

The University of Oklahoma  
Weitzenhoffer Family College of Fine Arts

# *School of Dance*



## **STUDENT HANDBOOK**

Updated Fall 2020

560 Parrington Oval, Room 1000  
Norman, OK 73019-3041  
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[ou.edu.dance](http://ou.edu.dance)

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# MISSION STATEMENT

To engage our students in artistic exploration and the scholarly pursuit of dance.

## GENERAL CAMPUS INFORMATION

### STUDENT SUPPORT SERVICES AND RESOURCES:

#### **Technology Help - (405) 325-4357**

The University of Oklahoma offers an abundance of computing services and support to help students succeed in their academic endeavors. The University employs technology for a variety of purposes: to educate, communicate, manage and access information and services.

#### **Computer Resources**

Numerous computer labs are located around campus granting access to a large number of computing platforms.

<http://www.ou.edu/ouit/learning/labs.html>

#### **Center for Student Life**

Oklahoma Memorial Union third floor Suite 370, (405) 325-6873.

<http://www.ou.edu/studentlife.html>

**Graduate Student Life Center** is located on the third floor of Robertson Hall, Room 304.

<http://www.ou.edu/gradweb/gsl/center.html>

#### **Project Threshold**

Wagner Hall, Room 215 - (405) 325-6261

Offers personal, academic, and financial aid counseling and tutorial assistance for students from educationally and economically disadvantaged backgrounds.

#### **Admissions and Records**

The Admissions Office is in Buchanan Hall Room 127 and Records is in Buchanan Hall Room 332. Both offices can be reached at (405) 325-2012.

#### **Assessment and Learning Center** <http://uc.ou.edu/alc>

Wagner Hall Room 270 - (405) 325-4336

Course placement assessments. Computer tutorials, English, math, and study skills. Discover and other career planning programs. Student Success Series – free seminars on mathematics, writing, study skills, and career decision-making. Free tutoring through UC Action program, <http://uc.ou.edu/action> with a satellite Learning Center in the residence halls (Housing Learning Center, Adams Center, Muldrow Tower 105, (405) 325-2452.

## **Honors College**

Honors House - (405) 325-5291

Offers curricular program for academically talented and highly motivated undergraduate students.

## **Intersession**

CCE Admin Building, Room 209 - (405) 325-2899

Offers the opportunity for students to earn college credit between the regular semesters.

## **Writing Consultants**

The Writing Center is located in Wagner Hall, Room 280 - (405) 325-2936

<http://www.ou.edu/writingcenter.html>

## **Employment Services**

Nuclear Engineering Lab Building, Room 205, (405) 325-1826

## **Financial Aid**

Buchanan Hall Room 216, (405) 325-4521

## **Goddard Health Center**

<http://www.ou.edu/healthservices.html>

Outpatient Care, GHC - (405) 325-4441 (405) 325-4611

## **Counseling**

<http://www.ou.edu/ucc.html>

Personal Counseling, GHC, Room 201, (405) 325-2700

## **Dietician**

Kelleigh Whaley, Goddard Health Center - (405) 325-4611

To make an appointment, call 325-4441. A charge may be applied to the student's Bursar bill. Students do not need a physician's referral.

<http://www.ou.edu/healthservices/medical-services/nutrition-services.html>

## **Physical Therapy**

Danielle Cox, Goddard Health Center

If a student needs to be seen by one of the doctors at Goddard, call (405) 325-4441. To make a physical therapy appointment, call (405) 325-4611, extension 4-1143. A charge may be applied to the student's Bursar bill. Students will need a physician's referral.

## **Housing and Food Services**

Walker Center Room 126, (405) 325-2511

## **SafeWALK**

(405) 325-WALK

Available 8:00pm – 2:00am to accompany students anywhere on campus.

You can also call from the blue emergency phones. When using a blue phone, simply ask the OUPD dispatcher to connect you with SafeWalk.

## **SafeRIDE**

Thursday, Friday, and Saturday evenings 10:00pm – 3:00am.  
[How to use SafeRIDE](#)

**OU Emergency Preparedness Website**  
[www.ou.edu/emergencypreparedness](http://www.ou.edu/emergencypreparedness)

## *WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS*

The Schools of Dance, Art, Music, Drama and Musical Theatre are all housed within the Weitzenhoffer Family College of Fine Arts. The Weitzenhoffer Family College of Fine Arts offices are located next to the School of Art in the Fred Jones Jr. Museum of Art building on Parrington Oval. Please familiarize yourself with the location of all the Schools within the Weitzenhoffer Family College of Fine Arts.

### **Dean's Suite**

Fred Jones Center: 540 Parrington Oval, Suite 122

### **School of Dance**

Reynolds Performing Arts Center: 560 Parrington Oval, Room 1000

### **Helmerich School of Drama**

Old Science Hall: 640 Parrington Oval, Suite 121

### **School of Music**

Catlett Music Center: 500 West Boyd Street, Room 138

### **Musical Theatre**

Carpenter Hall: 840 Asp Avenue, Room 104

### **School of Visual Arts**

Fred Jones Center: 520 Parrington Oval, Room 202

## **Weitzenhoffer Family College Of Fine Arts Academic Counselors**

The Academic Counselors for the Weitzenhoffer Family College of Fine Arts are available for student consultations by appointment only. You will find their schedule available in the Weitzenhoffer Family College of Fine Arts office. The Academic Counselors, among other duties, will be able to help determine if graduation requirements have been met. All dance majors will make an appointment with an Academic Counselor in their junior year of study to determine if the dancer is meeting all criteria necessary for graduation. The academic counselor for dance majors is Elizabeth Nunley in the Fine Arts Dean's Office (405) 325-7370.

## **Weitzenhoffer Family College Of Fine Arts Math Policy**

The Weitzenhoffer Family College of Fine Arts requires that all declared Fine Arts students complete their college level math course within the first four semesters of enrollment at OU. Transfer students or newly declared Fine Arts majors who have not completed their college level math requirement will have two semesters in which to complete the requirement. Students who fail to meet this requirement will be restricted from upper division Fine Arts courses until such time as their college level math course has been successfully

completed, except by permission of the Director and the Dean. Individual Schools may have additional restrictions that apply.

## **Weitzenhoffer Family College Of Fine Arts Library: (405) 325 4243**

Dance research materials are housed in the Fine Arts Library in the Catlett Music Center (basement level) on the southwest corner of Boyd and Elm Ave. Please take a few minutes to become familiar with the library and its resources, including the listening lab (containing over 200 dance videos and periodicals) in order to become well informed about events in the dance world and for purposes of research.

<https://libraries.ou.edu>

## **Dean's Student Advisory Council**

The Student Advisory Council (SAC) was formed to develop a network of communication between the Dean of the Weitzenhoffer Family College of Fine Arts and the student body. Fifteen students (three from each of the five areas of the college) who have been nominated by their school meet once a month with the Dean to discuss current issues, concerns and to work on specific projects.

# *SCHOOL OF DANCE*

## **POLICIES AND PROCEDURES**

### **Graduation Requirements (Undergraduate)**

In order to graduate with a BFA in Dance (with the major options of Ballet Performance, Ballet Pedagogy or Modern Dance Performance). Students must complete a minimum of 124 credit hours, forty of which are general education requirements.

### **Admission/Retention Policy:**

The freshman year at the University of Oklahoma is spent in University College, which is not a degree granting college. Transfer to the Weitzenhoffer Family College of Fine Arts from University College is automatic upon completion of 24 hours with a minimum 2.50 GPA. As of Fall 2003, all remedial classes in the areas of English, Math and the Sciences must be completed before students will be eligible for transfer to the Weitzenhoffer Family College of Fine Arts. Students should refer to the university catalogue for University-wide minimum standards: [ou.edu/content/enrollment/course\\_catalog](http://ou.edu/content/enrollment/course_catalog)

Students who do not meet the minimum GPA (OU retention and combined retention) required by the various schools within the Weitzenhoffer Family College of Fine Arts may be admitted under an Academic Performance/Probation Contract. Students who do not fulfill the requirements of their Academic Performance/Probation Contract within the allotted time will be dismissed from the Weitzenhoffer Family College of Fine Arts. Students who have been dismissed from the Weitzenhoffer Family College of Fine Arts are not allowed to enroll in Fine Arts classes designed or designated for majors only. All transfer students shall meet the same requirements for admission as students entering the Weitzenhoffer Family College of Fine Arts from other divisions of the University of Oklahoma.

## **Advising Day**

Each semester previous to enrolling for the following semester, students will be advised on the School of Dance Advising Day. Notices will be posted to notify students of the advising schedule in advance. All courses that require special permission from the School of Dance will be entered online by your advisor following the student advisement appointment. Students are expected to arrive for the advising

appointment with a pen and paper, their academic folder from the School of Dance office, two proposed class schedules, and a degree check-sheet. The advisor will then help the student coordinate their schedule.

## **Students' Responsibility For Course Enrollment With Regard To Advising**

Faculty advisors are provided to aid students in making appropriate choices for timely completion of degree requirements in their chosen major. It is ultimately each student's responsibility to enroll in the appropriate courses and monitor the successful completion of degree requirements with regard to the intended date of graduation.

### **Advisor(S)**

Faculty advisors are provided to aid students in making appropriate choices for timely completion of degree requirements as a dance major. It is ultimately each student's responsibility to enroll in the appropriate courses and monitor the successful completion of degree requirements with regard to the intended date of graduation. Students must be aware that all dance courses are not offered every semester and that they must attend to timely 56789 in order to graduate on time. Dance Majors with minors and/or another major must be careful to plan fulfilling their dance courses. Refer to degree sheets.

Individual advisors are important to students during their years in the School of Dance. Freshman students are advised through University College, but they should make an appointment with a Dance advisor who will designate dance classes to be taken in the second semester. After the freshman year, a School of Dance faculty advisor will help plan a course of study to fulfill the requirements for graduation. It is each student's responsibility to communicate with his/her advisor and to keep informed about School of Dance and college requirements as well as class performance requirements.

Faculty will post their office hours near their office doors and in each class syllabus so that students may arrange mutually convenient times for meetings. Feel free to make appointments with advisors and teachers to discuss work in any area. If students find that they are not functioning at their best because of unanswered questions or negative feelings, communications with the concerned faculty, advisor, mentor etc. can be effective in resolving difficulties. Students are encouraged to challenge themselves to deal with questions/problems in an energetic, creative and proactive way.

### **Alumni**

Please update contact information with the School of Dance office following graduation so that we can continue to keep in touch with you after you graduate.

### **Auditions**

Auditions for admission to the School of Dance will be held on designated dates during the fall and spring semesters and include Norman Campus as well as several nationwide locations. For specific audition information, please contact the School of Dance Staff Assistant at (405) 325-4051. Majors: Select dance technique classes may not be held on audition days. Auditions for School of Dance performing companies are held each semester and summer during the first week of classes. Only undergraduate students at the sophomore level and above may audition to perform with both companies simultaneously (OFB and CDO) in a single semester. Casting will be coordinated by the company directors and faculty involved in order to avoid overloading the student's schedule. Students performing in both companies may not perform in more than two works with the second company. Auditions for graduating seniors should be limited to 5 trips in the spring semester and create no more than 10 weekday absences. All audition trips should be coordinated with faculty and verified by documentation. Dancers will not be excused from tech or dress rehearsals or performances for this purpose.

### **Dance Bulletin Boards**



All dance majors are required to check the dance bulletin boards **daily** for announcements, special information, rehearsal schedules, crew assignments, etc. Students wishing to post information on the dance bulletin boards must secure permission from the Dance Office.

### **The School Of Dance Bulletin Boards Are Located:**

Outside the east entrance to FAC 110 and on the inside of FAC 305

Next to studio entrances on the second and third floors of RPAC

For YCS information, on the second floor of RPAC

For crew information, on the University Theatre Callboard by the Rupel Jones upstage right entrance

Each student will need a personal calendar in which to record rehearsals, meetings and other commitments. If a student neglects to check the bulletin board or record information in a personal calendar and, as a result misses a rehearsal, he/she is not displaying professional-level behavior. Please take this responsibility seriously.

### **Contact Information**

It is the responsibility of each student to be sure the School of Dance and the Weitzenhoffer Family College of Fine Arts have current LOCAL contact information including full name, address, local telephone number, cell phone number and e-mail address. **Students are required to check their OU email account regularly; important messages from the school will be sent to that address.**

### **Mid-Term Conferences**

Students majoring in dance will meet with faculty members of the major area on an individual basis at mid-term to discuss the faculty's evaluation of the student's work to that point. These meetings also provide students with the opportunity to express their feelings about their work and to ask pertinent questions. All students enrolled in dance classes will have the opportunity to schedule a mid-term conference for each dance course in which they are enrolled. Students will receive notification at midterm if they are not working at a satisfactory level or if attendance levels are in question in a given course. Conferences to address this situation will be scheduled as needed. It is the student's responsibility to be aware of absence policies and to keep track of his/her absences.

### **Technique And Performance Credit Hours**

Students who change their dance major area from ballet to modern dance or vice versa may substitute a maximum of four semesters of technique and performance credit in either area. Student requests to change dance majors will only be considered if the request is made no later than the end of the sophomore year and will be made at the discretion of the faculty.

### **Application For Summer Intensive Credit**

Students wishing to receive credit for a summer intensive must talk with their adviser during the previous spring semester about the intensive, whether it is associated with an accredited university and the amount of credit they hope to receive. In addition to the intensive, students may also be required to enroll in Special Studies or Professional Semester through the School of Dance.

### **Handbook**

Communicating effectively will be the most important tool in each student's experience in the School of Dance. If uncertain about any issue, please consult, in the following order:

- **The Student Handbook**

- **Your Instructor / Advisor**
- **The Director of the School of Dance**

Keep your up-to-date School of Dance Handbook ready. Read it thoroughly. It includes answers to most student questions. Each section will give cues to help in areas of professional work as well as health and welfare.

## **Health And Injury Statement**

Students wishing to use Goddard Health Center services are required to provide proof of up-to-date immunizations.

Students should be aware that dance is a physically demanding art requiring physical exertion comparable to athletics. Injuries can occur during intense periods of dance exercise and students should make every effort to follow the instructor's directions completely. The instructor reserves the right to limit further class participation if the student appears injured or fails to seek appropriate medical attention for an injury.

Students have an obligation—to the School and their classmates as well as to themselves—to be aware of injuries or other physical limitations relevant to the student's ability to dance. Students injured during the summer should notify the School as soon as possible before the fall semester begins. The School will do its best, based on its professional judgment, to work with injured students through academic advising and appropriate accommodations. However, the School does not provide medical advice or care and students should understand that they bear the risk of injury or aggravation of existing injuries through participation in the program. The School reserves the right to require a physician's release for further enrollment in studio classes following any serious injury.

## **Injury And Illness (General)**

Students experiencing mild injury or illness who may be unable to participate in a class or rehearsal are expected to observe it, if at all possible. Major illness or injury that prevents a student from active participation in classes or rehearsals should be reported to the instructor before class begins and an injury sustained during a class or rehearsal should be brought to the instructor's attention immediately.

## **General Health**

Well-balanced and healthy nutrition is essential for every dancer. Dancers should be aware that they make extraordinary demands on their bodies and should treat them accordingly with sound health and nutrition habits. Good habits include adding rest and recovery time into the schedule. Recovery time allows the body to replenish energy stores and repair damaged tissues.

## **Scholarships**

Students must apply or reapply for School of Dance scholarships annually. Applications are due March 1st of each academic year, and they are available online on the School of Dance website, under Admissions, and on the Scholarships website at [ou.edu/scholarships.html](http://ou.edu/scholarships.html).

## **Written Recommendations From Faculty/Advisors**

At times students may need letters of recommendation from a faculty member (for scholarships, jobs, etc.).

### **The following information must be provided:**

- the form he/she must complete
- the address of the person requesting the recommendation
- information about the purpose of the letter
- a copy of your resume
- your return address
- your phone number and email address
- the date the letter is due
- a copy of the position description

Give the faculty member at least two weeks to complete the recommendation.

## FACILITIES AND EQUIPMENT

### Dressing Rooms

Students are expected to enter the studios in their practice clothes. Street clothes are to be left in the dressing room lockers located in the basement of the Fine Arts Center and/or on the third floor of RPAC. Lockers are available and can be secured by simply choosing an unoccupied locker and placing a lock on it. Please notify the School of Dance Staff Assistant as to which locker you have chosen in RPAC. No locker fee is involved. Each student is allowed one locker. **All locks remaining on lockers one week after the conclusion of the summer session will be removed and items will be discarded.**

### Studios

No food, chewing gum, or drinks may be brought into the studios and the use of baby powder or rosin on the dance floors is not permitted. Smoking on the OU campus is strictly forbidden. The studios are locked when not in use. Students wishing to use a studio must sign up on the master schedule sheets in the School of Dance office and should check with faculty members to confirm that the FAC studios will be unlocked at the correct time. Swipe cards may be used for entry to RPAC studios. All studios must be left with doors locked and lights turned off. **Only rehearsals pertaining to School of Dance classes and productions may be scheduled in the dance studios unless permission is given by the Director of the School of Dance.**

### Items Left In Warm Up Area

Items left overnight in the warm up areas outside the studios in the Reynolds Center will be taken to the Dance Office.

### Ice Packs

Students **must** provide their own ice packs. Please be certain to put your name on your ice pack.

### Equipment

Video recorders / audio tape / compact disc machines are reserved exclusively for faculty and guest choreographers. Students should have an iPod or other sound equipment for their own use for composition work and rehearsals.

### Media Center

Dance research materials and equipment are housed in Media Center in the Reynolds Performing Arts Center Room 2030.

**Hours of Operation:** Please see the bulletin board by the Media Center or contact the Dance office at (405) 325- for current hours of operation. Students wishing to have copies of performances must contact a Staff Assistant in the School of Dance office.

### General Procedures For DVD Reproduction

The School of Dance office will copy individual student performances at a cost of \$10.00 for up to six (6) excerpts and \$2.00 for each additional excerpt not to exceed two and only of performances where there is not a copyright restriction. To obtain a copy of an excerpt, the student must obtain a blue DVD/Video Reproduction Request form from the School of Dance office. The form must be completely filled out, including the date of the performance, title of the piece, and the start and end times of the excerpts to be copied. Start and end times are to be acquired by the student independently, by personally viewing the video in the media center and recording the appropriate times on the form. When the form is ready, return to the Dance office with the appropriate fee.

Due to copyright and privacy laws, excerpts of School of Dance performances cannot be posted on the internet.

## Video Copying

After the form is completed, the School of Dance office must approve it. When notified of approval, the student must deliver the form to the Media Center and make an appointment to attend the editing session. Please be advised that a minimum two-week advance notice is required for video copying. Students are responsible for supplying a blank DVD for copying.

## Video Editing

Appointments may last two to three hours or longer, so please plan accordingly. The School of Dance will produce one copy of an edited DVD. If a student wishes to make more than one copy, the student must provide the additional DVD and the student him/herself is responsible for making the copies in the Media Center. **PLEASE REQUEST THE DANCES IN WHICH YOU PERFORM TO BE COPIED ANNUALLY. DO NOT WAIT UNTIL YOUR SENIOR YEAR!**

## Audio Copying

There is no charge for school required audio recordings and requests may be taken directly to the Media Center. The student should bring a blank CD with a request form that clearly states the music to be copied. Please allow five days for your request to be processed.

## SCHOOL OF DANCE PROFESSIONAL PROTOCOL

It is in the best interest of every dance major to promote the development and welfare of his/her chosen area as well as the entire School of Dance and to generate a spirit of good will, professionalism, and respect for faculty and fellow students. It is expected that each major will take his/her responsibility seriously and will display a strong level of commitment to the exploration and development of his/her full creative potential. Students are encouraged to discuss concerns they may have with a faculty member/advisor so that a satisfactory solution may be found.

- *Be on time for all classes*
- *Attend all classes*
- *No gum chewing, eating or drinking (anything but water) in any class*
- *Do not place anything on the piano*
- *Please be aware of the musician; do not block his/her view of the class or teacher*
- *No drinks in the studios at any time/except water in plastic containers (no glass containers)*
- *No street shoes in the studios at any time*
- *Please, no talking in rehearsal/class while the teacher/director is working*
- *Students must be excused first by the instructor before leaving class or rehearsal*
- *See instructor during office hours when/as needed*
- *Please be sure to pick up any trash or other items from the studios and warm up areas*

***Items left in the warm-up areas will be collected and eventually discarded if unclaimed***

## CLASS ATTENDANCE

### Tardiness

Classes will begin five minutes after the time designated in the class schedule book in order to allow students time to change into practice clothes. Students will not be allowed to join the class after the first exercise has been completed and this will be **considered as an absence**. The instructor will determine whether to excuse this type of absence if the student observes the class.

## **Absences**

Only absences resulting from illness or from death in the student's immediate family are to be excused according to school policy. A doctor's excuse is required in the event of illness. Students are typically allowed as many absences per semester as credit hours per course; therefore, a student enrolled in a class for two credit hours will be allowed two unexcused absences for the semester. Students are advised to ask instructors about individual absence policies beyond this guide. Excessive absence reports will be made during the semester as necessary. **Students anticipating missing a class or rehearsal due to illness or another legitimate reason are expected to notify the instructor in charge before the class/rehearsal begins.**

## **Attendance Policy During Inclement Weather**

When campus opens late due to inclement weather and an hour of technique class time remains, then students should expect that a short class will be held.

## **STUDENT DANCE ACTIVITIES**

### **Student Project Rehearsals**

Rehearsals for student projects in dance are to be scheduled around the student's existing class schedule and should not interfere with the class schedule, crew assignments or rehearsals for major productions. Students participating in these rehearsals are expected to approach them seriously and with the same degree of commitment they would approach a major production rehearsal.

### **Outside Activities**

All dance majors are required to secure the permission of the School of Dance before consenting to become involved with any outside dance activities. Forms for this purpose may be secured for the School of Dance office. The purpose of this policy is to be able to better coordinate student involvement in all events and to avoid unnecessary schedule conflicts.

## **TECHNIQUE CLASSES**

### **DRESS CODE**

#### **Ballet**

Attire for ballet classes for female-identifying students includes a solid colored leotard, and pink or skin-tone tights with color-coordinating pointe/flat shoes. Attire for male-identifying students consists of a solid colored leotard or t-shirt, full-length gray or black tights, a dance belt, and color-coordinating flat shoes. Pointe shoes are required for female-identifying students in level III, IV, and pointe class; pointe shoes should be brought into the studio for every class and applicable rehearsal. Loose, baggy clothing may not be worn in any class or rehearsal without the permission of the instructor. Individual instructors may stipulate additional requirements relating to dress; these will be listed in the course syllabus.

#### **Modern Dance**

Attire for modern classes includes solid colored leotards and tights without feet, unitards, or solid colored t-shirts and tights without feet. Individual instructors may stipulate additional requirements relating to dress

including the wearing of socks. These will be listed in the course syllabus. Loose, baggy clothing may not be worn in any class or rehearsal without the permission of the instructor.

## **Attire- General Notes**

Stocking feet should only be worn in the ballet studios if required by the choreographer. Sweat pants and other bulky garments may be worn in class or rehearsal only with the permission of the instructor. Practice clothes are to be clean and neat and they should permit the instructor's clear observation of the line of the body. All dancers are to secure their hair off the face and neck. Excessive jewelry is not to be worn in class or rehearsal.

No company t-shirts/clothing or anything printed with the School of Dance name or University of Oklahoma marks can be printed or ordered without the approval of the Director of the School of Dance. All t-shirts/clothing must be prepaid before ordering.

## **TECHNIQUE CLASSES/ REHEARSALS**

### **Technique / Placement Classes**

For Incoming freshmen, the admission audition served as a technique level placement class. The student's technique level may be changed upon arrival if faculty determine that the student's progress indicates a higher technique level or if they determine that the student has regressed or is out of condition. Students may request to take a placement class for a higher technique level at any time. Faculty review technique placements prior to each advising day.

**\*\*\* An injury may necessitate a temporary level change to facilitate recovery.**

## **OKLAHOMA FESTIVAL BALLET / CONTEMPORARY DANCE OKLAHOMA AUDITIONS**

Dance majors enrolled in dance courses at the upper levels must audition for Oklahoma Festival Ballet or Contemporary Dance Oklahoma according to degree requirements. These auditions are required for majors in level II and above. Students majoring in ballet pedagogy and ballet performance must re-audition every semester until all performance requirements are met. Audition dates will be posted at the beginning of each semester and all dancers must re-audition for company each semester. Dance majors are welcome to audition for both OFB and CDO in the same semester but must communicate this intention to the Artistic Directors of both companies prior to the audition date. Dance majors may also audition for School of Drama and/or Department of Musical Theatre productions that do not conflict with the School of Dance performance or touring schedules. Dancers must check with their faculty advisor before auditioning for any productions outside the School of Dance or in another major area.

### **Rehearsal Schedules**

The posted rehearsal time indicates the time at which the rehearsal will begin. Dancers should arrive for the rehearsal early enough to change, warm-up, and be prepared to begin at the designated time.

**NOTE:** Please be aware that rehearsals sometimes conflict with university scheduled holidays. It is the responsibility of the student to be aware of this, consult with the faculty, and to schedule travel plans accordingly.

### **YCS Rehearsals and Performances**

Choreographers and cast members are required to attend all rehearsals (studio, technical and dress) and performances unless, by agreement with the choreographer and faculty coordinators, a cast member is released to attend an audition. Dancers and choreographers must make their intentions known regarding possible external auditions one week after casting goes up so that alternates can be chosen and appropriate arrangements made. YCS coordinators, mentors, and faculty must be made aware of these arrangements at the end of the week after casting is posted. If this procedure is not observed, the dancer may not be released to attend the audition.

## **Theatre Safety Guidelines**

- Never work alone in any theatre or auxiliary space.
- If you encounter an intruder, please call 911 from any campus phone, or by dialing (405) 325-1911 from your cell phone. Do not confront the person yourself.
- After any incident has occurred, and after contacting campus police, please contact Kasey Alee-Foreman at (405) 821-4495 to follow up.
- As a reminder, all University Theatre staff are CPR/first aid certified.

## **CDO/OFB Guidelines for the 19/20 Academic Year**

- **OFB** will plan to hold required class and rehearsal every Saturday during the fall semester in preparation for the Nutcracker unless otherwise notified.
- **CDO** will plan to hold required class and rehearsal every Saturday during the spring semester in preparation for the CDO production unless otherwise notified
- **CDO** will plan out the Saturday class and rehearsal schedule for the entire fall semester prior to the start of school. The intent will be to only hold class and rehearsals when necessary and will be at the discretion of the faculty member who is in charge of the work being rehearsed. If any changes need to be made to the original schedule the students will be notified at least two weeks prior.
- **OFB** will plan out the Saturday class and rehearsal schedule for the entire spring semester prior to the start of school. The intent will be to only hold class and rehearsals when necessary and will be at the discretion of the faculty member who is in charge of the work being rehearsed. If any changes need to be made to the original schedule the students will be notified at least two weeks prior.
- Students will notify faculty at least one week in advance, via email, of any scheduling conflicts that will cause them to miss rehearsal.

# Addendum 1.

## Information specific to Dance Graduate Students

### Updated SP 2018

The purpose of this addendum to the School of Dance handbook is to describe policies specific to the Master of Fine Arts students. Graduate students are expected to obtain and review the handbook information provided by the Graduate College as it contains important and useful information with regards to obtaining a graduate degree at the University of Oklahoma. Please note, if policy and/or procedural discrepancies exist between the two handbooks, the one provided by the Graduate College shall take precedence over the one provided by the School of Dance. However, in these instances, students are advised to address the matter with their academic advisor.

Please see link to Graduate College: <http://www.ou.edu/gradweb/gcbulletin.html>

The University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, and economic needs of the state, region, and nation. Created by the Oklahoma Territorial Legislature in 1890, the University has 19 colleges offering 134 bachelor's degrees, 82 master's degrees, 51 doctoral degrees, four graduate certificates, and one professional degree. OU enrolls almost 27,000 students on campuses in Norman, Oklahoma City, and Tulsa, and has approximately 1,830 full-time faculty members. The University's annual operating budget is approximately \$797 million. The University of Oklahoma is an equal opportunity institution.

### **Costs For Graduate Students**

The cost of attending the University of Oklahoma includes tuition, fees, books, housing (including room and board), transportation and miscellaneous living expenses.

#### **Total tuition/fees per credit hour (subject to change)**

Resident Graduate Students \$ 335.09

Nonresident Graduate Students \$812.70

#### **Fees Applicable to Graduate Students (subject to change)**



Please see link to Graduate College: [www.ou.edu/coe/graduate/financialaid/tuition.html](http://www.ou.edu/coe/graduate/financialaid/tuition.html)

In addition, individual courses may have special fees. The fee amount is listed under the course name and number in the Class Schedule.

## The Graduate College

### Administrative Officers:

<a href="#">Randall S. Hewes, Ph.D.</a>	Dean and Professor	(405) 325-3811	<a href="mailto:hewes@ou.edu">hewes@ou.edu</a>
<a href="#">Nancy LaGreca, Ph.D.</a>	Associate Dean and Professor	(405) 325-3811	<a href="mailto:lagreca@ou.edu">lagreca@ou.edu</a>
<a href="#">Anthony Natale, Ph.D.</a>	Faculty Fellow for Inclusive Excellence and Associate Professor	(405) 325-4906	<a href="mailto:anatale@ou.edu">anatale@ou.edu</a>
<a href="#">Diana Beal</a>	Director, Operations	(405) 325-7715	<a href="mailto:dbeal@ou.edu">dbeal@ou.edu</a>

The Graduate College is the center of advanced study, research, and creative activity at the University. Faculty and students share an obligation to achieve greater knowledge in their chosen fields, to add to that knowledge, and to present it to the scholarly community. The Graduate College strives to develop in each student a firm grasp of a chosen field, the skills and methods of research, and the ability of independent thought. To this end, the campus provides excellent library, laboratory, and learning facilities as well as a close association with scholars and research investigators.

The Graduate Faculty has responsibility for instruction, for guidance of graduate students in the development of their programs and for pursuing investigations associated with a particular field or discipline. **Graduate students are expected to demonstrate initiative and assume responsibility for the progress of their studies. Class work can be no more than a basis for wider reading and personal inquiry. The student must master subjects, not merely course assignments. A graduate degree is conferred for mastery of a field and thorough understanding of its related branches.**

### Courses Approved for Graduate Credit

Graduate credit for work successfully completed at the University of Oklahoma is allowed only for courses listed with a G before the course number in the current general course catalogue. Daggered G courses (†G) are not applicable for graduate credit for majors in the academic unit offering the courses.

The academic unit and/or advisory committee and the Graduate Dean determine whether or not a particular course is acceptable as credit toward the degree on which the student is working.

Graduate credit for work successfully completed at the University of Oklahoma Health Sciences Center is allowed only for courses listed in its Graduate College Bulletin. Courses taken by a student in a combined undergraduate degree may not apply toward a graduate degree.

### Grades in the Graduate College

The grades awarded in the Graduate College are A, B, C, D, F, S, U, I, W and X. The following explanations apply only to those courses which are approved for graduate credit.

Students may not repeat a course in which they have earned a grade of A or B unless the course is one in which there is a change of content.

**D** is failing insofar as credit toward the graduate degree is concerned, and cannot be used to satisfy prerequisite requirements and/or requirements for certificates.

**S and U** are neutral grades meaning Satisfactory and Unsatisfactory. U indicates that no credit is received for the work undertaken. The grade of S signifies quality of B work or better. The S grade may not be used for lecture/recitation courses except with the expressed approval of the Graduate Dean.

**S** is the only passing grade accepted for special problems, individual research, and directed reading courses. The grade of S must be used to indicate that a thesis or dissertation is satisfactory.

**S and U** grades may be used for seminar courses provided that the seminars are taught on a noncompetitive basis and that all students in the course are graded on this basis.

**W** - meaning withdrawal, is a neutral grade assigned when the student is passing at the time of withdrawal.

**AW** - meaning administrative withdrawal, is a neutral grade assigned when the student is involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons, or for inadequate attendance.

**P and NP** meaning Pass and No Pass, are used as grades in a course in which a student has enrolled under the "pass/no pass" grade option. P indicates quality of C work or better.

**NP** indicates no credit for a pass/no pass option enrollment. The grades of P and NP are considered neutral in the computation of the student's grade point average. Graduate students may use the pass/no pass option only with courses which will not apply toward a graduate degree.

**I** - a neutral grade meaning incomplete. It indicates that the student has not yet completed all required coursework. The instructor will indicate to the student what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time allowed may not exceed one calendar year. If by the end of the year, no change in grade has been submitted, the grade of I will become permanent on the student's record. After a grade of I has become permanent, a student may reenroll in the course. Credit for courses in which a student has received an I at the University of Oklahoma cannot be transferred another institution. The one-year time limitation concerning removal of incompletes does not apply to graduate research and certain graduate problems courses.

**X** is a neutral grade used only for the thesis and dissertation research courses numbered 5980 and 6980, and for thesis and dissertation equivalent courses numbered 5880 and 6880. It indicates that satisfactory progress is being made towards the thesis, dissertation, or its equivalent.

## **Graduate College Standards**

The Graduate College is responsible for periodic performance review of graduate students in accordance with the guidelines described below.

**Retention:** A student can continue as a graduate student as long as the student fulfills the specific requirements of the academic unit; makes satisfactory progress toward the degree; maintains a B average (3.00 GPA) in all coursework attempted (undergraduate and graduate combined) while in the graduate program; and maintains a B average (3.00 GPA) in all graduate coursework attempted while in the graduate program. The rules for retention apply to all graduate students.

**Progress Review:** The Graduate College monitors each student's academic progress. At the end of the spring semester each School of Dance graduate student will receive a letter of progress. At the end of each semester or summer session the Graduate College will notify those students who fail to meet the required standards of performance.

Satisfactory Progress toward the degree includes, but is not limited to: timely completion of the coursework required for the degree, progress made in completing research, passing of the comprehensive, general examination, or final oral examination, completion of the thesis or dissertation.

**Grade Point Average:** A graduate student's grade point average is calculated in two ways: 1) on graduate course work only, and 2) on all course work attempted. These grade point averages are determined on the course work taken since the completion of the most recent degree earned at the University of Oklahoma. If either of the two calculations yields a grade point average less than 3.00, the student will be placed on academic probation. All grades obtained in graduate-level courses, whether comprising a part of the degree program or not, will be used in calculating grade point averages for purposes of retention and graduation. Exceptions are grades of S, U, I, X, P, NP, W, and AU, for which no grade points are awarded.

Graduate students, who as undergraduates earned graduate credit that had been approved to form part of their graduate programs, will have these credits used in determining their grade point averages.

Faculty advisors are provided to aid students in making appropriate choices for timely completion of degree requirements in their chosen major. It is ultimately each student's responsibility to enroll in the appropriate courses and monitor the successful completion of degree requirements with regard to the intended date of graduation.

## **Thesis Requirements**

Students need to be aware that very specific guidelines and timelines exist for the thesis process. Graduate students should retrieve a Thesis Packet from the Graduate College at the beginning of the academic year they anticipate starting their thesis research. It is imperative that students follow the criteria listed within or run the risk of not fulfilling degree/graduation requirements.

## **Office Supplies**

The School of Dance will supply all printing/copying necessary for Graduate Assistant teaching on campus such as the syllabus, any examination/testing materials, readings, and informational handouts. Graduate Assistants and Fellowship students should supply paper for their own academic writing for classes including the thesis. Additional Thesis reading copies may be made on the copier in the main office rather than the printer in the Graduate Assistant's office.

## **School Spirit**

It is in the best interest of every MASTER OF FINE ARTS IN DANCE candidate to promote the development and welfare of his/her chosen area as well as the entire School of Dance and to generate a spirit of good will, professionalism, and respect for faculty and fellow students. It is expected that each graduate student will take his/her responsibility seriously and with a strong sense of commitment to the exploration and development of his/her full creative potential. Graduate students are encouraged to discuss any concerns they may have with a faculty member/advisor so that a satisfactory solution may be found.

## **Personal Calendar**

Each student will need a daily planner in which to record rehearsals, meetings and other commitments. If a student neglects to check the bulletin board or record information in a personal calendar and, as a result misses a rehearsal, he/she is not assuming professional level behavior. Please, take this responsibility seriously.

## **Outside Activities**

All dance majors are required to secure the permission of the School of Dance before consenting to become involved with any outside dance activities, which may interfere with their responsibilities as graduate assistants, dance majors or company members. The purpose of this policy is to better coordinate student involvement in all events and to avoid unnecessary schedule conflicts.

## **Emphasis Of Degree Program**

All graduate students will be expected to complete the MFA degree program in the emphasis in which they first enrolled. While the School of Dance faculty recognizes the importance of varied experiences during the completion of coursework, the graduate faculty is committed to the goal that each student enter the professional world after commencement with a primary and significant body of knowledge/expertise in one of the two areas that are offered here in the school of dance.

## **Evaluations**

Graduate students will meet individually with faculty members of the major area on a periodic basis. Students are expected to make appointments with advising faculty at least once a year to confer on their progress. These meetings also provide students with the opportunity to express their feelings about their work and to ask pertinent questions.

## **Class Records**

Class records such as grade or attendance books that are kept by graduate assistants and fellows are the property of the School of Dance. These records must be carefully maintained and should be submitted to the office before graduation. This is crucial in the case that a grade question or appeal arises after the student's departure.

## **Student Project Rehearsals**

Rehearsals for student projects in dance are to be scheduled around the student's existing class schedule, and should not interfere with the class schedule, crew assignments or rehearsals for major productions. Students participating in these rehearsals are expected to approach them seriously and with the same degree of commitment they would approach a major production rehearsal.

## **Rehearsal Schedules**

The posted rehearsal time indicates the time at which the rehearsal will begin. Dancers should arrive for the rehearsal early enough to change, warmup, and be prepared to begin at the designated time. Please be aware that rehearsal schedules sometimes fall outside the regular University schedule. It is the responsibility of the student to be aware of this and to schedule travel plans accordingly.

## **Graduate Student Meeting**

Graduate students are required to attend a meeting prior to the first day of the fall and spring semesters if requested by the Director or Graduate Liaison. As such, students must communicate with the graduate liaison with respect to their travel arrangements at the end of and beginning of each semester.

## **Video/Audio Copying Requests**

The School of Dance office will copy individual student performances; students will not be allowed to record their own performances. The student must complete a DVD Reproduction Request form. Entire performances will not be copied, only sections in which the student appears. The student is required to provide the start and end times of the desired sections to the media center. Only performances where there is not a copyright restriction are eligible for reproduction. The cost for copying an individual segment may be charged when a DVD is provided. The cost may increase when multiple ballets are copied and

students may not request to have more than five ballets copied per disc. Please be advised that a two-week advance notice is required. There is no charge for school required audio recordings

Due to copyright and privacy laws, excerpts of School of Dance performances cannot be posted on the internet.

## **Residency**

Under certain conditions students may establish state residency after one year on campus. Information on this policy is available from the Office of Admissions and Records, Buchanan Hall Room 127, 325- 2012.

## **Financial Support**

Financial support is any financial resource that a student may receive to assist in meeting the cost of attending the University. These resources include financial aid such as federal and state grants, loans, and work-study programs; graduate assistantships; fellowships and scholarships; tuition waivers.

## **Financial Aid Program**

The Office of Financial Aid Services administers financial aid programs and some scholarships to assist qualified students with financing their education.

Students are encouraged to apply for need-based financial aid by completing the Free Application for Federal Student Aid (FAFSA) by March 1 for the following fall and spring semesters. Many financial aid programs are available including the Federal Perkins Loan, Federal Work-Study, Federal Stafford and Unsubsidized Stafford Loan programs.

Some aid programs are restricted to Oklahoma residents including the Graduate Tuition Waiver and the Oklahoma Tuition Aid Grant.

Applications are available from Financial Aid Services, 1000 Asp Avenue, Buchanan Hall Room 216, Norman, OK 73019-0230, phone 325-4521. Contact Financial Aid Services for more information or visit the University of Oklahoma homepage at [www.findaid.ou.edu](http://www.findaid.ou.edu).

## **Need-Based Tuition Waivers**

The Office of Financial Aid Services awards need-based tuition waivers to Oklahoma resident graduate students. This award is based on information reported on the Free Application for Federal Student Aid (FAFSA).

Funding for these waivers is limited, thus students are encouraged to apply as soon as possible after January 1 for consideration during the following fall/spring semesters. Contact the Office of Financial Aid Services for more information.

## **Scholarships & Fellowships**

The School of Dance Graduate Fellowship application is available in the School of Dance Office: it is due February 20th of each academic year for the following year.

Students are encouraged to apply for scholarships based on academic ability, talent, or financial need. Students may visit [www.findaid.ou.edu/scholarships/form.ntaf](http://www.findaid.ou.edu/scholarships/form.ntaf) to conduct an on-line scholarship search.

The publication [A Guide to Financial Aid and Scholarships](#), available upon request from OU's Office of Prospective Student Services, contains a comprehensive listing and application instructions for OU scholarships. Scholarship recipients who are also recipients of other types of financial aid may have their financial aid award letter revised. The University strongly encourages graduate students to apply for fellowships from external funding agencies.

## Graduate College Tuition Waivers

(these do not apply to CCE or Intersession Courses)

The Graduate College awards a limited number of tuition waivers based on academic merit. A student's academic unit requests these tuition waivers. Thus, students interested in applying for a Graduate College tuition waiver should first contact the graduate liaison of their academic unit.

More detailed information regarding these waivers is available on the Graduate College website at <http://gradweb.ou.edu/waivers>. Please note: they do not apply to CCE or Intersession courses.

## Graduate Assistantships

A graduate assistant belongs to a unique group within the University of Oklahoma in that he/she has two basic responsibilities: being responsible for fulfilling personal academic goals, and being responsible to the university for carrying out teaching and/or research obligations. For general graduate college policy regarding graduate assistant compensation, eligibility, classifications, etc, please visit the graduate college website:

<http://www.ou.edu/gradweb/gcbulletin.html>

## Additional Benefits for Graduate Assistants

**Non-resident Tuition Waivers:** Non-resident graduate assistants who have 0.50 FTE assistantships and are appointed from the first day of class to the last day of final examinations will receive a non-resident tuition waiver for the semester of their appointment. Students appointed as at least 0.50 FTE graduate assistants for the Spring term will be awarded waivers of the non-resident tuition in the summer session.

**Resident Tuition Waivers:** Graduate assistants who have a 0.50 FTE assistantship and are appointed from the first day of class to the last day of exams will receive a seven credit hour resident tuition waiver for the semester of their appointment. However, these resident tuition waivers are not awarded during the summer session.

**Health Insurance:** Information regarding the student health insurance plan can be obtained from the Student Health Plan Office on their website at [www.hr.ou.edu/studenthealth/default.asp](http://www.hr.ou.edu/studenthealth/default.asp) or by calling 325-9196. Graduate Assistants are advised to contact the Graduate College (325-3811) as often they provide a subsidy for this benefit. Goddard Health Center is the primary care facility for those insured. Specialists may be seen upon referral.

## Student Organizations And Committees

### Graduate Student Senate

A bicameral student government with an Undergraduate Congress and a Graduate Student Senate represents OU students. The student government has complete control of their \$2.5 million student activity fee budget. They may be reached at 325-4041 or through their website at <http://gss.ou.edu>

The Graduate Student Senate (GSS) was established in 1987 to bring the graduate student voice to the administration. The Senate is composed of two senators from each department (Dance and Drama each have one). GSS meets every other Sunday at 7 p.m. in 255 Adams Hall during the Fall and Spring semesters. Committees meet at 6:30 p.m. in 255 Adams Hall before the full senate meeting.

The GSS offers conference fees and research grants to graduate students, helps allocate funds to all student organizations, and acts on issues, which affect graduate education. Failure to attend meetings by a department senator makes all graduate students in the area ineligible for funding. Each year, GSS raises money for its grant endowment fund. The Graduate College and the Graduate Student Senate sponsor an annual event in which the graduate students display posters describing the research projects on which they are currently working. Cash prizes and certificates are awarded for winning posters.

**SCHOOL OF DANCE GRADUATE STUDENT ASSOCIATION:** Statement in development stage.

## University Policies

**Review Provost and Graduate College websites for full policies and updates:**

[www.ou.edu/content/provost.html](http://www.ou.edu/content/provost.html)

[www.ou.edu/content/gradweb/gcbulletin.html](http://www.ou.edu/content/gradweb/gcbulletin.html)