

University of Colorado Denver
College of Arts & Media

University of Colorado Denver
College of Arts & Media
Department of Theatre, Film and Video Production

Student Handbook
Spring 2009

Welcome to the Department of Theatre, Film and Video Production at University of Colorado Denver! We are happy you are a part of our successful and innovative program which combines both Theatre and Film into a comprehensive study of the dramatic arts. This handbook has been designed by the faculty to provide students with information about the programs, policies, procedures, expectations, and opportunities within the program.

There is much to be learned in this dynamic program that offers the Theatre, Film and Video Production (TFVP) majors a balanced approach to study of the arts. The balance is achieved not only by the range of courses offered, but also by the combined excellence of instruction and production which is a trademark of the department. The strength of the faculty and reputation of our graduates make this program one of the outstanding training programs in the West. We hope you will find this material helpful.

PLEASE NOTE: Students will be notified of any changes in policy in a timely manner. Students who do not meet these guidelines and policies are subject to review by the staff for removal from the program

IT IS YOUR RESPONSIBILITY TO KNOW THE RULES AND PROCEDURES OUTLINED IN THIS HANDBOOK AND ANY UPDATES. THE MOST CURRENT GUIDE IS AVAILABLE IN THE TFVP OFFICE. NO EXCEPTIONS WILL BE MADE.

This handbook was written in accordance with federal and state laws, Personnel Board rules, personnel director's rules and fiscal rules in effect at the time of publication. Subsequent revisions to these could cause conflicting statements. If such a situation should arise, **the laws, personnel rules and fiscal rules will always be the official documents upon which a ruling will be based or an interpretation will be made. This handbook is a guide, not a contract.**

University of Colorado Denver

College of Arts & Media

Student Handbook Spring 2009

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I. OVERVIEW

A. Mission:

To use powerful art making, expansive teaching and strategic service to connect students and faculty to the arts disciplines – as well as interdisciplinary possibilities – and to develop resilient ties to local, regional national and international cultural entities and enterprises.

B. Vision: The Arts Change Lives

This statement is the vision of the College of Arts and Media and the Department of Theatre, Film and Video Production. The faculty and staff believe this and are committed to infusing every activity with the reminder that these activities should be life changing experiences.

Departmental Values:

- A critical exploration of ideas and theory, with rigorous creative practice that fosters excellence.
- A hands-on educational experience that connects students and faculty.
- Innovation in the development of a cohesive body of work that is built upon traditional foundation skills.
- Crossing boundaries within the performing and electronic arts and throughout the academic and professional community.
- Cultural, creative and individual diversity that promotes social awareness and professional responsibility.

Departmental Goals for all TFVP students:

Students will become knowledgeable, creative problem-solvers and storytellers in the areas of theatre and/or film and video. This will be achieved through successfully meeting the following goals:

- All students will develop an understanding of the aesthetics and theoretical basis of communication skills and information within the media of theatre, film and video.
- Each student will have a fundamental understanding of the processes required for the full production of theatre, film and video projects.
- Students will demonstrate progress toward their personal development as artists and individuals either by choosing an area of specialization such as: Performance, Direction and Production Development, Design, Post Production, Producing, Videography/Cinematography and Writing/Directing; or by choosing a broader liberal arts approach and focus. After choosing an area, students will continue to train in order to increase their contributions as artists and their potential placement professionally or in post graduate studies.

- To increase awareness of global perspectives in Film, Video and Theatre and promote cross-cultural connections for students and faculty.
- To create film and theatre works for community outreach through work in diverse neighborhoods and schools.

C. University Strategic Plan

The University of Colorado Denver like all vibrant universities is undergoing change in the structure and vision statements. The University's Strategic Master Plan (SMP) is a guide to future activities and goals. The department recognizes that we need to be involved with these activities and use SMP as a resource for planning and creating activities, programs and goals.

This plan has identified objectives towards excellence. The department will continue to strive to integrate our work with the activities and programs in these areas of excellence. We are looking forward to interacting with colleges and groups such as the Medical Sciences Programs, Architecture, and Education (MSPAЕ). We recognize the real and pressing need to increase awareness of the community and the world of the issues raised in the MSPAE.

The University of Colorado Denver, as an institution, has divided the strategic plan into seven objectives towards excellence, which the department is also participating.

- Mission, Vision and Values
- Learning
- Discovery, Creativity and Innovation
- Health Care
- Engagement
- Institutional Image and University Communications
- Resource Needs, Infrastructure and Development

II. DEGREE PROGRAMS

The Department of Theatre, Film and Video Production prepares students for advanced degree programs in graduate schools as well as careers in theatre and/or film, television and video, within the context of a strategically designed liberal arts education.. The department offers courses in the disciplines of Theatre (THTR) and Film/Video (FILM) through an innovative curriculum built on a shared foundation of integrative courses as well as specialized advanced courses.

Students also have the opportunity to work directly with faculty, guest artists, and fellow students in the creation of live and recorded performance works through participation in the department's production program of plays, films, television, and video projects, and through co-requisite laboratory experiences. Denver area theatre productions, artist residencies, film screenings, lectures, concerts, exhibits and other cultural resources of the metropolitan area are regularly utilized throughout each student's course of study.

Students wishing to earn degrees in Theatre, Film and Television from the University of Colorado Denver may choose from two four-year program options:

A. (BA) Bachelor of Arts in Theatre, Film and Television

The BA is designed for students who are interested in multiple aspects of Theatre, Film and Television, as well as, for students who are transferring with advanced standing. The BA degree has an integrated sequence of courses in both theatre and film. After completion of the Foundation Sequence, students choose from either a wide range of electives or a concentration of courses in one area, to complete their BA degree. Sample advising sheet with Core Courses and Electives located in FORMS section of this manual.

B. (BFA) Bachelor of Fine Arts in Theatre, Film and Television

For a limited number of students with exceptional abilities; the department offers a rigorous and structured BFA program. The BFA program goal is to provide training at a professional skill level while implementing the overall departmental goals. This intensive program will prepare students to begin their careers with entry level positions in their areas of study, or start their personal creative work, or continue their studies in a graduate program. Majors will take a series of courses in the Foundation Sequence. Upon successful completion of the foundation courses and a demonstration of competence and potential through the interview/audition process in their desired area of focus, the majors would specialize with more intensive course work and production activities in the BFA Program. Intensive tracts would include writing, directing, design, performance, cinematography, Producing/Management and post production. This intensive work will culminate in a comprehensive review which will require the successful completion of a portfolio and or thesis project for a degree. Prospective students are urged to review the Departmental Policies and Expectations portion of this document, to better understand the demands, conditions and requirements of the BFA program. Sample advising sheet with Core Courses and Electives located in FORMS section of this manual.

Admission Procedures and Incoming Assessment Criteria for BFA: For specific requirements for Admission to the programs please see section IV below (University Academic Policies and Procedures).

- C.** For students with other majors, the UC Denver TFVP department offers a minor in Theater. Please note, the prescribed course for the minor is not outlined in the document. For specific information about the classes and program, please consult the University catalogue or contact the Department Chair.

III. DEPARTMENT POLICIES

All University of Colorado Denver TFVP majors are expected to abide by the following policies and guidelines: BFA students see below for additional requirements.

A. GPA requirements for all B.A. majors

- **You are first and foremost a *student*. Academic achievement and successful course work is essential and expected of all majors. To be in good standing all majors MUST maintain a 2.5 minimum GPA and not receive any “F”s in departmental (or required) courses. Students must be in good standing in order to be assigned, or participate in any departmental activities, production positions and/or roles not required by course requirements.** Students who are not in good standing at the end of a semester will be placed on academic probation in the department and will

not be allowed to work on activities the next semester other than through credit-earning classes. Students on academic probation in the department for two consecutive semesters will be reviewed for removal from the program. Students on academic probation or experiencing academic difficulties (receiving a grade of “D” or “F” in a class during the semester) will be asked to complete and submit weekly academic progress reports to their advisor and department chair. Academic problems and solutions will be addressed by the faculty on an individual basis as needed and in consultation with the student.

B. GPA requirements for all B.F.A. majors

• As a BFA student, you have indicated the desire and commitment to work in the professional standards of the profession. As such, **academic achievement and success is essential and expected of you. All majors in the BFA program MUST maintain a 2.75 minimum GPA in order to be admitted or remain in the BFA program and receive grades of “C+” 2.50 in all major courses.** Students who do not meet these requirements at the end of a semester will be placed on academic probation in the department. Students on academic probation or experiencing academic difficulties (receiving a grade of “D” or “F” in a class during the semester) will be asked to meet with an advisor and department chair, and complete and submit academic progress reports. Academic problems and solutions will be addressed by the faculty on an individual basis as needed and in consultation with the student. Students on academic probation in the department for two consecutive semesters will be reviewed for removal from the program.

Additional requirements for Departmental BFA students are:

- a. **All BFA students are required to successfully complete and submit a progress form every year along with other assessment materials.** Each major is required to present signed and completed **forms to the faculty prior to Spring Academic reviews.**
- b. **Being in the BFA program is a *full time job and commitment.*** Due to the large number of hours required to successfully complete academic and production requirements and obligations, students are *urged* to limit outside jobs to 10 hours/week or less. While paying for your education is a necessity, we urge you to budget wisely and earn essential incomes on weekends or during the summer. If you must work more than 10 hours/week, you need to discuss this with the advisor or chair and receive permission for a waiver. Another possibility is to consider becoming a part time student.
- c. **All Departmental BFA students are expected to actively and regularly participate in departmental productions and projects.** It is expected that you will regularly avail your time, talent, and skills on departmental projects, as needed. Students with an emphasis in performance are required to audition for every Official Departmental production and accept roles they are offered.* All majors with concentrations in writing, cinematography, technical production, and design, **MUST** make available their talents, skills, and time to productions by contacting the Production manager or Technical Director (or other assigned faculty members) at the beginning of each semester and/or production project. Students must receive faculty permission from the BFA advisor if they would like to be excused from a given project.

- d. While students may become involved in projects outside of the department, it is expected that these outside activities will NOT interfere with a students academic or production work at University of Colorado Denver. During the regular academic year, students who wish to become involved with productions outside of the department must discuss the situation, fill out the form and receive permission with the Department Chair and the BFA advisor **PRIOR** to committing to any role or job on an outside activity.
- e. **It is expected that UCD BFA students will make work at University of Colorado Denver their first priority.** Students should not take courses for their BFA Degree outside of the degree plan or at other institutions without explicit permission in advance. The credits may not transfer, be accepted, or be applicable to your degree plan.

** Official Department productions are faculty directed and produced.*

Other Requirements for all majors:

Once the production process has started (i.e. auditions or pre-production meetings) students are expected to follow through on their positions to completion. Failure to do so is a serious matter and may lead to a number of consequences up to, and including the possibility of being placed on departmental probation or a lower of grade if the work is related to a course. Students must immediately contact the faculty member or chair for permission if they would like to be excused from a given production for academic, artistic, or personal reason; requests will be considered on an individual basis by the BFA faculty.

Failure to show up for class projects, scheduled shoots or rehearsals is also a serious matter and may lead to a number of consequences and repeated offences will be up to and including the possibility of being placed on probation.

- a. Writing requirements: **All TFVP majors need to develop writing skills to an acceptable college level.** Majors who have difficulties need to see the academic advisors and visit the writing center. All classes in the major have a writing component. Failure on the part of the student to not address and work to overcome writing deficiencies may result in prohibition from registering for upper division classes.
- b. The Writing Center is available to all students for free professional one-on-one sessions. The mission of the writing center is to empower writers through collaborative work. They have a small computer lab, printers, ADA workspaces and a library of grammar handbooks etc. You can make an appointment at 303-556-4845. For more information please visit the website: <http://thunder1.cudenver.edu/writing/>
- c. **All TFVP majors are expected to attend the required all-department students meetings.** Important information and valuable educational activities will be included in these meetings. Attendance will be taken and may affect the student's participation status.
- d. **All TFVP majors are expected to know and abide by the University of Colorado Substance Abuse Prevention Policy.** As a department and students it is our goal to create a safe, healthy creative work environment for all. Violations of our substance abuse prevention policy will not be tolerated and will be reported to the appropriate authorities as required by law and university policy. See page 17 of this document.

- e. **All majors are required to participate in the annual Academic Reviews in the spring.** Faculty and staff members will provide each major with detailed written and oral assessments and recommendations at each evaluation. Theatre experts from regional professional theatre companies will also assist in the May talent reviews.
- f. **All TFVP majors are required to check the University issued email frequently** (can be accessed by free campus computers located in labs and library). The University provided email address: firstname.lastname@email.cudenver.edu is considered the only acceptable form of online communication. All TFVP majors are expected to read and respond to email in a timely manner when necessary.
- g. **All TFVP majors will protect and respect all equipment.** Students using the University equipment must be properly trained. Students should consult the instructor, supervisor or Department Chair if needing additional training. Students must be mindful of safety considerations. Students checking out University equipment must abide by all guidelines and rules set up by the individual suppliers. Students will be monetarily responsible for ALL lost or damaged equipment in their care.
- h. **All TFVP majors are expected to exhibit positive, professional attitudes in all academic and production settings.** Service, leadership, and a collaborative professional spirit are expectations of all members of the program. In addition, they must keep their university record and accounts current and not incur fines or fees that carry over from one semester to another.

Majors who do not adhere to the above active participation policies will be asked to meet with departmental faculty and staff to discuss their future in the department. Students may be removed from the major at the discretion of the theatre faculty as a whole. Re-admission is required for all students who wish to become majors after they have been removed from the program. Departmental Probation may include any of the following: removal from production activity (including auditions, performance, design or directing projects), no access to departmental equipment or production facilities and departmental student club activities.

**C. Assessments for Progress Toward Departmental Goals For TFVP Majors:
{Specific assessments will depend on degree program}**

The department will assess majors in the following areas:

- The student's skills and ability to create works of art using the fundamental basic tools, materials and media.
- The student's master the vocabulary of tools, materials, equipment, and principles of quality production.
- The student's verbal and written skills to express their intentions and to critically support the choices made across all formal, technical and conceptual areas of their work.
- The student's ability to critically evaluate and critique works of film, video, and theatre
- The student's ability to infuse critical thinking, idea development, content development and creative problem solving strategies into their art-making and scholarly practice.
- The student's ability to develop a Web site that serves as their electronic portfolio
- The student's understanding of professional practice and careers in their areas of focus
- The student's ability to work across media

Sample Assessments Methods:

- Successful completion of projects, examinations, and class work reflected in the required G.P.A.
- A demonstrated investment in the departmental production program in theatre and/or film projects by a variety of positions in the departmental production in theatre and/or film reflected in the work in the Production Process courses
- A demonstrated a command of required skills in these positions; reflected in the grades received in Production Process.
- Participation in “capstone” and review courses (Junior and Senior BA projects) which will require the successful completion of an annual portfolio and/ or a project for a degree.
- Demonstrated work in a cross cultural project in either theatre or film
- Demonstrated work on projects to give back to the community through work that is created with the help of and toured in diverse neighborhoods and schools.
- For BFA majors, a demonstrated effectiveness through juried screenings and presentations
- For BFA majors, participation in “capstone” courses and comprehensive review which will require the successful completion of thesis project for a degree.

Time Frame of Assessments: Student reviews will take place in the spring unless a special case warrants a faculty review in the Fall semester.

IV. UNIVERSITY ACADEMIC POLICY AND PROCEDURES

The following is a summary of some College of Arts & Media and University policies that affect most of our students. TFVP students are required to be familiar with and abide by **all** college and university policies and procedures. Please consult university catalogue and CAM advising web site for complete information about current policies.

ADMISSION OF UNDERGRADUATE STUDENTS (General Information for all students)

Notification of Rights Under FERPA at University of Colorado at Denver

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are: (1) The right to inspect and review the student's education records within 45 days of the day that the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the University discloses

education records without consent to officials of another school in which a student seeks or intends to enroll. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Colorado at Denver to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW.
Washington, D.C. 20202-4605

1. Students seeking undergraduate admission to the Theatre, Film and Video Production (TFVP) Department must first apply by the established deadline, and pay the registration fee to the University of Colorado at Denver. Information can be found at www.cudenver.edu/admissions. Please contact the Office of Admissions at 303.556.2704 or admissions@cudenver.edu with any questions regarding the application. It is advisable to plan well ahead of the deadline so that transcripts and/or test scores can be received and evaluated by UC Denver's Admissions and Records Office. Incomplete applications will not be considered.
2. **TRANSFER OF COLLEGE-LEVEL CREDIT** – The Admissions and Records Office and the College of Arts & Media cannot make an official evaluation of credits from another collegiate institution or give specific degree advisement until complete and official credentials are on file and the applicant has been admitted by UC Denver. In general, transfer credits from other accredited collegiate institutions will be accepted insofar as they meet the degree, grade, and residence requirements of the student's chosen program of study at the University. The Department of Theatre, Film and Video Production reserves the right to require prerequisite courses where deficiencies are noted.
3. Prior to registration, transfer students should plan to make an appointment with a CAM academic advisor. If the student has not been accepted to the University prior to their advising appointment, it will be necessary to bring a student copy of transcripts from all previously attended institutions. Initial advising regarding transfer credits is unofficial pending the Official Transcript Evaluation from the Office of Admissions and Records.

TRANSFER OF FILM OR THEATRE TECH OR PERFORMANCE CREDIT – The department does not transfer applied production work from previous collegiate institutions or outside productions. .

ADMISSIONS INFORMATION FOR BFA STUDENTS

For a limited number of students with exceptional abilities, desire and qualifications, the department will offer a Bachelor of Fine Arts Degree (BFA). The BFA program goal is to provide training at a professional skill level while implementing the overall departmental goals. This would allow students to begin their careers in industry with entry level positions or start their personal creative work on completion of the program. Majors will take a series of "Core or Foundation" courses. Upon successful completion of the core courses and a demonstration of competence and potential through the interview/audition process, in their desired area of focus, the majors would specialize with more intensive course work and production activities in the BFA Program. This intensive work would culminate in a comprehensive review which will require the successful completion of an annual portfolio and/ or thesis project for a degree.

Incoming Assessment Criteria and Admission Procedures for entrance into:

Students must apply to the program and be accepted into the BA (foundation program) as the

first step in formal acceptance into the Department's BFA Degree Programs. After their third semester and satisfactory completion of core courses in Theatre, Video/Television & Film, qualified students will be able to audition/ interview for admittance into the BFA program.

Assessment For Formal Admission To The BFA Includes The Following Evaluation:

- BFA students are required to have an overall G.P.A. of (2.0) in all course work including course taken at other institutions.
- BFA students are required to have an overall G.P.A. of (2.75) in all film, video or theatre course work including course taken at other institutions.
- To maintain matriculation in the BFA program, Students must have a C+ (2.75) grade in each individual course in the major field.
- Students not meeting the GPA Admission requirement can appeal to the admissions committee for a waiver by using the GPA waiver form. GPA waivers are extremely rare and only in the case of extenuating circumstances.

Department Interview: An interview with each student by the members of the TVFP faculty will be required. This interview is usually given in early Spring semester and is to ascertain that the student's aspirations and expectations are related to those of the programs. Part of this interview will be a presentation of a portfolio of the student's work to date. The faculty will review each student's classroom, studio, and production work. Faculty will also review resumes and portfolios of performances, videos, and films, papers and images.

Diagnostic Exam and Essay: Students will be required to write an essay exam on material covered in the foundation sequence courses. This exam will cover the follow areas.

- A. Basic Writing and Reading Skills
- B. Understanding of the Department and College's Mission, Vision and Values Statement
- C. Basic area (Film/Video or Theatre) information in areas such as:

- General Types of Productions
- Production requirements for those productions
- Personnel Roles required for productions
- Scriptwriting Concepts and Structures
- Major Theoretical & Historical Movements Major current issues in their field
- Basic Acting Skills
- Basic Directing Skills
- Basic Design Skills

Students will have five questions (a choice of topics in three questions from a list of topics similar to above list of knowledge areas. Each question will have 10 minutes to answer.

The exam will be scored by a faculty committee, and the portfolio will be screened by the faculty who will make a recommendation to the Chair regarding admittance.

Professional Goals and Artist's Statement – A minimum of 3 pages double spaced typed statement from the student on their professional, and educational goals, as well as their artist's statement.

After Review -- Based upon the above criteria of achievement, successful students will be admitted into the BFA program for the following Fall semester. This recommendation is the faculty's evaluation of the student's potential for successfully completing the BFA degree in a timely manner. Students who are not recommended for the BFA can continue in the Department's BA programs. Students who are not admitted into the BFA program may apply the following year for up to three times. Students

who are not admitted into the BFA program may appeal to the admissions committee for a possible review.

Transfer Students -- Transfer students will be considered on an individual basis—however there will be a minimum of at least one semester “residency” requirement in the BA program, before an audition/interview for possible admittance into the BFA program. Admission to the BFA course work is only in the Fall semester. (The successful completion of course works and passing diagnostic exam and essay is required of all transfer students during the “residency period”). Please note: Transfer students need 45 hours in UCD upper division classes to graduate.

Admission Deferment– Students who are admitted to the BFA program may defer their admission for one year only, to the Fall semester of the academic year following their original admission to the program. Students who wish to defer their admission must contact the TFVP Office as well as the Admissions Office to confirm their deferment. Students must fully reapply to the TFVP Department after the permitted deferment period has passed.

B. GENERAL REGISTRATION INFORMATION

1. Information regarding all registration procedures and policies can be found at www.cudenver.edu > Registrar. Please consult the Academic Calendar for published deadlines for each term.
2. Please contact the Bursar’s Office for information regarding the enrollment and billing policy at 303.556.2710 or www.cudenver.edu > Admissions > Bursar.

C. ACADEMIC ADVISING

1. New freshmen and transfer students with less than 30 transfer credit hours should schedule an appointment at the Academic Advising Center at 303.352.3520 for initial advising. These students will be introduced to the University and its policies, as well as the University Core requirements.
2. Basic Degree requirements will be explained at the student’s initial advising appointment, although students are encouraged to consult with the College of Arts & Media Advising Office at 303.556.2279 should they have particular questions about the TFVP Program.
3. All students interested in applying for the BFA program should consult a CAM Advisor as soon as possible. They assist in the transition from the Academic Advising Center to the College. The CAM Advisor will assist with the Core, Major, Degree, and College requirements, as well as schedule planning, course sequencing advice and academic policies. The CAM Advisor also assists with graduation and commencement procedures.
4. When issues arise sometimes Advising STOPs will be placed on student’s registration periodically throughout their academic career as Arts & Media students. Students will be notified in advance of this STOP by e-mail. Students are required to consult the CAM Advisor in order to get this STOP lifted.
5. For CAM Advising information or questions, contact the CAM Advising Office in AR 177 or at 303.556.2279

D. CONTINUING ACADEMIC EVALUATION

1. The following minimum standard has been adopted for the continuing academic evaluation of all Theatre Majors at UC Denver: 2.00 overall CU GPA.
2. Grades below "C" (below 2.00) in the area of concentration will not carry credit toward the Bachelor of Arts Theatre degree.
3. A "Notice of Unsatisfactory Progress" or an "Early Alert" will be sent out at mid-semester to those students with failing or near-failing standing in any Theatre course.
4. Students can be awarded honors based upon cumulative GPA at the time of graduation. Please see current the UCD Catalog for more information regarding honors requirements.

E. PROBATION: ACADEMIC AND PERFORMANCE

1. Any student who does not maintain the minimum academic standards set by the Department (overall CU GPA of 2.00) will be placed on Academic Probation. Please see the current UCD Catalog for more information regarding academic probation and scholastic suspension.
2. *The Theatre Department has set minimum performance standards for all UC Denver TFVP Majors. Failure to meet these standards will result in Participation Probation. Grounds for Performance Probation include:
 - a. Receipt of a D or F in an applied core course.
 - b. Failure to audition
 - c. Failure to participate in some capacity on every production
 - d. Unexcused absences or unmet deadlines without cause or reason.

Students who have been placed on Performance Probation will be reviewed at the end of one semester. If the deficiencies have not been remedied, the student may be advised out of the program.

Please note that UCD has some of the most stringent requirements for Add, Dropping and getting Incompletes in courses. It is imperative that you have a clear understating of these regulations before each semester! Please visit ARTS 177 to pick up a SCHEDULE ADJUSTMENT FORM (SAF)

F. INCOMPLETE GRADES – I

1. The grade of an I (Incomplete) is given when a student is unable to complete all the necessary requirements for a course due to special circumstances as outlined below. Upon completion of the course requirements within one academic year, the incomplete grade will be changed to the actual grade earned. If the course requirements are not completed within one academic year, the grade of I will convert to an F. Incomplete grades will not be changed after the one-year time period has elapsed.
2. An incomplete grade will be assigned only when unusual circumstances exist and are verified by the student to the instructor's satisfaction. For example, circumstances clearly beyond the student's control and which have hindered completion of a course such as illness or death in the family. 2/3 of the work of the course must have been completed prior to the request of an incomplete.

3. The student in the event of an incomplete grade must submit a "Course Completion Agreement" to the Theatre Office. Students are responsible for gathering the required signatures.

4. In order to appear on the College of Arts & Media graduation lists, a student must complete Incomplete "I" grades before the last day of classes in the semester in which the student intends to graduate.

G. ADD/DROP PROCEDURES

Schedule Adjustment Forms (SAF) are used to make changes to a student's schedule for the current semester. They are available in the TFVP office and Advising Office ARTS 177.

SAFs can be used to do the following:

- Enroll into a class that is full, after the waitlist is dropped.
- Request an overload (exceeding the maximum number of credit hours per semester).
- Request enrollment into a class that overlaps or conflicts with another class.
- Request a late add for module/late-start class.
- Request to take a class pass/fail.
- Request a late drop.
- Request a withdrawal for the semester.

The student is responsible for obtaining all requisite signatures on this form before processing. The form is available at the College of Arts & Media advising desk Room AR 177.

H. PASS/FAIL OPTION

1. Up to 12 semester hours of course work may be taken on a Pass/Fail basis. Students must consult with a College of Arts & Media Academic Advisor for information regarding the courses that may be taken on a Pass/Fail basis and still count towards graduation.

2. Courses required in the Major may not be taken Pass/Fail.

3. Only 6 hours of course work may be taken Pass/Fail in any given semester.

I. RESIDENCE REQUIREMENTS

A student must earn at least 30 credit hours in residence while enrolled as a degree student at UC Denver.

J. WITHDRAWAL FROM THE UNIVERSITY

To withdraw from the University, the student obtains approval of the Dean of the College of Arts & Media, the Finance Office and the Office of Admissions and Records. A student who ceases to attend classes without officially withdrawing will receive a grade of F for all course work during that term.

K. STUDENT CONDUCT, POLICIES AND STANDARDS

When a student enrolls in the University of Colorado, he or she agrees to participate meaningfully and positively in the life of the University and to share in the obligation to preserve and promote its educational endeavors. The Code of Student Conduct governs student

behavior on campus to support the educational environment at UC Denver. It prohibits obstruction and interference of movement on campus, disruption of activities on campus, theft, possession of dangerous weapons, sale and use of drugs, and physical or sexual harassment.

See the Code of Student Conduct brochure for specific policies and procedures. The brochure is available in the Office of Student Life, Tivoli Student Union Room 303. For further information, contact Student Life at 303.556.3399 or www.cudenver.edu > Student Life.

GUESTS ON CAMPUS

The University of Colorado Denver is located on the AURARIA and Community College of Aurora campus. The facilities while controlled by other entities our open to members of the UCD community and their guests. If a student entertains guests anywhere on campus or at a TFVP event, the student is responsible for the behavior of those guests at all time. Guests of students who violate the Standards of Conduct may be asked to leave the premises and may have negative repercussions for the student.

L. SUBSTANCE ABUSE POLICY

The University of Colorado Denver Theatre, Film and Video Production Department desires to support responsible choices involving the consumption of alcoholic beverages, illegal drugs, and performance enhancing drugs. We are committed to enforcing existing state and university laws, policies, and procedures in dealing with all forms of substance abuse which are brought to our attention. We are also committed to utilizing all university and community substance abuse resources in the education of our department members in the prevention of alcohol and drug abuse. Our ultimate goal is to minimize drug and alcohol experimentation, use, abuse, and dependence while encouraging all department members (students and staff) to develop a healthy and safe approach to their personal and professional life.

We believe that membership in TFVP Department is a privilege, and in order to maintain that membership individuals are expected to demonstrate adherence to established policies, professionalism, honesty, integrity, and respect for themselves and others within all theatre-sponsored or related activities. Students and staff involved in all TFVP Department sanctioned projects and activities (including classes, workshops, productions, rehearsals, special events, theatre employment hours, Student club activities, and trips) are expected to adhere to the substance abuse policies of the Department, University, and civil law.

Underage drinking, the possession and/or distribution of illegal drugs and drug paraphernalia, disruptive and/or dangerous behavior resulting from the use of drugs and alcohol are all violations of departmental and university policy, as well as state and federal laws. All known violations will be reported immediately to the University Police, and Student Health & Counseling Center counselors and appropriate members of the academic staff.

The penalties for substance abuse during any Department sanctioned project or activity (as described above) are as follows:

- First Offense: TFVP Department students who are found to be in violation of substance abuse laws and policies while engaged in any sanctioned TFVP Department activity or project will be immediately removed from that activity or project, will be required to meet with the professional drug and alcohol counselors in the Student Health and Counseling Center, and will be placed on probation in the department.

- Second Offense: A second offense to this policy will result in continued professional counseling and a one semester removal from the TFVP Department and all departmental projects and activities.
- Third Offense: A third confirmed offense will result in the immediate and permanent removal from all University of Colorado Denver TFVP Department projects and activities.
- **Staff:** State employees will be subject to all previously instituted rules and policies related to alcohol and drug abuse as instituted by the UCD system.

V. STUDENT RESOURCES

A. WRITING CENTER

The Writing Center is available to all students for free professional one-on-one sessions. The mission of the writing center is to empower writers through collaborative work. They have a small computer lab, printers, ADA workspaces and a library of grammar handbooks etc. You can make an appointment at 303-556-4845. For more information please visit the website: <http://thunder1.cudenver.edu/writing/>

B. STUDENT ORGANIZATION RESOURCE CENTER (SORC)

The mission of the Student Organization Resource Center (SORC) at the Office of Student Life is to promote student engagement as an integral part of a University education, register student organizations, and provide services, information, education, support, and advising to assist with the development and strengthening of students and student groups. At the University of Colorado at Denver Downtown Denver campus, we recognize the importance of student organizations for building leadership, teamwork, and networking skills. Not only are you enhancing your college experience but you are also impacting the college experience of your fellow students. Involvement in campus organizations is also an important part of UCD's total educational program. Student Organizations offer social, service, and professional opportunities for their members within the university and community. Membership can broaden acquaintances, develop leadership abilities, build decision-making and problem-solving skills, and complement classroom instruction.

Office of Student Life

Location: Tivoli 303

Phone: 303-556-3399

Email: studentlife@cudenver.edu

Website: <http://thunder1.cudenver.edu/studentlife>

C. INTERNSHIPS

Internships integrate academic learning with practical work experience in professional environments. They are supervised, mentored and evaluated experiences that help you test your interests, develop new skills, and learn first-hand about the workplace in your field of study. This year over 80 percent of new college graduates will have completed one or more internships. Don't put yourself at a disadvantage — Get an Internship!

Experiential Learning Center

• Tivoli Student Union • Suite 260 Phone: 303-556-6656 • Hours: M-F 8:00 -5:00

8 Reasons to do an Internship

- Learn about a career field from the inside to decide if it is the right field for you
- Apply concepts you've learned in the classroom to real-world practical experiences
- Develop new skills, knowledge, and confidence in your own abilities
- Establish professional work habits and attitudes
- Meet new people and develop your networking skills
- Gain exposure to real-world problems and issues
- Obtain valuable work-related references and letters of recommendation
- Strengthen your resume and open the door to a job offer!

D. INSURANCE:

The University of Colorado Denver – Downtown Denver Campus (DDC) strongly encourages all students to have adequate health insurance coverage. This will help insure success in the academic community even in the event of an unexpected medical expense. The University highly recommends that you consider this health program to protect yourself against unexpected health emergencies which might arise. Without adequate medical protection your ability to maintain good health and meet education expenses could be seriously jeopardized. If you are not currently covered by other medical insurance at an adequate level, we urge you to take advantage of this opportunity to purchase medical protection at a very reasonable cost. The Student Accident and Sickness Health Plan is designed to coordinate with the Health Center at Auraria to assure the availability of quality health care at the lowest possible cost. The benefits of the University of Colorado Denver – Downtown Denver Campus Student Accident and Sickness Health Plan are described in a brochure available at the TFVP office. Be sure to read the Schedule of Medical Benefits as well as the Exclusions and Limitations sections. It is very important to know what the Policy does and does not cover. If you have any questions about this plan, please contact AmeriBen at 800-626-5520 and refer to Group # 0190389. We look forward to assisting you in maintaining good health while you achieve your educational goals.

E. LOCKERS

Theatre & Film students wishing to use a locker should contact the CAM Advising Office in Arts Building, Suite 177 at the beginning of each semester. Lockers are assigned on a first-come-first-served basis to UC Denver Theatre Major and Minors.

Each student is responsible for providing the locks needed to secure their locker.

Students must remove all personal belongings at the end of each semester. Any personal belongings left in the lockers after the posted clean-out date will be discarded. Nothing may remain in the lockers over breaks.

VI. DEPARTMENT PRODUCTION POLICIES AND INFORMATION:

A. DIVERSITY

University of Colorado Denver's commitment to diversity is reflected in a curriculum that prepares students from both genders and all racial, ethnic, national, and ethnic groups to live in a pluralistic society. University of Colorado Denver's TVFP Department fully embraces the University's multicultural mission and vision, and strives to provide academic and production opportunities that reflect the full diversity of ideas and individuals that exist in our greater community and culture. We are committed to providing equal opportunity and nondiscrimination in all aspects of our academic and production programming. Except in plays where race or gender is an issue, casting is decided on the basis of ability.

B. EMERGENCIES

In the event of an on campus personal emergency the University Health and Safety rules require faculty and staff members to notify campus police and medical health services. Please fill out an incident report with Campus police. While on campus please dial: **303-556-5000** instead of dialing 911 – this will result in immediate campus action.

For campus closure and emergency info, dial: 1-877-INFO-070 (or 1-877-463-6070).

C. BACKSTAGE POLICY- Kenneth King Center

1. The Stage manager is the authority over the cast and all crews – front of house, onstage and backstage. The stage manager reports directly to a faculty member.
2. All cast and crew must be signed in by half hour on the call board.
3. Standard dress for crew assignments is black pants, long sleeve black shirt, black socks and closed-toe shoes. Crew cannot wear shorts, tank tops or sandals backstage at any time.
4. Actors should not be in costume prior to half hour call, unless specified to do so.
5. Only Actors, wardrobe/make-up crew and involved theatre arts faculty members are allowed in the dressing rooms or dressing space. All others will be asked to leave.
6. There is no eating, smoking, or drinking (except water) in costume. Crew members are not allowed to eat, drink or smoke backstage, onstage or in the auditorium.
7. Production members, cast, and crewmembers are not allowed in the lobby or audience area when audience members are present – unless specifically assigned as part of crew duties. "If you can see the audience, they can see you". Peeking at the audience is both unprofessional and discourteous.
8. No cell phones and no personal music will be allowed in any backstage area during show or rehearsal. Cast and crew are discouraged from working on homework or other projects in and around the theater during the rehearsals and show, the distraction could cause a missed cue or entrance.
9. The house manager in the lobby will handle pre-show flowers and gifts. Please direct visitors to the lobby.
10. Actors and crewmembers are expected to clean their personal space before leaving any performance. Crew should pre-set before they leave for the evening. Actors are

expected to clean make-up tables, hang up all costumes and costume pieces, and deposit laundry to be washed in the proper receptacles.

11. Actors may not leave the theatre in any costume, costume accessories or theatrical make-up.
12. After first call, for either cast or crew, no one is allowed backstage or in the green room except cast, crewmembers, and theatre arts faculty. No visitors may come onstage or into any backstage area after the performance, unless the stage manager has cleared the space and the visit has been approved.
13. Visitors who wish to meet cast and crew after the performance should be instructed to meet their hosts in the lobby only (To clarify, a "visitor" is any individual who is not directly involved with the production or performance; "good friends", parents and spouses are still "visitors" and must comply with the Backstage Policy). So as to not delay the costume crew, please change first.

D. Costume Policy

When cast in a particular show Stage management will notify the actor to set appointments for fittings/ measurements. Please give them a list of your availability, which will be coordinated with the Costume Shop schedule.

1. Arrive on time for all appointments and fittings.
2. Call the Costume shop if you are to be delayed 303-556-2052
3. For Fittings:
 - a. do not wear heavy clothing, please dress in layers
 - b. please wear clean undergarments and attend to your personal hygiene – showering and deodorant.
4. All actors are responsible for having their own Basic makeup kit by the first dress rehearsal, this should include the following:
 - a. Foundation base that is close to your natural skin tone.
 - b. base which is a few shades darker and another which is a few shades lighter than your foundation base for utilization as shading or highlighting.
 - c. A neutral setting powder.
 - d. Lip colors a shade or two darker than your natural color.
 - e. A cheek color/blush that is similar in tone to your natural blush after you've been active.
 - f. Black and brown eyeliner.
 - g. A sharpener for makeup pencils.
 - h. A comb and or hairbrush.
 - i. Any moisturizer, makeup remover or cleanser which works well for your skin.
 - j. A container of some sort, labeled with your name to contain your makeup and additional supplies.
 - k. Hair products as deemed by specific shows.
 - l. Makeup applicators, brushes or sponges.
5. All actors are required to have a pair of character shoes and a pair of either Ballet shoes or Gymnastic shoes that you can easily move in. Please have these shoes available for rehearsals and shows.

6. Please do not cut or color your hair after you have been cast for a role. Your appearance has been taken into consideration during casting. If you need /want a haircut please consult the Costume Designer before doing so. You may be asked to cut or color your hair. If hair changes are unacceptable you may be asked to wear a wig which can be uncomfortable. Men might be asked to grow/shave facial hair.
7. If the costume shop provides rehearsal clothing it is the actor's responsibility to store the items neatly after rehearsal in a designated storage space.
8. Actors are responsible both physically and financially. Clothing must be hung up on hangars following rehearsal/performance. Items are not to be removed from the dressing room for any reason.
9. If you have a problem with a costume during rehearsal or the run of a show write down the issue on the Costume repair list which will be provided in the green room area. Alert the wardrobe person if the Costume repair is an emergency. Please note Costume issues regarding Design or Esthetics will be handled by the Costume Designer and Director.
10. Laundry will be done on a regular basis.
11. All personal items and makeup kits need to be stored neatly in the dressing rooms. The King Center will not be responsible for lost or stolen items. Please keep expensive items out of the dressing room area.
12. Following the final performance; please get out of costume quickly and hang your costumes neatly in assigned areas. Then remove all of your personal items from the dressing area so that wardrobe crew can strike and clean the dressing rooms quickly and efficiently.

Costume shop phone # 303 556-2052 – messages cannot be left.
Please leave messages at: 303-556-6198
Shop Manager and Designer Janetta Turner
Janetta.turner@ucdenver.edu

Equipment Check out Policy (Film)

The University of Colorado Denver is currently revising the Film, Audio and Video Check out procedures. Please review the handout with this book or provided by your class instructor.

FILMING ON CAMPUS

Please note that all students must contact the Events Manager 303-352-3500 to get access to filming on campus. This requires a minimum of 10 days notice prior to the event and instructor approval. Proceeding without proper paperwork and approval may be shut down by the campus police.

Policy & Expectations Acknowledgement Statement:

I have read and understand the policies and expectations listed in handbook and understand that these policies and expectations will be utilized to evaluate my progress in the University of Colorado Denver Department of Theater, Film and Video Production. This document will be kept in my personnel file at the Dean's office and in the TFVP office.

Printed Name _____

Student Signature _____

Date: _____

Area of Emphasis _____