre UCF Production agrees that any photograph, audio, or video tape recording or other representation taken or acquired by UCF, becomes the property of UCF and may be used at any time without specific release. All production photography is taken only at dress rehearsals and must be approved by the Marketing Director in advance. Design students may take photos during the dress rehearsal or during the design/build process to document their work and do not need to clear it with the Marketing Director. The photographing of incomplete production elements and photographs backstage are discouraged. Photo CDs of all productions are available for checkout at the front desk of the theatre department. Any public use of these images must credit the photographer. It is illegal to take and publish videotapes of productions unless they

are original or in the public domain. DO NOT POST VIDEOS OF OUR SHOWS ON YOUTUBE, FACEBOOK, OR ANY OTHER WEBSITE.

STRIKE POLICY

Students enrolled in Stagecraft classes must attend strike as a course requirement. All students who served in a leadership capacity on the technical aspect of the production are also required to attend strike. Cast members will be expected to clear the dressing rooms and makeup areas of their personal items and to clean-up the common spaces (dressing rooms, make-up alley, and greenroom) as quickly as possible after the final performance. Once the Stage Manager and Costume Shop Manager are satisfied that the spaces are clean, the cast will be dismissed. There will not be a formal dinner break before the beginning of strike.

Any cast members who are also enrolled in Stagecraft class will be expected to fulfill the strike assignments for those classes but should select alternate productions for their course strike assignment. Any cast members who want to stay will, of course, be welcome, but must sign up in advance with the scene shop.

SUMMER THEATRE

The Summer Theatre Program is designed to provide students seeking professional theatre careers with an intensive theatre training period free from other academic activities. Positions in the summer company are by audition and/or application. Design & Technology and Stage Management students are required to complete one summer season. All other majors are strongly encouraged to participate.

PROFESSIONAL INTERNSHIP REQUIREMENT

A professional Internship is required of all BFA students. BA students are welcome to do an Internship following all BFA guidelines if they choose, but it is not required.

The primary goal of an internship is to give students professional work experience that goes beyond the learning experience they have had here at UCF. It is expected that the internship will be supervised by professionals in the student's field and area of specialty, from whom he or she will learn increased skills.

Internships may be completed once students only have two semesters of theatre coursework left to complete in order to graduate. No work can be credited toward an internship, however, prior to completed applications and contracts being approved by the Internship Coordinator. For more

information please see the internship manual on the department web site or contact the Internship Coordinator.

LENGTHY ABSENCES

Students should be available and prepared for the first day of classes every semester. If a student, however, is in on a bona fide, approved department internship, the department class absence policy will be to allow one week of absences during add/drop week. If a student is ever returning late to classes, they must notify each instructor prior to beginning of the internship. The department discourages students from taking an internship that would infringe on the semester at all. If an internship will impinge on the semester more than one week, the student will not be approved for the internship, or, he/she can plan to return the following semester. In the case of a student returning late from a bona fide department internship, the department will assist the student in communicating this fact to instructors outside the department, but there is no guarantee that professors outside the department will pardon such absences. If a student is not on a bona fide department internship and has simply accepted a summer job that interferes with coursework, the department does not support any absence amnesty, and the student will be held to each faculty member's attendance policy.

STUDENT ORGANIZATIONS

There are several theatre student organizations that provide you with exciting opportunities for involvement and can even help you get funding to attend conferences and festivals. You can find a listing of all of the registered student organizations by visiting the website for the Office of Student Involvement.

ONE ACT FESTIVAL

The One Act Festival (OAF) takes place every semester and provides the opportunity for students to direct and act in student produced productions. OAF is produced by Project Spotlight, a registered student organization.

UNDERGRADUATE EXIT CRITIQUE

All theatre students must complete a comprehensive exit critique before they can be certified for graduation and register for THE 4954, Theatre Exit Critique, a zero-credit class. Critiques and class registration should be completed in the semester prior to the final semester of coursework.

Please note that THE 4954 is not offered in the summer. Students are required to pass the exit critique and must redo the critique until it is certified as passing.

GRADUATION

There are several steps in the graduation process and it begins the semester BEFORE you finish your regularly scheduled theatre courses. Please be aware of the following before you apply for graduation: 1) You must be enrolled at UCF in your graduating term. If you have no more credits to take you must see CAHSA (Colburn 201) for enrollment information. 2) You cannot be enrolled at another institution (be transient) in your graduating term. If you are transient in what you want to be your last semester you will actually have to apply to graduate in the following term.

Semester Prior to Final Theatre Courses

1. Register for THE 4954 and complete Exit Critique
2. Visit your advisor and register for your last semester of coursework
3. Schedule an appointment with the Undergraduate Coordinator for an Audit Check. Be sure to bring a current, clean copy of your audit to this appointment.
 - a. After this appointment you will receive a copy of your corrected audit.
4. Apply for graduation. This process is begun online through MyUCF. You can find the application dates on the UCF website. Search for "academic calendar"
5. After you apply for graduation you will be contacted by CAHSA to complete a webcourse to finalize graduation.
6. Complete any other requirements as directed by CAHSA or the University.
7. Depending on your catalog year you may receive a letter stating that you are not graduating because all requirements have not been met. Compare your audit to the corrected copy of your audit you were given after your departmental audit check. If the department has indicated that problem will be satisfied you do not need to contact the department. This often occurs because grades for the exit critique are not in at the time that they process the letters.

Q: When do I need to file my Intent to Graduate forms?

A: Check the academic calendar on the UCF web site for the semester you are planning to graduate. The deadline will be sometime during the semester before you graduate. The academic calendar will give you the exact dates it will be available.

Q: What if I missed the deadline to file my Intent to Graduate forms?

A: Depending on how late you are it might be possible to still file for graduation but you will be required to provide details of why you did not file the paperwork on time. If you are too late in filing you may be required to wait until the next semester. Contact CAHSA as soon as possible.

Q: I filed my Intent to Graduate but didn't complete my internship before the end of the semester. I thought I was getting an incomplete. Why do I have an F for a grade?

A: It is not possible to graduate with an Incomplete on your transcript. When you file your Intent to Graduate the computer automatically changes all incomplete grades to Fs at the end of the semester. When your internship grade is finalized, the grade change will go in, changing the F to the correct grade rather than changing the Incomplete to the correct grade. Unless you have been notified by the Internship Coordinator that you earned an F for your internship, you should consider it an Incomplete although Financial Aid may not see it that way.

Q: I want to walk in graduation in May, but I won't finish my internship until the summer? Can I do that?

A: Yes, you can file "walk only" graduation paperwork and walk in commencement before completing your final requirements. You, however, have not graduated until you complete all of the requirements for your degree. You must file a full Intent to Graduate packet for the semester you will actually earn your degree.

Q: I turned in my Intent to Graduate, but I didn't pass one of my classes, decided to put off one or more of my classes or for some other reason will not be finishing my degree. What do I do?

A: Notify CAHSA that you need to withdraw your Intent to Graduate and re-file for another semester. Your Intent to Graduate paperwork does not roll over to subsequent semesters. If you do not do this step of notifying CAHSA you will not be given an enrollment appointment for the subsequent semester.

Q: I am finishing up an incomplete (for my internship or another course). Do I have to be enrolled in anything else?

A: YES. You must be enrolled in SOMETHING the semester you actually graduate – finishing an Incomplete does not count as being enrolled. CAHSA can help you register for a zero credit "dummy" course that will keep you enrolled as you are finishing your Incomplete. You will not graduate if you are not enrolled in that term.

Q: I graduated in the ceremony at the Arena but now they are saying I didn't graduate and I can't get my diploma. Why not?

A: Walking across the stage at graduation and shifting your tassel is a wonderful symbolic ceremony and a great opportunity for you to celebrate with your family, but it doesn't actually have any

connection to getting your diploma. Before you can receive your diploma the University has to certify that you have met all of the requirements for your degree. If any requirement, no matter how small, is not met, then you have not graduated. Check your degree audit and with CAHSA to find out what requirements are not met and how you can meet them so your degree can be awarded. It might be that you have to actually graduate in a future semester if the requirement cannot be met in the term in which you walked in graduation.

REVISIONS TO THIS HANDBOOK

Revisions are made to all the Departmental Handbooks at the beginning of every academic year and occasionally during the academic year. If you would like to propose a revision to this handbook, please compose a letter to the Undergraduate Coordinator. In your letter outline the change you propose and the reason for your proposal.